



01/10/11

**ATTACHMENT A
SCOPE OF SERVICES
VACANT UNIT CLEANING ALL LOCATIONS**

Community Managers will contact Contractor to perform services as and services shall be performed on an as needed basis. There are no guaranteed minimum or maximum cleanings.

Community Manager will provide a two-day notice to contractor when apartment is available to be cleaned. Exceptions will be made and accommodated for emergencies.

Agency reserves the right to contract with additional vendors if Contractor cannot keep up with the work load.

Community will ensure that apartment will be vacant and empty before Contractor starts cleaning.

Contractor is responsible to provide all labor, materials, and equipment to perform Scope of Services.

The Contractor shall provide the following services:

Spot and shampoo carpeting (Barton Annex only)

Sweep and mop all floors

Strip floors with buffer, including corners/behind toilets

Wax floors; two (2) coats minimum

Clean inside, outside and top of kitchen cabinets/drawers/kick plates underneath cabinets

Clean and polish kitchen cabinets

Clean range hood and filter/splash shields if not replaced

Clean all closets (floors and shelves)

Wash windows inside and out

Wash all walls to include closets and utility rooms

Clean debris out of window tracks and sills

Clean and polish all faucets

Clean and polish all tubs, showers, and tub shower combinations

Clean and polish toilets, sinks, lavatories, vanities, ceramic tile, towel bars, tissue, soap and toothbrush holders, mirrors and medicine cabinets (inside and out)

Clean receptacle plates and switch plates

Clean light fixture lens/shields

Clean stair treads

Clean ranges, ovens, and burners; interior and exterior

REQUEST FOR QUOTE: VACANT UNIT CLEANING

Clean refrigerators/freezers; interior and exterior

Clean countertops and shine

Clean entry doors, storm doors and thresh-holds

Clean all door hardware, including doorknobs, strike plates, and hinges

Clean all vents and registers

Clean utility room:

Clean with appropriate cleaner

Clean/dust exterior of furnace

Clean/dust water heater

Remove spider webs

Clean laundry box

Contractor shall be responsible for all damage to unit and/or equipment and furnishings

End of Scope of Work

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REQUEST FOR QUOTE: VACANT UNIT CLEANING



ATTACHMENT B-6

AMP (Asset Management Plan) AMP (Asset Management Plan) NO 6.
ALL AMPS (Asset Management Plan) AGENCY WIDE

Contractor's Price - Tab Sheet

THIS SHEET TO BE USED IF CONTRACTORS WISHES TO QUOTE ON ALL AMPS

By submission of this quote document, Vendor certifies that it has the staffing, materials, equipment and expertise necessary to perform the tasks as outlined in the Scope of Services. Contractor agrees to perform the work in accordance with the Scope of Services. Contractor shall comply with the HUD-52158, 2009 with the wage classification of building maintenance worker at \$11.25/hour for each worker and agrees to perform the work in accordance with the quoted price. There shall be no extras.

HIGH-RISE DEVELOPMENT DIMENSIONS ARE APPROXIMATE

\$ 115.00

One (1) bedroom Vacant Unit 500 sq ft

\$.13 per square foot

Carpet Cleaning Barton Annex Only

FAMILY SITE DEVELOPMENT

\$ 140.00

One (1) Bedroom Vacant Unit, 600 sq. ft.

\$ 200.00

Two (2) Bedroom Vacant Unit, 800 sq. ft

\$ 225.00

Three (3) Bedroom Vacant Unit, 900 sq. ft

\$ 325.00

Four (4) Bedroom Vacant Unit, 1,300 sq. ft

\$ 350.00

Five (5) Bedroom Vacant Unit, 1,400 sq. ft

Innovative Construction Services (317)859-8865 (317)882-3395

Company Name

Telephone Number

Fax

988 N. Bluff Road

Andrew S. Underwood

Address

Representative's Name

Greenwood, IN 46142

City, State and Zip

Signature