

THE SELMA HOUSING AUTHORITY
SELMA, ALABAMA

February 24, 2026

To Whom It May Concern:

RE: Request for Proposals
for Make Ready Work

*Enclosed is a Statement of Qualifications containing general information and sets out certain evaluation criteria which will be used to select a firm for public housing "Make-Ready" repairs and cleaning. If you are interested in this work, your proposal should be submitted in the form requested no later than the close of business on **March 25, 2026 by 3:00 PM (CDST)** to:*

Cicely Curtis
Chief Operating Officer
Selma Housing Authority
P. O. Box 950
Selma, Alabama 36702

Thank you for your attention to this request. If you have questions, please do not hesitate to call me.

Sincerely,

Cicely Curtis
Chief Operating Office

THE SELMA HOUSING AUTHORITY

SELMA, ALABAMA

REQUEST FOR PROPOSALS

PUBLIC HOUSING UNITS "MAKE READY" WORK ITEMS

Scope of Work

February 26, 2026

Proposals will be received until **MARCH 25, 2026 BY 3:00 PM (CDST)**.

1. General

Contractors are requested to provide unit prices for materials and labor per apartment bedroom size (1 Bedroom, 2 Bedroom, 3 bedroom, 4 bedroom, and 5 bedroom units) for the following minimum work to "make ready" apartments for tenancy. The goal of this work is to provide a clean, fresh-looking apartment free of deleterious conditions or Housing Quality Standards (HQS) violations so that new residents may enjoy the safe, decent, and sanitary conditions provided by the Selma Housing Authority in its Public Housing program. Contractor(s) will be given unit(s) in no particular order other than as vacated by previous residents and in no particular number in order to perform the work after units have been vacated. An individual "Notice to Proceed" will be issued for each and every unit for work to be performed under this contract. No work may be performed and no invoices shall be allowed for work in any unit where a notice to proceed has not been issued and signed by the PHA and the contractor.

All work shall be performed during the normal business hours of the Selma Housing Authority Maintenance Staff: Monday through Friday, 7:30 AM until 4:30 PM. Work shall not be performed at night, on weekends, or on legal holidays as observed by the PHA.

The Authority reserves the right to not award a contract pursuant to this RFP. The Authority reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the Authority to be in its best interests.

The Authority reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience.

The Authority reserves the right to negotiate the fees proposed by the proposed entity.

The Authority reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to, incomplete proposals and/or proposals offering alternate or non-requested services.

Bids will be opened upon expiration of the bid deadline. Bids will be reviewed for price, qualifications, and capability of the bidder.

2. Summary of Work Items:

Generally, the work shall include, but not be limited to these items and the make ready checklist:

- General cleaning of all floors, walls, and ceilings of the unit including all rooms, hallways, closets, storage rooms, and HVAC platforms and plenums
- Thorough cleaning of stoves (cooktop, pans, broilers, and ovens) and refrigerators (interiors, defrost pans, and coils) of all foreign materials, odor, and all grease
- Replacement of refrigerator door gaskets and oven gaskets as needed
- Cleaning of all sinks and faucets
- Cleaning of all vanities, countertops, lavatories, toilets, seats, bathtubs, tub surrounds, and faucets
- Check that drains operate properly, that stoppers and pop-ups hold water in all basins, and that there are no leaks in the pipes under any fixture
- Unstopping of toilets and drains
- Cleaning of all light fixture globes, ceiling fans and blades
- Cleaning of all range hoods and filters
- Cleaning of all door and cabinet hardware
- Cleaning of all windows inside and out including tracks
- Cleaning of all cabinets, drawers, and countertops including disposal of all trash left behind by the previous tenant up to two kitchen trash bags full
- Move all appliances and clean cabinets, walls, and flooring in the appliance spaces
- Clean all natural or stained wood surfaces with wood cleaner
- Cleaning of medicine cabinets and polishing mirrors
- Cleaning of vent hoods and filters
- Recaulking of bathtubs and surrounds
- Recaulking of all countertops, lavatories, and vanities
- Verify the proper working condition of all plumbing fixtures including faucets, pop-ups, drains, shower heads, water supplies, overflows, flappers, floats, and water cutoffs
- Replacement of all burned out light bulbs
- Replacement of all broken light globes and fan blades
- Replacement of all broken or missing electrical plates on switches and plugs
- Cleaning of all electrical plates
- Thorough cleaning and preparation of walls and ceilings for painting including removal of nails, hooks, staples, tacks, etc. and patching nail holes up to 4 square inches in size
- Full repainting of all previously painted surfaces including walls, ceilings, doors, sills, trim, shelves, and baseboards, without the use of sprayers, with one coat of high quality paint
- Thorough sweeping, mopping and waxing of all vinyl composition tile (VCT) floors
- Thorough cleaning of all ceramic tile floors
- Changing HVAC filters
- Clean up thoroughly after performing the "make ready" work and proper disposal of all trash
- Observe the condition of the building in general and report any unusual circumstances.
- Check all doors and hardware for proper operation
- Clean all closets and shelving
- Check all weatherstripping at exterior prime doors and report any that is missing or damaged
- Clean exterior doors and exterior light fixtures
- Clean out dryer vent of all lint
- Report stains around toilet bases as evidence of leaking seals
- Replace toilet bolt covers (report any broken bolts)
- Secure any toilets that rock or are uneven

Report missing or damaged toilet accessories and install new ones supplied by the PHA
Report missing thermostats
Replace missing or damaged blinds and/or shades (supplied by the PHA)
Replace missing doorstops (supplied by the PHA)
Sweep front porch and rear stoop upon completion
Report missing and/or damaged doorbells

3. Excessive Damages to the Unit:

The repair of excessive damage in units shall be immediately reported to the PHA Executive Director. "Excessive" repair work such as holes larger than 4", damage from obvious roof leaks, broken or damaged doors, missing hardware, torn screens, missing or broken floor tile, leaking faucets, damaged countertops, damaged cabinets, damaged cabinet doors and/or drawers, broken or damaged fixtures including chipped porcelain, broken toilets, broken or damaged shelving, and the like, will be corrected or replaced by the maintenance department or such repair and replacement will be subject to a negotiated change order based on actual costs plus reasonable overhead and profit. Inoperable smoke detectors, stoves, range hoods, or refrigerators shall be reported to the PHA for replacement. The PHA will supply power and water. The cost of all other materials and labor shall be included in the unit price. It should be noted that all tenant furniture and possessions shall be removed by the PHA prior to issuing a notice to proceed.

4. Materials supplied by the PHA:

The PHA will supply all standard light globes, fan blades, door hardware, VCT, refrigerator gaskets, oven gaskets, faucets, toilet flappers, toilet floats, toilet bolts, HVAC filters, pop-ups, toilet accessories including toilet paper holders, grab bars, and towel bars, window blinds, shades, doorstops, electric range drip pans, gas range drip pans,

5. Materials not supplied by the PHA:

The PHA will not supply tools, chemicals, or equipment needed to perform the work as outlined. Further, the contractor shall supply all masks, gloves, knee pads, safety goggles, etc. for workers. These items will not be supplied by the Selma Housing Authority.

6. Time for Completion of the Work:

Contractors shall complete the work in three (3) business days after the Notice to Proceed.

7. Prohibitions

As there are federal monies involved in payments, no contractor shall be allowed to file a lien of any kind on or against PHA property.

The contractor warrants that no hazardous and/or prohibited chemicals or materials will be used in the work. All chemicals shall be used in strict accordance with manufacturers' written directions in well ventilated areas.

The Selma PHA is smoke free and smoking is prohibited on all PHA grounds and in units.

The Contractor shall be liable for any damages to PHA property including grounds. Neither the contractor or any employee thereof shall drive across any yards or park on any yards.

8. Contractor's Basic Qualifications:

The contractor shall have an active business license as well as liability insurance in a minimum amount of \$350,000 and Workmans Comp Insurance from firms approved to do business with the federal government

High School diploma or equivalent

Above average written and oral communications skills

Ability to communicate effectively in the predominate business language, English

Skill in using basic hand tools

Ability to perform basic work in electrical, plumbing, painting, and carpentry

Knowledge of safety procedures

Ability to assess detailed repairs and replacements in a vacant apartment to make it available for a new resident

Reliable transportation

Valid Driver's License and full coverage automobile insurance

Provide and use own tools

Uses good safety habits at all times

Neat, clean appearance

Needs to be thorough, reliable, responsible, honest, organized, flexible, and be service-oriented

Frequent need to see small detail in the process of make ready work

Working Environment is often dirty, dusty indoor / outdoor work areas in vacated units

Frequently outdoors in all weather conditions and there will be occasional exposure to potentially hazardous materials

Have all safety gear as required by the work

9. Contractor's Basic Physical Requirements:

Frequent lifting, carrying, pushing or pulling 20-50 lbs and constantly moving furniture, appliances, and heavy machinery correctly and safely.

Frequent climbing – ascending/descending ladders, stairs, scaffolding, ramps, poles, etc., in addition to using feet, legs, hands and/or arms.

Body agility is important.

Ability to maintain equilibrium is also important to prevent falling from high places or when walking, standing or crouching.

Stooping – downward and forward by bending legs and spine at the waist, requiring full use of the lower extremities and back muscles.

Frequent kneeling and bending legs at the knees to come to rest on one or both knees.

Frequent crouching downward and forward by bending legs and back/spine.

Frequent reaching by extending hand(s) or arm(s) in any direction.

Frequent handling of various sizes and weights of items. Needs the ability to seize, hold, grasp turn or otherwise work with one or both hands. Fingers are involved only to the extent that they are an extension of the hands, such as to turn a switch or replace a light bulb.

10. Wage Rates:

As federal monies are involved, all workers shall be paid not less than prevailing minimum wages as set forth in the attached document.

11. Multiple Contractors:

The PHA reserves the right to employ multiple contractors under this RFP and to award the make ready contracts to the contractors as best suits the needs of the PHA.

12. Drug Free Workplace:

The PHA requires that all contractors and contractors personnel adhere to maintaining a drug-free workplace. To such ends, all contractors shall provide form HUD-50070 at the time proposals are turned in.

13. Debarred Persons:

The PHA maintains a list of persons who have been barred from being on Selma Housing Authority property. As such, the contractor, prior to signing of any contract hereunder, shall provide a list of employees and/or proposed employees for a check against such list. The names of any new prospective hires made by the contractor during the course of the contract shall be provided to the PHA prior to hiring so that no one who is on the list is allowed on PHA grounds.

14. Payments

No work on any part of a make ready of any kind or of any amount shall begin prior to the issuance of a NOTICE TO PROCEED for each unit from the Authority and signed by the Contractor. The Selma Housing Authority shall not be held liable for any costs incurred by the Contractor prior to the issuance of such Notice for each and every unit under this proposal. Further, no work or any part of a make ready change order shall begin prior to the issuance of a CHANGE ORDER for additional work in each unit if required. The contractor shall be liable for any costs incurred without the Notice and/or Change Order.

Payments for work will be issued only after completion of the work and inspection by the Selma Housing Authority to check the thoroughness and quality of the make ready work. Only after such clearance and acceptance by the PHA will payment be processed.

15. Cost of Proposals:

Cost of preparation of this proposal is considered an operational cost of the Respondent/Contractor and shall not be passed on to or borne by the Authority. The Authority assumes no responsibility for any such costs incurred by the Respondent/Contractor. The Authority will not be liable for any costs incurred by the Respondent/Contractor prior to execution of the contract by the parties.

END OF RFP

THE SELMA HOUSING AUTHORITY

SELMA, ALABAMA

NON-COLLUSIVE AFFIDAVIT

(Prime Bidder)

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that he is _____, the party making the

(a partner or officer of the firm of, etc.)

foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; 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, or to fix overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against The Selma Housing Authority of any person interested in the proposed contract and that all statements in said proposal or bid are true.

(Bidder, if the bidder is an individual;
Partner, if the bidder is partnership;
Officer, if the bidder is a corporation)

Subscribed and sworn to before me this

_____ day of _____, 20____.

My commission expires _____, 20____.

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Program/Activity Receiving Federal Grant Funding

SELMA HOUSING AUTHORITY, "MAKE READY" WORK AT ALL SITES OF THE AUTHORITY

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

ALL SITES OF THE SELMA HOUSING AUTHORITY PUBLIC HOUSING UNITS

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date

X

THE SELMA HOUSING AUTHORITY

SELMA, ALABAMA

BID FOR UNIT PRICE CONTRACTS

"MAKE READY" WORK - LABOR AND MATERIALS

Place _____

Date _____

Proposal of _____

(hereinafter called "Bidder") a (corporation/a partnership/an individual)

To: The Selma Housing Authority (hereinafter called "Owner")

Gentlemen:

The Bidder, in compliance with your Scope of Work for the contract "make-ready" work, having examined the requirements of the Scope of Work and the site(s) of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor and materials to construct the project in accordance with the Scope, within the time set forth therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Scope, of which this proposal is a part.

UNIT PRICES:

For the work items as outlined in the written Scope of Work, the contractor proposes to perform all the work as set out for the following sums:

1. Make Ready of a single one (1) bedroom unit \$ _____
2. Make Ready of a single two (2) bedroom unit \$ _____
3. Make Ready of a single three (3) bedroom unit \$ _____
4. Make Ready of a single four (4) bedroom unit \$ _____
5. Make Ready of a single five (5) bedroom unit \$ _____

The above unit prices shall include all labor and materials to cover the finished work of the several kinds called for in the Scope of Work. Changes shall be processed in accordance with the Scope as agreed upon in writing by an executed change order.

Bidder understands that the Owner reserves the right to reject any or all bids and to waive any informality in the bidding.

The bidder agrees that this bid shall be good and may not be withdrawn for a period of one hundred eighty (180) calendar days after the scheduled closing time for receiving bids. Subject to the agreement of both parties, this contract may be extended for up to five (5) additional one hundred eighty (180) days periods.

Upon receipt of written notice of the acceptance of this bid, Bidder will execute the formal contract attached within ten (10) days. It is understood that an individual Notice to Proceed will be issued for each unit for which work will be contracted and performed under this contract.

Respectfully submitted:

By: _____

(Signature)

(Title)

(Business Address)

General Conditions for Non-Construction Contracts

Section II – (With Maintenance Work)

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Office of Labor Relations

OMB Approval No. 2577-0157 (exp. 3/31/2020)

Public Reporting Burden for this collection of information is estimated to average 0.08 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600; and to the Office of Management and Budget, Paperwork Reduction Project (2577-0157), Washington, D.C. 20503. Do not send this completed form to either of these addressees.

Applicability. This form HUD-5370C has 2 Sections. These Sections must be inserted into non-construction contracts as described below:

- 1) Non-construction contracts (*without* maintenance) greater than \$100,000 - use Section I;
- 2) Maintenance contracts (including nonroutine maintenance as defined at 24 CFR 905.200) greater than \$2,000 but not more than \$100,000 - use Section II; and
- 3) Maintenance contracts (including nonroutine maintenance), greater than \$100,000 – use Sections I and II.

Section II – Labor Standard Provisions for all Maintenance Contracts greater than \$2,000

1. Minimum Wages

- (a) All maintenance laborers and mechanics employed under this Contract in the operation of the project(s) shall be paid unconditionally and not less often than semi-monthly, and without subsequent deduction (except as otherwise provided by law or regulations), the full amount of wages due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Housing and Urban Development which is attached hereto and made a part hereof. Such laborers and mechanics shall be paid the appropriate wage rate on the wage determination for the classification of work actually performed, without regard to skill. Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein; provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination, including any additional classifications and wage rates approved by HUD under subparagraph 1(b), shall be posted at all times by the Contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.
- (b) (i) Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the Contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate only when the following criteria have been met:
 - (1) The work to be performed by the classification required is not performed by a classification in the wage determination;
 - (2) The classification is utilized in the area by the industry; and
 - (3) The proposed wage rate bears a reasonable relationship to the wage rates contained in the wage determination.
- (ii) The wage rate determined pursuant to this paragraph shall be paid to all workers performing work

in the classification under this Contract from the first day on which work is performed in the classification.

2. Withholding of funds

The Contracting Officer, upon his/her own action or upon request of HUD, shall withhold or cause to be withheld from the Contractor under this Contract or any other contract subject to HUD-determined wage rates, with the same prime Contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics employed by the Contractor or any subcontractor the full amount of wages required by this clause. In the event of failure to pay any laborer or mechanic employed under this Contract all or part of the wages required under this Contract, the Contracting Officer or HUD may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment or advance until such violations have ceased. The Public Housing Agency or HUD may, after written notice to the Contractor, disburse such amounts withheld for and on account of the Contractor or subcontractor to the respective employees to whom they are due.

3. Records

- (a) The Contractor and each subcontractor shall make and maintain for three (3) years from the completion of the work records containing the following for each laborer and mechanic:
 - (i) Name, address and Social Security Number;
 - (ii) Correct work classification or classifications;
 - (iii) Hourly rate or rates of monetary wages paid;
 - (iv) Rate or rates of any fringe benefits provided;
 - (v) Number of daily and weekly hours worked;
 - (vi) Gross wages earned;
 - (vii) Any deductions made; and
 - (viii) Actual wages paid.
- (b) The Contractor and each subcontractor shall make the records required under paragraph 3(a) available for inspection, copying, or transcription by authorized representatives of HUD or the HA and shall permit such representatives to interview employees during working hours on the job. If the Contractor or any subcontractor fails to make the required records available, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance or guarantee of funds.

4. Apprentices and Trainees

- (a) Apprentices and trainees will be permitted to work at less than the predetermined rate for the work they perform when they are employed pursuant to and individually registered in:
 - (i) A bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration (ETA), Office of

Apprenticeship Training, Employer and Labor Services (OATELS), or with a state apprenticeship agency recognized by OATELS, or if a person is employed in his/her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by OATELS or a state apprenticeship agency (where appropriate) to be eligible for probationary employment as an apprentice; A

- (ii) A trainee program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, ETA; or
- (iii) A training/trainee program that has received prior approval by HUD.

- (b) Each apprentice or trainee must be paid at not less than the rate specified in the registered or approved program for the apprentice's/trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Apprentices and trainees shall be paid fringe benefits in accordance with the provisions of the registered or approved program. If the program does not specify fringe benefits, apprentices/trainees must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification.
- (c) The allowable ratio of apprentices or trainees to journeyman on the job site in any craft classification shall not be greater than the ratio permitted to the employer as to the entire work force under the approved program.
- (d) Any worker employed at an apprentice or trainee wage rate who is not registered in an approved program, and any apprentice or trainee performing work on the job site in excess of the ratio permitted under the approved program, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed.
- (e) In the event OATELS, a state apprenticeship agency recognized by OATELS or ETA, or HUD, withdraws approval of an apprenticeship or trainee program, the employer will no longer be permitted to utilize apprentices/trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

5. Disputes concerning labor standards

- (a) Disputes arising out of the labor standards provisions contained in Section II of this form HUD-5370-C, other than those in Paragraph 6, shall be subject to the following procedures. Disputes within the meaning of this paragraph include disputes between the Contractor (or any of its subcontractors) and the HA, or HUD, or the employees or their representatives, concerning payment of prevailing wage rates or proper classification. The procedures in this section may be initiated upon HUD's own motion, upon referral of the HA, or upon request of the Contractor or subcontractor(s).
 - (i) A Contractor and/or subcontractor or other interested party desiring reconsideration of findings of violation by the HA or HUD relating to the payment of straight-time prevailing wages or classification of work shall request such reconsideration by letter postmarked within 30 calendar days of the date of notice of findings issued by the HA or HUD. The request shall set

forth those findings that are in dispute and the reasons, including any affirmative defenses, with respect to the violations. The request shall be directed to the appropriate HA or HUD official in accordance with instructions contained in the notice of findings or, if the notice does not specify to whom a request should be made, to the Regional Labor Relations Officer (HUD). The HA or HUD official shall, within 60 days (unless otherwise indicated in the notice of findings) after receipt of a timely request for reconsideration, issue a written decision on the findings of violation. The written decision on reconsideration shall contain instructions that any appeal of the decision shall be addressed to the Regional Labor Relations Officer by letter postmarked within 30 calendar days after the date of the decision. In the event that the Regional Labor Relations Officer was the deciding official on reconsideration, the appeal shall be directed to the Director, Office of Labor Relations (HUD). Any appeal must set forth the aspects of the decision that are in dispute and the reasons, including any affirmative defenses, with respect to the violations. The Regional Labor Relations Officer shall, within 60 days (unless otherwise indicated in the decision on reconsideration) after receipt of a timely appeal, issue a written decision on the findings. A decision of the Regional Labor Relations Officer may be appealed to the Director, Office of Labor Relations, by letter postmarked within 30 days of the Regional Labor Relations Officer's decision. Any appeal to the Director must set forth the aspects of the prior decision(s) that are in dispute and the reasons. The decision of the Director, Office of Labor Relations, shall be final.

- (b) Disputes arising out of the labor standards provisions of paragraph 6 shall not be subject to paragraph 5(a) of this form HUD-5370C. Such disputes shall be resolved in accordance with the procedures of the U.S. Department of Labor set forth in 29 CFR Parts 5, 6 and 7. Disputes within the meaning of this paragraph 5(b) include disputes between the Contractor (or any of its subcontractors) and the HA, HUD, the U.S. Department of Labor, or the employees or their representatives.

6. Contract Work Hours and Safety Standards Act

The provisions of this paragraph 6 are applicable only where the amount of the prime contract exceeds \$100,000. As used in this paragraph, the terms "laborers" and "mechanics" includes watchmen and guards.

- (a) **Overtime requirements.** No Contractor or subcontractor contracting for any part of the Contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.
- (b) **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the provisions set forth in paragraph 6(a), the Contractor and any

subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to the District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the provisions set forth in paragraph (a) of this clause, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by provisions set forth in paragraph (a) of this clause.

- (c) **Withholding for unpaid wages and liquidated damages.** HUD or its designee shall upon its own action or upon written request of an authorized representative of the U.S. Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such Contract or any federal contract with the same prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the provisions set forth in paragraph (b) of this clause.

7. Subcontracts

The Contractor or subcontractor shall insert in any subcontracts all the provisions contained in this Section II and also a clause requiring the subcontractors to include these provisions in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the provisions contained in these clauses.

8. Non-Federal Prevailing Wage Rates

Any prevailing wage rate (including basic hourly rate and any fringe benefits), determined under state law to be prevailing, with respect to any employee in any trade or position employed under the Contract, is inapplicable to the contract and shall not be enforced against the Contractor or any subcontractor, with respect to employees engaged under the contract whenever such non-Federal prevailing wage rate, exclusive of any fringe benefits, exceeds the applicable wage rate determined by the Secretary of HUD to be prevailing in the locality with respect to such trade or position.

SELMA HOUSING AUTHORITY - MAKE READY CHECK LIST

Address _____ Date _____

Make Ready Crew: Check the applicable boxes for completed or replaced items. File completed and approved checklist in Apartment File.
For trash-out units, attach a unit inventory sheet. All shaded areas are to be completed upon lease renewal. Manager needs to notify Maintenance on lease renewal.

MECHANICAL STEP 1	COM	REP	ESO
check/clean condensor coil			
check/oil fan motor			
check/clean condenser pan			
check/clean evaporator coil			
check/clean drain line			
check HVAC controls			
check/adjust pilot light			
check burner flame			
check/clean heating elem.			
check/clean refrigerator coils			
check refrigerator temperature			
check shelves/gaskets/door			
check drawers/handles			
check icemaker supply line			
check rollers/racks			
check/clean under DW			
check range elements			
check element rings			
check bake element			
check broil element			
check oven racks			
check vent hood light/fan			
clean/flush water heater 120°			
check thermostat/temperature			
check W/D connections			
check washer supply			
check washer drain			
check dryer vent			

PLUMBING/ELECTRICAL STEP 2	COM	REP	ESO
check smoke alarms			
check GFI			
check CO2			
check breakers			
tighten breaker wires			
replace burned out bulbs			
check ceiling fan operation			
check outlets			
check switches			
check pull chains			
Check/clean kitchen sink			
check kitchen sink strainer			
check kitchen drains/clear			
check/clean kitchen faucet			
check/repair valves			
check for leaks			
check kitchen aerator*			
check bath sinks			
check bath pop-ups			
check bath drains/clear			
check for leaks			
check bath faucets			
check bath aerator*			
check tub/tile			
check tub faucets			

check tub drains/clear			
check showerheads**			
check shower rods			
check ballcock***			
check/tight toilet seats			
check tank/lid/h2o level			
toilet flapper			
air filter			
caulking worn or cracked			

GENERAL STEP 3	COM	REP	ESO
door paint condition			
check weather stripping			
check window operation			
check window screens			
check all blinds/shades			
check door stops			
check attic access latch			
check all door operations			
check paint interior/closet doors			
check bath privacy locks			
check master bedroom locks			
check kitchen drawers			
check bathroom drawers			
check medicine cabinets			
check kitchen cabinets			
check bath cabinets			
check all other cabinets			
check all hinges/glides			
check paint closet shelves			
check switch plates			
check receptacle covers			
check fireplace flue			
clean/paint fireplace			
check stair rails/handrails			
check balcony/patio/storage			
check fire extinguisher			

WALL/WOODWORK/CEILING STEP 4	COM	REP	ESO
repair sheetrock			
check/repair moldings			
remove nails/hooks			
full paint			
paint ceiling			
remove wallpaper/texture			
paint/finish cabinets			
paint baseboards			

CLEANING STEP 5	COM	REP	ESO
clean refrigerator interior			
clean refrigerator exterior			
clean floor under refrigerator			

clean wall behind refrigerator			
clean oven/stove			
replace drip pans			
clean under stove			
clean range hood			
clean hood filter			
clean sink/polish chrome			
clean light fixtures			
clean drawers			
clean floors			
clean windows in/out			
clean window tracks			
clean window sills			
clean blinds/shades			
clean closet door tracks			
clean doors/frames/knobs			
clean tub/showers			
clean all chrome			
clean toilets			
clean fixtures			
clean sinks			
clean medicine cabinet			
clean mirrors			
clean light fixtures			
clean all vents			
clean cabinets/drawers			
clean floors			
clean ceiling fan			
clean out dryer vents			
sweep porch			

CARPET/VINYL STEP 6	COM	REP	ESO
replace vinyl tile			
replace bath vinyl			

COMMON AREAS STEP 7	COM	REP	ESO
clean exterior cobwebs			
check outside lights			
check/paint handrails			

MOLD INSPECTION STEP 8	COM	REP	ESO
check all susceptible areas			

BEFORE LEAVING APARTMENT STEP 9	COM	REP	ESO
mop/wax all VCT			
spray air freshener			
turn off A/C & lights			
close blinds			
lock doors and windows			

COM = COMPLETE
 REP = REPLACED
 ESO = EMPLOYEE SIGN-OFF

MAINTENANCE SUPERVISOR SIGN-OFF _____

COMMUNITY MANAGER SIGN-OFF _____