



818 S. FLORES ST. ① SAN ANTONIO, TEXAS 78204 ① www.saha.org

Procurement Department

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## **REQUEST FOR QUOTATIONS**

**For**

**Clean, Paint, and Minor Repair Services**

**For**

**HOUSING AUTHORITY OF THE  
CITY OF SAN ANTONIO, TEXAS  
AND  
AFFILIATED ENTITIES**

**RFQ #: 1012-909-62-3401**

**Closes December 16, 2010 @ 11:00 AM**

Prepared by:

**Department of Procurement  
of the  
San Antonio Housing Authority  
818 South Flores Street  
San Antonio, Texas 78204**

President and CEO..... Lourdes Castro Ramirez

December 2010

## Request for Quotes 1012-909-62-3401

- 1.0 **SAN ANTONIO HOUSING AUTHORITY (SAHA) CONTACT:** All questions pertaining to this quotation shall be addressed to Daniel Gines, Purchasing Agent, telephone 210-477-6172, fax 210-477-6167 or e-mail at [daniel\\_gines@saha.org](mailto:daniel_gines@saha.org).
- 2.0 **APPLICABILITY:** By submitting a quote (hereinafter referred to as "bid") to SAHA, the firm or individual doing so (hereinafter, "the bidder") is automatically agreeing to abide by all terms and conditions listed herein, including those terms and conditions within the HUD document, *Table 5.1, Mandatory Contract Clauses for Small Purchases Other Than Construction*, HUD Handbook 7460.8 REV 2, Procurement Handbook for Public Housing Agencies, dated 2/2007, and SAHA General Terms and Conditions and HUD prevailing wage decision. These documents may be obtained by contacting Daniel Gines, Purchasing Agent, telephone 210-477-6172, fax 210-477-6167 or e-mail at [daniel\\_gines@saha.org](mailto:daniel_gines@saha.org).
- 3.0 **SAHA's RESERVATION OF RIGHTS:** SAHA reserves the right to:
  - 3.1 Reject any or all bids, to waive any informalities in the Solicitation process, or to terminate the Solicitation process at any time, if deemed by SAHA to be in the best interest of SAHA.
  - 3.2 Terminate a contract awarded pursuant to this Solicitation at any time for its convenience upon delivery of a 14-day written notice to the apparent or successful bidder.
  - 3.3 Determine the days, hours and locations that the successful bidder shall provide the items or services called for in this Solicitation.
  - 3.4 Reject and not consider any bid that does not, in the opinion of SAHA, meet the requirements of this Solicitation, including but not necessarily limited to incomplete bids and/or bids offering alternate (not including "or equal" items) or non-requested items or services.
  - 3.5 SAHA reserves the right to:
    - 3.5.1 To make an award to the same bidder (aggregate) for all items; or,
    - 3.5.2 To make an award to multiple bidders for the same or different items.
- 4.0 **BIDDER'S RESPONSIBILITY:** Each bidder must carefully review and comply with all instructions provided herein, or provided within any named attachments.

- 5.0 **DEADLINE:** Each bidder shall submit his/her proposed costs, prior to the posted deadline, where provided herein. Whereas this is an informal solicitation process, SAHA reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of SAHA, it is in the best interests of SAHA.
- 6.0 **HOLD PRICES/NON-ESCALATION:** By submitting a bid, each bidder thereby agrees to "hold" or not increase the proposed bid prices for a minimum period of sixty (60) days with no escalation. Quantities listed in this Solicitation are for the purpose of determining best pricing per line item.
- 7.0 **Method of Award:** SAHA may, at its sole discretion, procure the applicable goods or services by issuance of a PO or execution of a Contract. By submitting a bid, the successful proposer agrees to accept the PO or execute the contract.
- 8.0 **AWARD CRITERIA:** If an award is completed pursuant to this Solicitation, and unless otherwise instructed by SAHA, an award shall be made to the responsive and responsible contractor that submits the best value to SAHA using price and other factors listed below.

Experience  
Cost  
Past Performance

- 9.0 **BID COSTS:** There shall be no obligation for SAHA to compensate any bidder or prospective bidder for any costs that he/she may incur in responding to this Solicitation.
- 10.0 **ASSIGNMENT OF PERSONNEL:** SAHA retains the right to demand and receive a change in personnel assigned by the successful bidder to provide services to SAHA if SAHA believes that such change is in the best interest of SAHA and the completion of the work or provision of the items.
- 11.0 **UNAUTHORIZED SUB-CONTRACTING PROHIBITED:** The successful bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this Solicitation (including, but not limited to, selling or transferring the ensuing PO or contract) without the prior written consent of SAHA. Any purported assignment of interest or delegation of duty, without the prior written consent of SAHA shall be void and may result in the cancellation of the PO or contract with SAHA.
- 12.0 **LICENSING REQUIREMENTS:** By submitting a bid the successful bidder thereby certifies that he/she possess and will, prior to issuance of a PO by SAHA, present to SAHA, proof and/or certification of the following:
  - 12.1 If applicable, local business license or permit issued by the City of San Antonio.

**12.2 If applicable, a copy of the bidder's license issued by the State of Texas licensing authority allowing the bidder to provide the services or products as detailed herein.**

**13.0 SPECIFICATIONS /SCOPE OF WORK FOR THIS SOLICITATION:**

**13.1 SAHA is seeking independent contractors for Clean, Paint, and Minor Repair Services as specified in the scope of work in attachment C. The Contractor shall perform all work to the specifications and standards as prescribed in this request for quotes.**

**Attachment A- HUD Wage Decision.**

**Attachment B- Technical Specifications.**

**Attachment C- Scopes of Work.**

**Attachment D- W-9 Form.**

**Attachment E- Section 3 Forms.**

**13.2 Contractor(s) shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses or permits required to provide the services under this request for quotes.**

**13.3 Upon completion of the work, Contractor(s) shall clean the area where the work was performed and Contractor shall remove any waste and debris generated by the work under this request for quotes and dispose of off-site. At no time, will Contractor discard waste or debris into any SAHA Refuse container.**

**13.4 Contractor(s) shall practice acceptable safety precautions, follow industry safety standards, and use only industry approved safety equipment in the performance of all duties. Contractor shall maintain at all times all equipment in proper and safe operating condition in accordance with the manufacturer's specifications. Contractor must be cognizant of safety at all times and take necessary safety precautions, so as to not cause harm to any persons or property while performing services under this request for quotes. Contractor(s) shall exercise extreme caution around pedestrians and parked cars.**

**13.5 SAHA shall retain salvage rights on any replaced equipment. However if the replaced equipment is of no value to SAHA, it will be the responsibility of the Contractor to dispose of the equipment.**

**13.6 Contractor shall pay all of its employees, including any and all approved subcontractors, the prevailing wage for maintenance as determined by the United States Department of Labor and the United States Department of Housing and Urban Development. Wages have been included as attachment A.**

- 13.7 Contractor(s) must provide supervision and other items, at Contractor's own expense, to include but not limited to: all equipment, labor, cleaning supplies, bleach, chrome polish, oven cleaner, glass cleaner, floor stripper and wax, non abrasive bathroom cleaners, tools, etc. necessary to perform all of the required services under this request for quotes. SAHA will furnish all building materials and supplies (such as paint, texture, caulking, flooring, doors, appliances, etc.) with the exception of cleaning supplies.**
- 13.8 Contractor shall have work crews, qualified by training and experience, and licensed to perform the work required. Contractor shall have adequate staff to insure make ready units are completed to include punch list items within three (3) calendar days of purchase order.**
- 13.9 Contractor shall perform criminal history checks and drug screening tests on all prospective employees performing work under this request for quotes and provide summaries of the results to SAHA CA if requested. Prospective employees whose criminal history check discloses a misdemeanor or felony involving crimes of moral turpitude, sexual offenses or harm to persons or property shall not be employed to perform work under this request for quotes. Contractor(s) is required to perform drug screening of all employees and to ensure acceptable test results. Criminal history and drug screening checks will be completed at the sole expense of the Contractor. Any employee of the Contractor suspected of being under the influence of drugs and/or alcohol will be reported to the SAHA's Security Department and/or other local law enforcement. If the employee is determined to be under the influence of drugs or alcohol in any form or manner, or believed by proper authority to be dealing in the illicit sale of alcohol or drugs they will be removed and shall not be allowed to return to any job site on SAHA property.**
- 13.10 Contractor shall provide ID badges and uniforms for all employees working on SAHA's properties. No employee will be allowed on SAHA's properties without his/her ID badge and uniform on his/her person. Contractor must submit to SAHA's Procurement Department a sample of his/her ID badge if requested. Contractor(s) is to report personnel changes to SAHA CA as they occur and prior to the person reporting to SAHA's property.**
- 13.11 Contactor(s) shall use reasonable care to clearly mark all work areas that might reasonably be expected to endanger the health and safety of residents, guests, or any other persons. Contractor will provide at their own expense such signs, markers and barricades as required to identify all work areas and minimize inherent dangers.**
- 13.12 Prior to commencing work, Contractor shall receive a purchase order.**

- 13.13 Physical Security:** Contractor shall be responsible for safeguarding all SAHA property provided for Contractor use. At the close of each workday, SAHA facilities, property and materials shall be inspected and secured. The Contractor shall establish and implement methods of ensuring that all keys issued to the Contractor by SAHA employees are not lost or misplaced and are not used by unauthorized persons. No keys issued to the Contractor by SAHA shall be duplicated. If the Contractor loses the keys to the lock, SAHA will replace the lock and bill the Contractor for the cost to replace the locks.
- 13.14 Environmental Control:** The Contractor shall be knowledgeable of and comply with all applicable Federal, State, and Local laws, regulations, and requirements regarding environmental protection. In the event environmental laws/regulations change during the term of this request for quotes, the Contractor is required to comply as such laws come into effect. If Contractor subjects SAHA to any environmental issue, he shall notify Property Manager immediately.
- 13.15 Notification of Environmental Spills:** If the Contractor spills or releases any substance mark as hazardous into the environment, the Contractor or its agent shall immediately report the incident to the Maintenance Operations Service Call Desk at 477-6800. The liability for the clean up of spill or release of such substances rests solely with the Contractor and its agent.
- 13.16 Make Ready Start Date:** The Contractor shall start the make ready no later than the very next day after being provided with a purchase order and must complete the unit within three (3) calendar days to include weekends and holidays unless other arrangements are made. The Contractor must have the equipment and manpower capability in order to complete at once all make ready units that are assigned. Once the purchase order is issued to the Contractor, the three (3) day turn around time applies to the entire group of make readies. This is including completing punch list and final inspection. If Contractor fails to complete the scope of work to include all punch list items within three (3) calendar days, SAHA may assess liquidated damages at a rate of \$50.00 dollars a day per unit.
- 13.17 Make Ready Acceptance:** After the Property Staff has identified unsatisfactory or incomplete discrepancies as per the scope of work, they will provide Contractor with punch list of items to be corrected. The Contractor shall notify the Maintenance Supervisor when the unit is ready for inspection. Inspections shall be scheduled no later than 4:00 p.m. daily, in order to be accepted within the specified time allowed. Property Staff will walk the unit with the Contractor to verify that the items on the punch list have been completed no later than the very next day when notified by Contractor that the unit is ready. Contractor shall not invoice SAHA until punch list is completed and signed off by Property Staff.

**13.18 Green Initiatives:** The Contractor is encouraged to investigate and offer alternatives for cleaning supplies and materials that would increase the “green” or environmental efficiency of the project.

**13.19** If not on file already with SAHA, Contractor shall provide completed W-9 form and insurance certificate within twenty four (24) hours of being notified by SAHA of awarded bid. The insurance certificate shall meet all of our insurance requirements as stated in section 14.0 below.

**13.20 EPA Requirements.** SAHA requires that all Contractors for this RFQ must be EPA certified. Contractors performing renovation, repair and painting projects that disturb lead- based paint in homes, child care facilities, and schools built before 1978 must be certified by EPA and must follow specific work practices to prevent lead contamination.

This includes, but is not limited to:

Contain the work area.

Minimize dust.

Clean up thoroughly.

EPA requires that firms performing renovation, repair, and painting projects that disturb lead-based paint in pre-1978 homes, child care facilities and schools be certified by EPA and that they use certified renovators who are trained by EPA-approved training providers to follow lead-safe work practices. Contractors must provide to SAHA and tenants a copy of the EPA pamphlet *“Renovate Right: Important Lead Hazard Information for Families, Childcare Providers and Schools,”* before the renovations start. Federal law requires this in housing, child-care facilities and schools built before 1978 and when renovating six square feet or more of painted surfaces in a room for interior projects or more than twenty square feet of painted surfaces for exterior projects. For a copy of this pamphlet go to

[www.epa.gov/lead/pubs/renovaterightbrochure.pdf](http://www.epa.gov/lead/pubs/renovaterightbrochure.pdf)

**13.21** Contractor shall remove and dispose of any items or debris abandoned in the apartment. Dispose of these materials to an approved offsite location. Hazardous materials shall be restricted to the use of appropriate containers and disposed of in a proper and legal manner to an approved offsite location. This is the sole responsibility of the contractor.

**14.0 INSURANCE:** The following table details the standard liability policies with the required limits and waivers of subrogation required by SAHA of all contractors performing work on SAHA property.

Business Automobile Liability	Required Limits
SAHA and its affiliates must be named as an additional insured and as the certificate holder. This is required for any vendor that will be using their vehicle to do work on SAHA properties.	\$500,000 combined sin limit, per occurrence
Workers Compensation and Employer's Liability	Required Limits
Workers' Compensation coverage is Statutory and has no pre-set limits. Employer's Liability limit is \$500,000. Workers' Compensation is required for any vendor made up of more than one person. A Waiver of Subrogation in favor of SAHA must be included in the Workers' Compensation policy.  SAHA and its affiliates must be a Certificate Holder.	Statutory \$500,000
Commercial General Liability	Required Limits
This is required for any vendor who will be doing hands on work at SAHA properties. SAHA and its affiliates must be named as an Additional Insured and as the Certificate Holder.	\$1,000,000 per accident \$2,000,000 aggregate

**15.0 Invoicing:** Invoices shall be sent to: San Antonio Housing Authority, Accounts Payable, P.O. Box 830428, San Antonio, TX 78283-0428 or may be e-mailed to [AccountsPayable@saha.org](mailto:AccountsPayable@saha.org). Contractor shall invoice SAHA within 60 days after the delivery of the goods or service. If contractor fails to invoice within 60 days SAHA reserves the right to not pay the invoice.

**16.0 WARRANTY:** All services and goods provided pursuant to this RFQ and the resulting contract shall be covered by the most favorable commercial warranties given to any customer for same or similar supplies or services, but in any event such goods and services shall be warranted for at least a period of two (2) years.

**17.0 Fair Labor Standards Act:** Both parties hereby agree to comply with the provisions of the Fair Labor Standards Act (29 U.S.C. 201, et seq).

**18.0 Responses may be hand delivered to:**

San Antonio Housing Authority,  
attn. Daniel Gines, Purchasing Agent  
818 S. Flores, San Antonio, TX 78204.

Faxed to: Attn. Daniel Gines at 210-477-6167  
Emailed to: [daniel\\_gines@saha.org](mailto:daniel_gines@saha.org).

**19.0 Fees:** All fees are all-inclusive of all related costs that a proposer will incur to provide the noted services in compliance with this RFQ, including, but not limited to: employee wages and benefits, clerical support, travel and lodging, overhead, profit, licensing, insurance, materials, supplies, tools, equipment, long distance telephone calls, document copying and motor vehicle fuel, fully burdened.

**20.0 Training and Employment Opportunities for Residents in the Project Area (Section 3, HUD Act of 1968; 24 CFR 135)**

**(a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.**

**(b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.**

**(c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.**

**(d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.**

**(e) The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.**

**(f) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.**

**Quote Form**  
**RFQ Closes on December 16, 2010 at 11:00AM**

- |   |                              |                 |
|---|------------------------------|-----------------|
| <b>1) 214 Randall<br/>(Mirasol Townhomes)</b>           | <b>Cleaning and Paint</b>    | <b>\$ _____</b> |
|   | <b>Additional Repairs</b>    | <b>\$ _____</b> |
|   | <b>Floor Repairs</b>         | <b>\$ _____</b> |
|   | <b>Total Make Ready Cost</b> | <b>\$ _____</b> |
|   |                              |                 |
| <b>2) 3847 San Fernando<br/>(Mirasol Townhomes)</b>     | <b>Cleaning and Paint</b>    | <b>\$ _____</b> |
|   | <b>Additional Repairs</b>    | <b>\$ _____</b> |
|   | <b>Flooring Repairs</b>      | <b>\$ _____</b> |
|   | <b>Total Make Ready Cost</b> | <b>\$ _____</b> |
|   |                              |                 |
| <b>3) Springhill I # 1902-4<br/>(4830 Ray Bon Dr.)</b>  | <b>Cleaning and Paint</b>    | <b>\$ _____</b> |
|   | <b>Additional Repairs</b>    | <b>\$ _____</b> |
|   | <b>Floor Repairs</b>         | <b>\$ _____</b> |
|   | <b>Total Make Ready Cost</b> | <b>\$ _____</b> |
|   |                              |                 |
| <b>4) Springhill II # 1604-4<br/>(4802 Ray Bon Dr.)</b> | <b>Cleaning and Paint</b>    | <b>\$ _____</b> |
|   | <b>Additional Repairs</b>    | <b>\$ _____</b> |
|   | <b>Flooring Repairs</b>      | <b>\$ _____</b> |
|   | <b>Total Make Ready Cost</b> | <b>\$ _____</b> |
|   |                              |                 |
| <b>5) Dietrich Road # 203<br/>(4618 Dietrich Rd.)</b>   | <b>Cleaning and Paint</b>    | <b>\$ _____</b> |
|   | <b>Additional Repairs</b>    | <b>\$ _____</b> |
|   | <b>Floor Repairs</b>         | <b>\$ _____</b> |
|   | <b>Total Make Ready Cost</b> | <b>\$ _____</b> |
|   |                              |                 |
| <b>6) Francis Furey # 1901<br/>(4902 Gus Eckert Ln)</b> | <b>Cleaning and Paint</b>    | <b>\$ _____</b> |
|   | <b>Additional Repairs</b>    | <b>\$ _____</b> |
|   | <b>Floor Repairs</b>         | <b>\$ _____</b> |
|   | <b>Total Make Ready Cost</b> | <b>\$ _____</b> |
|   |                              |                 |
| <b>7) Springhill I # 2204-4<br/>(4830 Ray Bon Dr.)</b>  | <b>Cleaning and Paint</b>    | <b>\$ _____</b> |
|   | <b>Additional Repairs</b>    | <b>\$ _____</b> |
|   | <b>Flooring Repairs</b>      | <b>\$ _____</b> |
|   | <b>Total Make Ready Cost</b> | <b>\$ _____</b> |
|   |                              |                 |
| <b>8) Springhill I # 904-4<br/>(4830 Ray Bon Dr.)</b>   | <b>Cleaning and Paint</b>    | <b>\$ _____</b> |
|   | <b>Additional Repairs</b>    | <b>\$ _____</b> |
|   | <b>Floor Repairs</b>         | <b>\$ _____</b> |
|   | <b>Total Make Ready Cost</b> | <b>\$ _____</b> |

9) 1837 Hays (Wheatley Courts)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Flooring Repairs	\$ <u>N/A</u>
	Total Make Ready Cost	\$ _____
10) 1215 Walters (Wheatley Courts)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Floor Repairs	\$ _____
	Total Make Ready Cost	\$ _____
11) 5855 Aquarius (Mission Park)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Floor Repairs	\$ <u>N/A</u>
	Total Make Ready Cost	\$ _____
12) 1218 Loma Vista (Cassiano Homes)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Flooring Repairs	\$ _____
	Total Make Ready Cost	\$ _____
13) 1514 Hidalgo (Cassiano Homes)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Floor Repairs	\$ _____
	Total Make Ready Cost	\$ _____
14) 1515 Hidalgo (Cassiano Homes)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Flooring Repairs	\$ _____
	Total Make Ready Cost	\$ _____
15) 2418 Tampico (Cassiano Homes)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Floor Repairs	\$ _____
	Total Make Ready Cost	\$ _____
16) 1007 Jean Walk (Cassiano Homes)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Floor Repairs	\$ _____
	Total Make Ready Cost	\$ _____

**SECTION 3 STATEMENT**

**Are you claiming a Section 3 business preference? \_\_\_\_\_ YES \_\_\_\_\_ NO**

**If YES, pursuant to the Section 3 portion within the Conditions and Specifications, and pursuant to the documentation justifying such submitted, which priority are you claiming?**

**Priority I: \_\_\_\_\_**

**Priority II \_\_\_\_\_**

**Priority III \_\_\_\_\_**

**Priority IV \_\_\_\_\_**

**Sub-Contractors: Proposer shall identify his sub-contractors if any:**

a) \_\_\_\_\_

b) \_\_\_\_\_

Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such bid is genuine and not collusive and that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, to fix overhead, profit or cost element of said bid price, or that of any other bidder or to secure any advantage against the SAHA or any person interested in the proposed contract; and that all statements in said bid are true. **Initials**\_\_\_\_\_

In performing this contract, the contractor(s) shall comply with any and all applicable federal, state or local laws including but not limited to: Occupational Safety & Health, Equal Employment Opportunity, Immigration and Naturalization, The Americans with Disabilities Act, State Tax and Insurance Law, and the Fair Housing Act. **Initials**\_\_\_\_\_

In submitting this bid, it is understood if written notice of the acceptance of this bid is mailed, e-mailed, or delivered to the undersigned within sixty (60) days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver the products and/or services described herein. By signature hereon the bidder certifies he has the right and authority to bind the company.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Firm)

\_\_\_\_\_  
(Signature) (Printed name and title)

\_\_\_\_\_  
(Business address,)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(E-mail)

### Proposers Certification

By signing below, Proposer certifies that the following statements are true and correct:

1. He/she has full authority to bind Proposer and that no member of Proposer's organization is disbarred, suspended or otherwise prohibited from contracting with any federal, state or local agency;
2. Items for which bids were provided herein will be delivered as specified in the bid,
3. Proposer proposes to furnish and deliver in accordance with the terms, conditions, and specifications embodied herein, all of which terms, conditions, and specifications are hereby accepted and made a part of this bid, all materials and supplies, which are described on the bid worksheets herein and opposite of which prices have been entered, at the price or prices quoted, subject to valid price reductions as hereafter defined, as ordered for delivery, by SAHA,
4. Proposer agrees that this bid shall remain open and valid for at least a period of 60 days from the date of the Bid Opening and that this bid shall constitute an offer, which, if accepted by SAHA and subject to the terms and conditions of such acceptance, shall result in a contract between SAHA and the undersigned Proposer,
5. He/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this bid,
6. Proposer, nor the firm, corporation, partnership, or institution represented by the Proposer, or anyone acting for such firm, corporation or institution has violated the antitrust laws of the State of Texas or the Federal Antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business,
7. Proposer has not received compensation for participation in the preparation of the specifications for this RFQ, and
8. The individual or business entity named in this bid is eligible to receive the specified payment and acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate,

SIGNED: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Company Name)

\_\_\_\_\_  
(Company Phone & Fax & Email Address)

\_\_\_\_\_  
(Date)

# **ATTACHMENT A HUD WAGE DECISION**

<b>Maintenance Wage Rate Determination</b>	<b>U.S. Department of Housing and Urban Development Office of Labor Relations</b>	<b>HUD FORM 52158 (06/2006)</b>
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<b>Agency Name:</b>  <b>San Antonio Housing Authority</b>	<b>LR 2000 Agency ID No:</b>  <b>TX006A</b>	<b>Wage Decision Type:</b> <input checked="" type="checkbox"/> Routine Maintenance <input type="checkbox"/> Nonroutine Maintenance
	<b>Effective Date:</b>  <b>7/1/2010</b>	<b>Expiration Date:</b>  <b>6/30/2011</b>

The following wage rate determination is made pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended, (public housing agencies), or pursuant to Section 104(b) of the Native American Housing Assistance and Self-determination Act of 1996, as amended, (Indian housing agencies). The agency and its contractors may pay to maintenance laborers and mechanics no less than the wage rate(s) indicated for the type of work they actually perform.

*Karen Clark*  
**Karen Clark, Labor Relations Specialist** **Date** **3/24/10**

WORK CLASSIFICATION(S)	HOURLY WAGE RATES	
	BASIC WAGE	FRINGE BENEFIT(S) (if any)
Broiler Mechanic	\$15.35	\$4.61
Carpenter	\$14.20	\$4.26
Construction Inspector	\$15.35	\$4.61
Custodian Lead	\$10.09	\$3.03
Custodian	\$9.36	\$2.81
Electrician	\$15.35	\$4.61
HQ Inspector	\$13.16	\$3.94
HVAC Mechanic	\$15.35	\$4.61
Plumber	\$14.80	\$5.03
Maintenance Tech	\$10.95	\$3.28
Landscaper	\$10.95	\$3.65

	<b>FOR HUD USE ONLY</b> <b>LR2000:</b> <b>Log in: OMW5411</b>
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## ATTACHMENT B TECHNICAL SPECIFICATIONS

### UNIT MAKE READY SERVICES

The Contractor will furnish all labor, tools, paint brushes, paint rollers, drop cloths, cleaning materials, supplies, transportation, equipment, and supervision of contractor employees (regardless of full time, temp or other) as required to complete unit make ready tasks/functions at the various multi-family and senior residential developments, high-rises and single-family developments.

Prior to commencement of the make-ready, the Authority will furnish all building materials and supplies (such as cabinets, paint, texture, caulking, flooring, windows, doors, door jambs, appliances, etc.).

Basic Make-Ready work will consist of items listed below:

- “A” Cleaning
- “B” Painting
- “C” Cleanup

The make ready scope of work will document and list all items in need of repair or replacement during the completion of the make ready. Scope of work will include Interior and exterior of apartments, residential homes, additional spaces, porches, steps, carports, exterior storage structures, and/or garages attached or detached to include yards, gates, and fences.

**\* Note: Prior to commencing with the make-ready, property management will notify the contractor of any hazardous materials (such as lead and/or asbestos).**

#### A. CLEANING:

- ❑ Range/Ovens: All loose parts such as drip pans, oven bottoms and broiler pans are removed and cleaned or replaced if directed by Housing Authority staff.
- ❑ Dishwasher: All surfaces, float and rubber seals are cleaned. Scum and hard water deposits on interior bottom of door and heating element is removed.
- ❑ Garbage disposal shall be free of debris.
- ❑ Bathrooms non-abrasive cleaners shall be used to remove soap scum, mildew and calcium deposits from tub, commode, shower, sink and ceramic tile.
- ❑ Cabinets/drawers interior and exterior, doors, drawers and hinges shall be cleaned and free of debris.
- ❑ Carports, storage rooms, patios, porches and walks shall be free of debris, dirt, cobwebs, etc. Excessive oil and grease must be removed from floor areas and all areas must be swept.

## **B. PAINTING**

All painted surfaces will be repainted to provide a uniform finish. Work shall be performed in accordance with the manufacturers recommendations. The contractor will be responsible for correcting at his/her expense any work not accepted by SAHA staff.

Materials provided will be used for their intended purpose only (i.e. interior paint for interior surfaces and exterior paint for exterior surfaces, etc.).

NOTE: The Housing Authority will provide products required to perform the following tasks. There will be no substitutions unless approved in writing by Authority staff.

### **PAINT PREPARATION, INTERIOR & EXTERIOR:**

- ❑ Scrape off all flaking and/or loose paint from ceiling, walls and trim, interior and exterior doors, and exterior windowsill surfaces. Where chipped paint exists, sanding will be performed by use of various grades of sandpaper to featheredge chipped areas to allow a smooth flow of paint and prevent further chipping.
- ❑ All nails, screws, brackets, debris etc., shall be removed. All holes in the walls, ceilings, doors, trim, etc. as well as cracks, will be properly filled, floated or caulked flush with existing surfaces. Finish will match all other existing finish work.
- ❑ All bare wood shall receive a thorough primer coat prior to the application of any finished coats of paint. Under no circumstances shall a finished coat product be used as a suitable substitute for a primer product manufactured solely for that purpose.
- ❑ New doors shall be properly primed on all six (6) sides before final paint is applied.
- ❑ The contractor shall insure sufficient drying time between primer and subsequent finished coats, as recommended by the manufacturer of the product.
- ❑ Appropriate texture and primer products will be used where repairs are made on ceilings, walls, siding or trim work.
- ❑ Areas where exposed grain or transparent finishes exist the contractor will be required to use putty or other fillers to match the existing color shade.
- ❑ On any loose, cracked or chipped filler materials, they shall be completely removed and redone prior to any application of primer or finished coat products.
- ❑ Unfinished walls and ceiling surfaces due to repairs will be textured with matching texture and painted (to include new and old patches and/or repairs).
- ❑ All old caulking material will be removed and replaced with new caulking around tubs, fixtures, countertops, and other surfaces as required.
- ❑ As applicable, in apartments with metal type window units, properly scrape and sand the metal prior to installing an oil base primer. Allow sufficient drying time prior to applying a finish coat of oil base gloss enamel paint.
- ❑ Sand, clean, and paint screens and entrance doors.
- ❑ All HVAC Registers (supply/return) vents shall be cleaned and free of rust, dust and debris. The contractor shall install new air filters and filter media with each make ready.
- ❑ All heating units will be cleaned inside and out as well as the face panels.
- ❑ All exhaust fans and heating fans located in restrooms will be cleaned and oiled.
- ❑ Kitchen vent hoods will be cleaned, free of paint, new vent filter installed with each make ready.

**C. CLEAN UP:**

- ❑ The contractor shall remove all equipment and debris from the exterior grounds and will not leave cleanup tools or any other equipment on any grass areas. Residual buildup on yard surfaces, sidewalks or streets is strictly prohibited.
- ❑ Any damages caused by the contractor shall be restored to its original condition at the contractor's own expense.
- ❑ All floors, cabinets, fixtures etc. that require cleaning as a result of repairs made, shall be cleaned off, leaving the apartment ready for occupancy.
- ❑ Chrome fixtures shall be free of any stains and receive a coat of chrome polish. Areas where acid is used for the cleaning of fixtures, contractor shall insure proper and timely neutralization of the acid to eliminate any permanent stains on chrome or other surfaces. All pipe escutcheons will be installed properly and free of paint. Any items damaged due to contractor employee negligence, shall be replaced at the contractor's expense.
- ❑ The contractor shall install spring type doorstops (door bumpers) behind all doors.

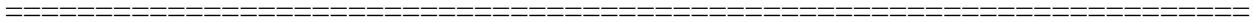
**Additional Repairs:**

Additional repairs for Unit Make Ready Services are defined as those repairs on the scope of work other than clean, paint and flooring repairs.

**Floor Repairs:** Floor repairs are accomplished in conjunction with Make Ready Maintenance and must be on the original scope of work and purchase order. The Contractor shall replace damaged, worn, torn, stained etc. flooring (vinyl tile, sheet vinyl, etc.) when acceptable repairs cannot be made. Items such as commodes, door tracks, caulking and moldings shall be removed to facilitate work underneath.

**The Contractor shall complete the following tasks for all Make Ready Units**

Location	
General	Contractor shall remove and dispose of any items or debris abandoned in the apartment. Dispose of these materials to an approved offsite location. Hazardous materials shall be restricted to the use of appropriate containers and disposed of in a proper and legal manner to an approved offsite location. This is the sole responsibility of the contractor. All areas should be clean and free of cobwebs, dirt, and debris. All HVAC registers and vents shall be cleaned and free of rust, dust and debris.
Exterior	All exterior shall be cleaned and free of graffiti. Porch and sidewalk shall be power washed. Wash all windows
Interior	Paint/clean entire apartment; wash windows; all tile floors shall be thoroughly cleaned and free from old wax and shall receive a coat of non-buffing, non-yellowing clear wax. All cabinets shall receive a light coat of furniture oil.
Garage	Clean and remove excess grease and oil from floor, free of cobwebs
Storage room	Clean/paint
Front door	Clean/paint
Back door	Clean/paint
Side door	Clean/paint
A/C room	Clean/paint Replace A/C filter
Kitchen	Clean refrigerator, dishwasher, stove & cabinets (Remove all food particles, grease and dirt from all surfaces and under appliances) (Clean all seals and ice cube trays) (Clean and empty drip pan from refrigerator; remove dust from coils) (Counter top shall be thoroughly cleaned and all stains removed) (Cabinets shall be empty and cleaned) Garbage disposal rubber collar shall be cleaned. Exhaust fans, Vent-a-hood and microwaves shall be free of grease and have a clean filter installed.
Laundry room	Clean/paint
Hallway	Clean/paint
Upstairs bathroom	Clean/Paint clean shower/tub, commode & vanity, remove all stains, soap scum, and calcium deposits, clean mirror, medicine cabinet, counter, exhaust fan grill, oil exhaust fan.
Master bathroom	Clean/paint Clean shower/bathtub, commode & vanity remove all stains, soap scum, and calcium deposits, clean mirror, medicine cabinet, counter, exhaust fan grill, oil exhaust fan.
Living room	Clean and paint Clean light fixtures, blinds, shades, mini blinds.



1 <sup>st</sup> bedroom	Clean and paint Clean light fixtures, blinds, shades, mini blinds.
2 <sup>nd</sup> bedroom	Clean and paint Clean light fixtures, blinds, shades, mini blinds.
3 <sup>rd</sup> bedroom	Clean and paint Clean light fixtures, blinds, shades, mini blinds.

# **ATTACHMENT C SCOPES OF WORK**

**SCOPE OF WORK FOR 214 Randall Three-bedroom Floor area=1,155 SF 11/24/2010**

<b>Location</b>	
Exterior	Power wash the front and back concrete areas, walls, porch areas, etc.
Interior	Paint/clean entire house/apartment
	Remove all the carpet
	Replace 5 missing/worn door stops
	Buff/wax all the floors
Front door	Clean/paint
Back door	Replace screen door missing wire mesh
Living room	Replace two damaged 59 X 60 mini-blind
	Replace 20 SF stained VCT floor tiles
Kitchen	Clean the dirty refrigerator and dirty stove
	Replace torn 34 X 24 window screen
	Replace 15 SF stained VCT floor tiles
W/H room	Clean/paint
Storage room	Clean/paint
A/C room	Clean/paint
Laundry room	Install hardware to the two bi-fold doors
Stairway	Install 12 stair treads, 15 stair risers, and 3 stair nosings
	Install 37 SF of VCT floor tiles and 20 LF of cove-base to the two landings
Upstairs' hallway	Install 40 SF of underlayment, 40 SF of VCT floor tiles, and 30 LF of cove-base
Upstairs' hallway bathroom	Install/replace toilet seat (round) and showerhead
	Install 50 SF of underlayment, 50 SF of VCT floor tiles, 22 LF of cove-base
	Replace damaged 23 X 33 mini-blind
Downstairs' bedroom	Install 144 SF of VCT floor tiles and 52 LF of cove-base
	Replace two missing window screen
	Install hardware to the two bi-fold doors
	Apply 20 SF of texture to ceiling
	Replace damaged 89 X 60 mini-blind and replace missing 29 X 60 mini-blind
Upstairs' 1 <sup>st</sup> bedroom	Replace missing window screen
	Install 138 SF of underlayment and 138 SF of VCT floor tiles, and 42 LF of cove-base
	Replace damaged 29 X 60 mini-blind and damaged 59 X 60 mini-blind
Upstairs' 2 <sup>nd</sup> bedroom	Replace missing window screen
	Install 195 SF of underlayment and 195 SF of VCT floor tiles, and 56 LF of cove-base
	Replace damaged 59 X 60 mini-blind

**SCOPE OF WORK FOR 3847 San Fernando Two-bedroom Floor area=1,050 SF****11/24/2010**

<b>Location</b>	
Exterior	Power wash the front and back concrete areas, walls, porch areas, etc.
Interior	Paint/clean entire house/apartment
	Remove all the carpet
	Buff/wax all the floors
Front door	Clean/paint
Back door	Replace screen door torn wire mesh
Living room	Replace 20 stained VCT floor tiles
Kitchen	Clean the dirty refrigerator and dirty stove
W/H room	Clean/paint
Storage room	Clean/paint
A/C room	Clean/paint
Laundry room	Replace 20 Stained VCT floor tiles
	Repair bi-fold door and install hardware to it
Stairway	Install 13 stair treads, 15 stair risers, and two stair nosings
	Install 21 SF of VCT floor tiles to stair landing
	Install 13 LF of cove-base to stair landing
Upstairs' hallway	Apply 15 SF of texture to wall
	Install 48 SF of underlayment, 48 SF of VCT floor tiles, and 20 LF of cove-base
Upstairs' hallway bathroom	Install/replace toilet seat (round) and showerhead
	Replace 30 SF of loose/worn VCT floor tiles and install 30 SF of underlayment
	Install 9 LF of cove-base
Upstairs' 1 <sup>st</sup> bedroom	Replace damaged 59 X 60 mini-blind
	Replace missing window screen
	Repair bi-fold door
	Install 144 SF of underlayment, 144 SF of VCT floor tiles, and 48 LF of cove-base
Upstairs' 2 <sup>nd</sup> bedroom	Replace damaged 59 X 60 mini-blind
	Repair one bi-fold door and install hardware to the two bi-fold doors
	Install 156 SF of underlayment, 156 SF of VCT floor tiles, and 52 LF of cove-base

**SCOPE OF WORK FOR SPRING HILL APARTMENTS Springhill I**

Location	#1902-4, lgeff 525sqft
PAINT	ENTIRE APT
CLEAN	ENTIRE APT
1ST BEDROOM	Repair 3 holes in bedroom 1x1,2x2,10x10
2 <sup>nd</sup> BEDROOM	
KITCHEN	Remove and replace all cabinets in kitchen with countertop and sink and dishwasher
	Base 12" 1each,30" 1each, 36" 1 each
	Wall 24x30 1 each and 18x30 1 each
	Countertop 67" 1each, counter top 36" 1 each reinstall bar in kit
LIVINGROOM	Paint outside front door
RESTROOM	Replace door jamb and trim in restroom, replace 45 pieces of vinyl tile in restroom, resurface vanity countertop 6sqft,resurface sink, needs new diverter spout, cartridge cover plate, shower knob and shower head.
Misc.	Light trash-out clothes, pillows, blankets, food and dishes in cabinets

**SCOPE OF WORK FOR SPRING HILL APARTMENTS**

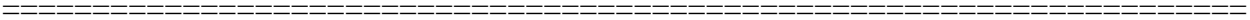
Location	#1604-4 Igeff 525sqft Springhill II
PAINT	ENTIRE APT
CLEAN	ENTIRE APT
1ST BEDROOM	Install light fixture in bedroom
2 <sup>nd</sup> BEDROOM	
KITCHEN	Paint kitchen countertop 20sqft
	Replace 6 pieces of vinyl tile in kitchen
	Replace vertical blind in kitchen/dinning area 77x84(patio door)
LIVINGROOM	Reinstall trim around window unit in living room
	Repair sheetrock in living room 2x2
RESTROOM	Paint restroom countertop 6sqft
Misc.	

**SCOPE OF WORK FOR Dietrich Road APARTMENTS**

Location	#203 Dietrich 2x2,910sqft
PAINT	ENTIRE APT
CLEAN	ENTIRE APT
1ST BEDROOM	Install light fixture in bedroom....Paint front entry door
	Replace blind in hall 47x72
	Replace 34" blinds 2 quantity
	Float top corners of windows
2 <sup>nd</sup> BEDROOM	
KITCHEN	Refinish countertops 25sqft....retile vinyl floor with 50pieces....
	Replace dinning light fixture
LIVINGROOM	Replace Patio blinds 36x34, replace ac filter, install ac cover
RESTROOM	Refinish countertop 6sqft, replace seat, replace shower knob, replace showerhead in hall restroom
	Master bathroom refinish counter 6sqft, replace toilet seat, replace showerhead and replace shower knob
Misc.	

**SCOPE OF WORK FOR  
Apt. 1901****Francis Furey Apartments  
12/03/2010****4902 Gus Eckert  
2 Bedroom 756 Sq Ft**

<b>Location</b>	
Exterior	Power wash front and back porch
Interior	Clean and paint
	Replace Flooring VCT 756 sq ft Remove, clean, and replace all light fixtures Clean all windows and window edges Clean all vents
	Replace 7 doorstoppers
Front door	Replace weather-stripping and door sweep Paint
Back door	Replace weather-stripping and door sweep Paint
A/C room	Clean
Kitchen	Clean all countertops, appliances, sinks, innercabinets, ventahood etc. Replace faucet Replace 2 outlets with 2 GFI and coverplate
	Replace window pane Patch and texture 2x2
Hallway	Patch and texture 2x2
Hallway Bathroom	Clean bathtub, commode, sink, inner cabinets, etc. Sand, Prime, and Paint 6 linear Ft of cabinets in Restroom Replace accessory kit, commode seat, showerhead Patch and texture bathroom door
Living room	Install 1 coverplate
1 <sup>st</sup> bedroom	Replace 1 coverplate Patch and texture 1x1
2 <sup>nd</sup> bedroom	Remove Miniblind
Flooring	
	Replace VCT 756 Sq Ft Wax new flooring



Square Footage	
	756 Sq Ft

**SCOPE OF WORK FOR SPRING HILL APARTMENTS**

Location	2204-4, Igeff 525sqft SPRINGHILL I
PAINT	ENTIRE APT
CLEAN	ENTIRE APT
1ST BEDROOM	Repairs sheetrock to one hole in bedroom 2x2
2 <sup>nd</sup> BEDROOM	
KITCHEN	Replace 50 viynl tiles in kitchen, reinstall or rescrew bar at kitchen loose, paint counter top 26sqft, replace vertical blind 77"(patio door), replace base board in kitchen rotten 5ft
LIVINGROOM	Replaced one side of door jamb at front entry door is rotten
RESTROOM	Replace old vanity with new vanity, replace 25 pieces of vinyl tile in restroom,
Misc.	

**SCOPE OF WORK FOR SPRING HILL APARTMENTS**

Location	#904-4 Igeff 525sqft Springhill I
PAINT	ENTIRE APT
CLEAN	ENTIRE APT
1ST BEDROOM	REPLACE Outlet cover plate in bedroom.
2 <sup>nd</sup> BEDROOM	
KITCHEN	Replace vertical blind in dinning/kitchen 78" long(patio door),resurface and paint counter top 26sqft,repair countertop needs to be wedged up from the back.
LIVINGROOM	Replace mini blind 71x48 in living room, repair sheetrock 4x8 in living room, replace missing door casing to front entry door 10ft
RESTROOM	Remove and install vanity, remove and replace 24x68 hollow core door in restroom. Install new shower rod. Install 6 missing vinyl tiles at restroom after new vanity is installed
Misc.	

**SCOPE OF WORK FOR 1837 Hays -Wheatley Courts 3-Bedroom unit**  
 Square footage 670ft.

<b>Location</b>	
Exterior	Power wash the front concrete area, walls, porch areas, etc. (Will need to be power washed of staircase and porch)
	Dispose of junk items at front/back yards.
	Dispose of junk from inside unit / Trash out.
	Metal door needs to be cleaned and painted.
Interior	Paint/clean entire house/apartment.
	Replace 5 missing/worn door stops throughout the house.
	Clean all windows through out unit.
Storage room	Clean/paint
Front door	Clean/paint Need to replace screen to metal door.
Back door	Clean/paint
Kitchen	Clean/paint
	Clean the dirty refrigerator, dishwasher and dirty stove.
Hallway	Clean/paint
Bathroom	Clean/paint
	Install/replace toilet seat (elongated) and showerhead.
	Install towel bar and end caps.
Living room	Replace damaged 54" X 60" mini-blind Replace damaged 72"X 72" mini-blind
1 <sup>st</sup> Bedroom	Graffiti on Door, Kilz and paint. Clean mini-blind
2 <sup>nd</sup> Bedroom	Replace (1) missing damaged 54" X 72" mini-blind Install cover plate for wall plug. Install missing Passage Lock at bedroom door.
3 <sup>rd</sup> Bedroom	Replace (1) missing damaged 72" X 72" mini-blind Repair walls need to float peeling paint. Replace (1) 120 Volt wall plug and new cover.

**Note:** Need Contractor to cover or remove smoke detectors during - painting process.

DO NOT WANT over spray on smoke detectors, GFCI's or Carpet/ flooring - Contractor will be held

Responsible for any damages caused by over spray and will be required to Purchase materials and replace. (At Contractors Cost)

**SCOPE OF WORK FOR 1215 Walters -Wheatley Courts 3-Bedroom unit**  
 Square footage 1000 ft.

<b>Location</b>	
Exterior	Power wash the front and back concrete areas, walls, porch areas, etc. (If needed)
	Dispose of junk items at front/back yards.
	Dispose of junk from unit / Trash out
	Metal door needs to be cleaned and painted.
Interior	Paint/clean entire house/apartment
	Replace 8 missing/worn door stops throughout the house
	Clean all windows through out unit.
Storage room	Clean/paint
Wash room	Install VCT Floor Tile 45 pieces and 10 feet of cove base.
Front door & Back door	Clean/paint Fix Sticker plate for Solid wood door.
Hallway	Clean/paint
Kitchen	Clean/paint – Repair 3 cabinet doors – need hinges replaced.
	Clean the dirty refrigerator, dishwasher and dirty stove
Bathroom	Clean/paint Replace ceiling Heater.
	Install/replace toilet seat (elongated) and showerhead
	Install towel bar and end caps
	Replace 12 pieces of VCT tile around commode and along tube.
Bathroom	Install tooth brush holder
	Replace 25' liner feet of Cove Base in bath. Replace mirror to medicine cabinet. 16" x 22" mirror /glass
	Replace damaged 45" X 22" mini-blind
Living room	Replace (2) damaged 72" X 60" mini-blind
1 <sup>st</sup> Bedroom	Install cover plug plate
	Replace (2) missing damaged 72" X 60" mini-blind
	Install passage lock on bedroom door.
2 <sup>nd</sup> Bedroom	Replace Cove base – 48' liner feet. (12pieces)
	Replace (1) missing damaged 48" X 72" mini-blind
3 <sup>rd</sup> Bedroom & 4 <sup>th</sup> Bedroom	Repair bedroom door. Install mini-blinds (1)72"x 60" & (1) 48"x 60"

**Note:** Need Contractor to cover or remove smoke detectors during - painting process.

DO NOT WANT over spray on smoke detectors, GFCI's or Carpet/ flooring - Contractor will be held

Responsible for any damages caused by over spray and will be required to

Purchase materials and replace. (At Contractors Cost)

Location 5855 Aquarius 2bdrm 1bath 608 sq ft	Work to be performed	qty
Exterior	Clean and dispose of debris	1ea
Interior	Paint and clean and dispose of debris	1ea
Living rm	Paint front door	1ea
Living rm	Repair tape on ceiling 8ft length ,tape float and orange peel.	1ea
Hallway	Repair ceiling tape ,float, orange peel 4ftx4ft	1ea
1 <sup>st</sup> bdrm	Repair , place roller to closet door	
Unit	Replace door stops	10ea
Bath	Replace shower head	2ea
Bath	Remove and replace commode seat	1ea
Bath	Clean, remove and replace tub and commode caulking.	1ea
Unit	Strip and wax floor	1ea
Kitchen	Clean refrigerator and stove.	1ea
Kitchen	Clean vent –a-hood and paint if needed.	1ea
Kitchen	Paint rear door	1ea

Scope of work  
10/15/10

**Cassiano Homes Make Readies**  
**SCOPE OF WORK FOR- 1218 Loma Vista**  
**Square Footage of Unit :938**  
**Bedroom Size 3**  
**DATE - 12/3/2010**  
**CA0287**

Location	
Exterior	<p><b>Power wash the front and back concrete areas, walls, porch areas, etc.</b>  <b>Clean all windows inside and out</b>  <b>Ensure all windows open, close, and lock</b>                      Dispose of junk/trash items at front/back yards                      Clean porch cover in back                      Replace porch fixture in front</p>
Interior	<p style="text-align: center;"><b>Paint/clean entire apartment</b></p> <ul style="list-style-type: none"> <li>• Walls and ceiling will be <b>SAHA Beige</b></li> <li>• All doors, trim, and baseboard shall be painted <b>WHITE</b></li> </ul>
Front door	<p style="text-align: center;"><b>Clean metal screen, Paint doors RED</b></p> Adjust front door hinges so door operates freely Replace door sweep on security door
Back door	<p><b>Clean metal screen, Paint doors RED</b>                      Replace door sweep on security door</p>
Kitchen	<p style="text-align: center;"><b>Clean the refrigerator, stove</b></p> Replace door stop to closet Clean all wall plates and light cover Replace 60-1/2" countertop Replace (2) basket strainers, and drain kit Clean mini blinds Repair ceiling (3x3) by pipe, and finish to match
Laundry room	Clean all wall plates Replace (2) bulbs and clean light cover Clean mini blind Repair wall by window Repair ceiling by water heater (2x3), and by window (5x5) Replace (4) pc VCT around water heater Clean water heater
Hallway/Stairs	<p style="text-align: center;"><b>Paint Stairs, and handrail GRAY</b></p> Clean all wall plates Replace (2) bulbs and clean light cover in stairs Replace smoke alarm battery Repair ceiling damage (3x3) by light fixture in stairs Replace (2) bulbs and clean light cover in hall Replace (9) pc VCT in hallway by restroom door

Hallway bathroom	Replace (2) bulbs and clean light cover Replace commode seat Replace soapdish Replace towel bar in shower Replace 32" bathroom door Replace door stop Clean mini blind Clean window frame, sill and paint
Living room	Replace (2) door stops Replace (1) Elec outlet on front wall Clean all wall plates Replace (2) bulbs and clean light cover Replace broken window pane Cover all nail holes in walls Replace smoke alarm
1 <sup>st</sup> bedroom	Clean light cover Replace 32" bedroom door Replace door stop Replace (1) mini blind, and clean other
2 <sup>nd</sup> bedroom	Replace (2) bulbs and clean light cover Replace 32" bedroom door Replace door stop Clean mini blinds Patch crack in ceiling (10') and finish to match existing
3 <sup>rd</sup> bedroom	Clean light cover Replace 32" bedroom door Replace door stop Clean mini blinds

**Cassiano Homes Make Readies**  
**SCOPE OF WORK FOR 1514 Hidalgo**  
**Square Footage of Unit : 795**  
**Bedroom Size - 2**  
**DATE - 12/3/2010**

Location	
Exterior	<p><b>Power wash the front and back concrete areas, walls, porch areas, etc.</b>                      Dispose of junk/trash items at front/back yards                      Replace both porch light fixtures</p>
Interior	<p style="text-align: center;"><b>Paint/clean entire apartment</b></p> <ul style="list-style-type: none"> <li>• Walls and ceiling will be <b>SAHA Beige</b></li> <li>• All doors, trim, and baseboard shall be painted <b>WHITE</b></li> </ul>
Front door	<p style="text-align: center;"><b>Clean metal screen, Paint doors RED</b></p> Replace screen panel in front door Replace door sweep on screen door
Back door	<p><b>Clean metal screen, Paint doors RED</b>                      Replace latch side of door jamb                      Replace door sweep on screen door</p>
Living room	Replace (4) door stops Replace passage knob on back screen door Replace (2) 32" closet doors Replace 3 outlet plates Replace (1) triple switch plate Replace (2) bulbs and clean light cover Clean water heater and closet Replace (2) 36x60 mini blinds Remove all nails, and patch holes Replace smoke alarm
Kitchen	<p style="text-align: center;"><b>Clean the refrigerator, stove</b></p> Clean all wall plates Clean light fixtures Cabinets need to be cleaned, take care these are stained wood cabinets Replace (2) bibs in washer box Replace (2) 36x60 mini blinds Repair 2" hole in ceiling and finish to match Repair wall behind sink 26" x 40" and finish to match
Hallway/Stairs	<p style="text-align: center;"><b>Paint Stairs, and handrail GRAY</b></p> Clean all wall plates Clean light fixtures Replace (4) bulbs in ceiling fixtures in hall, and stairs Replace 36x60 mini blind Replace smoke alarm battery Replace carbon monoxide batteries Re-install screen in stair window

Hallway bathroom	Remove all caulking from tub, toilet, and sink and Re-caulk Clean all wall plates Replace (3) light bulbs and clean light fixtures Replace fluidmaster and flapper in commode Replace shower head Replace commode seat Replace popup assembly in lavatory Replace shower curtain rod Replace cartridge in shower valve Re-install door to lavatory cabinet hinges Replace 32" bathroom door Replace door stop Remove wall paper from wall and repair any finishes Repair wall by light switch (3"x3") and match finish Replace (2) broken 13x13 ceramic floor tile
1 <sup>st</sup> bedroom	Replace (2) outlet plates Clean switch plate Replace (2) light bulbs, and clean fixture Replace 32" bedroom door Replace (2) 36x60 mini blinds Repair 3'x6' section of ceiling and finish to match
2 <sup>nd</sup> bedroom	Replace (2) outlet plates Clean switch plate Replace (2) light bulbs, and clean fixture Replace 32" bedroom door Replace (2) 36x60 mini blinds

**Cassiano Homes Make Readies**  
**SCOPE OF WORK FOR 1515 Hidalgo**  
**Square Footage of Unit : 795**  
**Bedroom Size 2**  
**DATE - 12/3/2010**  
**CA0341**

Location	
Exterior	<p><b>Power wash the front and back concrete areas, walls, porch areas, etc.</b>                      Dispose of junk/trash items at front/back yards                      Clean both porch light fixtures                      Replace hose bibb on front of unit</p>
Interior	<p style="text-align: center;"><b>Paint/clean entire apartment</b></p> <ul style="list-style-type: none"> <li>• Walls and ceiling will be <b>SAHA Beige</b></li> <li>• All doors, trim, and baseboard shall be painted <b>WHITE</b></li> <li>• All VCT flooring shall be stripped and waxed</li> <li>• All windows shall be checked to ensure they open, close, and latch</li> </ul>
Front door	<p style="text-align: center;"><b>Paint doors RED</b></p> <p>Replace (2) screen panels in screen door                      Replace peephole                      Replace door sweeps on both doors</p>
Back door	<p><b>Paint doors RED</b></p> <p>Replace (2) screen panels in screen door                      Replace peephole                      Replace passage on back screen door                      Replace door sweeps on both doors</p>
Living room	<p>Replace (4) door stops                      Replace (2) 32" closet doors                      Remove boards inside closet                      Replace switch plate by front door                      Replace (2) light bulbs and clean fixture                      Replace (2) 36x60 mini blinds                      Replace broken window pane                      Floor tile needs deep cleaning</p>

<p>Kitchen</p>	<p style="text-align: center;"><b>Clean the refrigerator, stove</b></p> <p>Clean all wall plates                  Replace outlet plate by back window                  Replace (2) switch plates                  Replace fluorescent fixture                  Replace (2) light bulbs and clean fixture in dining area                  Replace aerator on kitchen faucet                  Cabinets need to be lightly sanded prior to being painted                  Clean inside of all cabinets                  Replace drawer slides on drawer next to refrigerator                  Remove 2x3 plywood on ceiling over stove, and replace with sheetrock                  Ceiling has numerous small patches, sand and finish to match                  Repair ceiling over water heater (1'x1')                  Repair window screen in front                  Replace (2) 36x60 mini blinds</p>
<p>Hallway/Stairs</p>	<p style="text-align: center;"><b>Paint Stairs, and handrail GRAY</b></p> <p>Replace (2) switch plates                  Replace (4) bulbs and clean fixtures                  Replace 36x60 mini blind                  Remount carbon monoxide alarm 36" off of floor                  Replace (3) pc VCT at bathroom doorway</p>
<p>Hallway bathroom</p>	<p>Remove all caulking from tub, toilet, and sink and Re-caulk                  Replace outlet plate                  Replace (2) light bulbs and clean fixture                  Replace GFCI and plate                  Replace commode seat                  Replace popup assembly in lavatory                  Replace 32" bathroom door                  Replace door stop                  Replace 35x36 mini blind</p>
<p>1<sup>st</sup> bedroom</p>	<p>Replace (2) outlet plates                  Replace switch plate                  Replace (2) light bulbs and clean fixture                  Replace 32" bedroom door                  Replace door stop                  Replace (2) 36x60 mini blinds                  Repair 6' crack in ceiling and finish to match</p>
<p>2<sup>nd</sup> bedroom</p>	<p>Replace (2) outlet plates                  Replace switch plate                  Replace (2) light bulbs and clean fixture                  Replace 32" bedroom door                  Replace passage knob                  Replace door stop                  Replace broken window pane                  Replace (2) 36x60 mini blinds                  Repair 11' crack in ceiling and finish to match</p>

**Cassiano Homes Make Readies**  
**SCOPE OF WORK FOR 2418 Tampico**  
**Square Footage of Unit : 795**  
**Bedroom Size 2**  
**DATE - 12/3/2010**  
**CA0354**

Location	
Exterior	<p><b>Power wash the front and back concrete areas, walls, porch areas, etc.</b>                      Dispose of junk/trash items at front/back yards</p>
Interior	<p style="text-align: center;"><b>Paint/clean entire apartment</b></p> <ul style="list-style-type: none"> <li>• Walls and ceiling will be <b>SAHA Beige</b></li> <li>• All doors, trim, and baseboard shall be painted <b>WHITE</b></li> <li>• All VCT flooring shall be stripped and waxed</li> <li>• All windows shall be checked to ensure they open, close, and latch</li> </ul>
Front door	<p style="text-align: center;"><b>Clean metal screen, Paint doors RED</b></p> Replace peephole Replace (2) door sweeps
Back door	<p><b>Clean metal screen, Paint doors RED</b>                      Sand wood door to smooth finish                      Replace metal screen panel                      Replace peephole                      Replace (2) door sweeps                      Replace weatherstripping on back door</p>
Living room	replace (4) door stops replace (2) 32" closet doors replace (1) outlet plate replace (2) light bulbs and clean fixture clean wall heater grilles replace (2) 36X60 mini blinds replace smoke alarm Overlay VCT floor tile (308)
Kitchen	<p style="text-align: center;"><b>Clean the refrigerator, stove</b></p> Clean wall plates Replace (2) light bulbs and clean fixtures Resurface all 3 countertops (12 lin ft + 2'x12' backsplash) Tighten cabinet hinge screws Replace (2) 36x60 mini blinds Replace HD screen panel in back window Repair and finish ceiling 7'x7', and 1'x3' on firdown Overlay VCT floor tile (160)

Hallway/Stairs	<p style="text-align: center;"><b>Paint Stairs, and handrail GRAY</b></p> <p>Clean switch plates                  Replace (2) bulbs and clean light fixtures                  Replace 36x60 mini blind                  Replace smoke alarm                  Replace carbon monoxide alarm                  Overlay Vinyl plank flooring (56 sq ft) and trim with quarter round at baseboard                  Install trim strip at bathroom door                  Install stair nosing trim at stairs</p>
Hallway bathroom	<p>Remove all caulking from tub, toilet, and sink and Re-caulk                  Check ceiling heater, replace if necessary                  Unclog lavatory sink                  Replace shower head                  Replace commode seat                  Replace popup assembly                  Tighten screws to shower curtain rod                  Clean all bath accessories                  Install (2) shelves in medicine cabinet                  Replace 32" bathroom door                  Replace door stop                  Replace 35x36 mini blind</p>
1 <sup>st</sup> bedroom	<p>Replace (2) outlet plates                  Replace (2) bulbs and clean light fixture                  Replace 32" bedroom door                  Tighten passage knob                  Replace door stop                  Replace (2) 36x60 mini blinds                  Overlay (165 sq ft) Vinyl plank flooring and install quarter round at baseboard</p>
2 <sup>nd</sup> bedroom	<p>Replace (2) bulbs and clean light fixture                  Replace 32" bedroom door                  Tighten passage knob                  Replace door stop                  Replace (2) 36x60 mini blinds                  Overlay (165 sq ft) Vinyl plank flooring and install quarter round at baseboard</p>

**Cassiano Homes Make Readies**  
**SCOPE OF WORK FOR 1007 Jean Walk**  
**Square Footage of Unit : 1065**  
**Bedroom Size 4**  
**DATE - 12/3/2010**  
**Unit - CA0252**

Location	
Exterior	<p><b>Power wash the front and back concrete areas, walls, porch areas, etc.</b>                      Dispose of junk/trash items at front/back yards                      Replace both exterior porch light fixtures</p>
Interior	<p style="text-align: center;"><b>Paint/clean entire apartment</b></p> <ul style="list-style-type: none"> <li>• Walls and ceiling will be <b>SAHA Beige</b></li> <li>• All doors, trim, and baseboard shall be painted <b>WHITE</b></li> </ul> <p>All VCT flooring shall be waxed after installation</p>
Front door	<p style="text-align: center;">Install new brick mold on frame for screen door                      Replace 36" metal screen door                      Paint wood door RED</p> <p>Install peephole                      Install (2) door sweeps                      Install large security strike plate on entry door jamb</p>
Back door	<p><b>Clean metal screen, Paint doors RED</b></p>
Living room	<p>Replace (2) door stops at entry doors                      Clean all wall plates                      Replace (2) bulbs and clean light fixture                      Clean wall heater grilles                      Replace screen panel in front window                      Replace (4) mini blinds                      Replace smoke alarm                      KILZ over graffiti, and smoke stains                      Overlay (210) pcs VCT flooring</p>
Kitchen	<p style="text-align: center;"><b>Clean the refrigerator, stove</b></p> <p>KILZ walls and ceiling over graffiti, and smoke damage                      Replace 32" closet door                      Replace door stop to closet                      Replace outlet and plate next to stove with GFCI receptacle                      Clean all wall plates                      Replace ceiling fixture with fluorescent strip fixture                      Remove and replace 12' countertop                      Replace kitchen sink, faucet, and drain piping                      Replace (2) angle stops and (2) supply lines                      Replace 24" wall cabinet next to stove                      Replace broken window pane in front                      Replace panel in front screen                      Replace 36x60 mini blind                      Overlay (216) pcs VCT floor tile</p>

Laundry room	Clean water heater Clean all wall plates Replace (2) bulbs and clean light fixture Replace 36x60 mini blind Patch all mouse holes Repair ceiling (2'x2') over water heater and finish to match Overlay (90 sq ft) VCT floor tile
Hallway/Stairs	<p style="text-align: center;"><b>Paint Stairs, and handrail GRAY</b></p> Replace broken window pane in stairwell Replace 36x60 mini blind Replace smoke alarm Replace carbon monoxide alarm Tighten hand rail Clean all wall plates Replace (2) bulbs and clean light fixture Overlay (52 sq ft) Vinyl plank flooring, and quarter round at baseboards Install stair trim at stairs Install trim plate at bathroom doorway
Hallway bathroom	Replace fluorescent vanity light fixture Replace GFCI outlet and plate Replace commode seat Replace shower curtain rod Replace soap dish Replace toothbrush holder Replace toilet tissue holder Replace 24" towel bar Replace medicine cabinet Replace 32" bathroom door Replace door stop Replace 35"x36" mini blind
1 <sup>st</sup> bedroom	Replace outlet and plate Replace light fixture and light bulbs Replace 32" bedroom door Replace door stop Replace (2) 36x60 mini blinds Overlay (130 Sq ft) Vinyl plank flooring and quarter round at baseboards
2 <sup>nd</sup> bedroom	Replace (2) outlet plates Replace switch plate Clean light fixture and replace (2) light bulbs Replace 32" bedroom door Replace passage knob Replace door stop Replace screen panel in window screen Repair 10' crack in ceiling and finish to match Replace (2) 36x60 mini blinds Overlay (130 Sq ft) Vinyl plank flooring and quarter round at baseboards

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3 <sup>rd</sup> bedroom	Replace (1) outlet plate Clean light fixture and replace (2) light bulbs Replace 32" bedroom door Replace broken window pane Replace door stop Replace screen panel in window screen Repair 9' crack in ceiling and finish to match Replace (2) 36x60 mini blinds Overlay (118 Sq ft) Vinyl plank flooring and quarter round at baseboards
4 <sup>th</sup> Bedroom	Celan wall plates Replace light fixture and light bulbs Replace (2) 36x60 mini blinds Overlay (160 Sq ft) Vinyl plank flooring and quarter round at baseboards

# **ATTACHMENT D**

## **W-9 FORM**

## Request for Taxpayer Identification Number and Certification

**Give form to the requester. Do not send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name” line.

**Limited liability company (LLC).** Check the “Limited liability company” box only and enter the appropriate code for the tax classification (“D” for disregarded entity, “C” for corporation, “P” for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner’s name on the “Name” line. Enter the LLC’s name on the “Business name” line.

For an LLC classified as a partnership or a corporation, enter the LLC’s name on the “Name” line and any business, trade, or DBA name on the “Business name” line.

**Other entities.** Enter your business name as shown on required federal tax documents on the “Name” line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the “Business name” line.

**Note.** You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

### Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the “Exempt payee” box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [www.irs.gov](http://www.irs.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

**Signature requirements.** Complete the certification as indicated in 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft) or 1-877-IDTHEFT(438-4338).

Visit the IRS website at [www.irs.gov](http://www.irs.gov) to learn more about identity theft and how to reduce your risk.

### What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

# **ATTACHMENT E SECTION 3 FORMS**