

BID FOR MAINTENANCE SUBCONTRACT - CHAMBERLAIN

Equipment and supplies will be furnished by Lakeview Terrace and Grandview Apartments for maintenance work done. The Sub-Contractor will need to furnish small tools such as hammer, screwdriver, etc.

Work to be done on the property is shown on schedule "A" and will need to be done to the full satisfaction of Mills Property Management.

The Sub-Contractor will agree to indemnify and save the owner/agent harmless from and against all liability, loss, damage, cost and expense of whatsoever nature or type that the owner may suffer, or incur, by reason of any act or omission of sub-contractor. The Sub-Contractor shall pay all Social Security and Unemployment Compensation Taxes upon the material and labor furnished under the contract, as required by the United States Government and the State of South Dakota.

No extra work or changes above what is stated in the contract will be recognized or paid for, unless agreed to before the work is performed. Billings will need to be made per property and submitted monthly (first of each month) with payment being made by the 10th of the next month for the prior month. The Sub-Contractor bids a rate of: \$ _____ /HOUR.

References:

Company _____ Contact person _____

Address _____ City _____ State _____

Phone # _____ Fax # _____

Friend? Yes No

What is the nature of your business relationship with the person/company listed above?

Company _____ Contact person _____

Address _____ City _____ State _____

Phone # _____ Fax # _____

Friend? Yes No

What is the nature of your business relationship with the person/company listed above?

_____ Date _____

(Sub-Contractor signature)

By initialing this box, I consent to Mills Property Management to process a criminal background check. I understand that this information may be used in the decision making process for processing a bid.

**LAKEVIEW TERRACE
AND GRAND VIEW APARTMENTS
MAINTENANCE - SCHEDULE "A"**

- 1) Be available for on-call duties as needed.
- 2) Respond to all resident service call requests within a timely fashion.
- 3) Perform various miscellaneous and specific maintenance work as directed by the Property Manager / Mills Property Management for Lakeview Terrace and Grandview Apartments.
- 4) Call Service Contractor (electrical, plumbing etc.) if additional work is needed.
- 5) Walk/inspect property weekly outside and inside...i.e. pick up trash; check light fixtures; check windows, etc. Check hallways for repairs such as hallway lights, loose railings, worn carpet / linoleum, etc.
- 6) Perform turn-over maintenance items as necessary (see attached checklist).

Maintenance Checklist
(Initial when complete)

Exterior

- | | |
|---|---|
| <input type="checkbox"/> Check outside light | <input type="checkbox"/> Check door bell |
| <input type="checkbox"/> Change door lock | <input type="checkbox"/> Check storm door |
| <input type="checkbox"/> Check door locks, keys and bumps | <input checked="" type="checkbox"/> Turn down heat/air |

Miscellaneous

- | | |
|---|--|
| <input type="checkbox"/> Check outlets & switches | <input type="checkbox"/> Check A/C Cover |
| <input type="checkbox"/> Check drapery rods & eyelets / blinds | <input type="checkbox"/> Check emergency call system |
| <input type="checkbox"/> Operate all other shut-offs | <input type="checkbox"/> Change furnace filter |
| <input type="checkbox"/> Set water heater temp to 120 | <input type="checkbox"/> Check & tighten stair rails |
| <input type="checkbox"/> Clean air conditioner filter | <input type="checkbox"/> Check window screens for holes/tears |
| <input type="checkbox"/> Check baseboard heaters | <input type="checkbox"/> Check window sills & trim |
| <input type="checkbox"/> Check baseboards | <input type="checkbox"/> Check window panes, operation & locks |
| <input type="checkbox"/> Check all smoke detectors | <input type="checkbox"/> Check closet doors, shelves, & poles |
| <input type="checkbox"/> Check plastic corner guards for walls | <input type="checkbox"/> Clean all light globes & Check all light bulbs |
| <input type="checkbox"/> Pull out washer/dryer and clean
Underneath & behind | <input type="checkbox"/> Check to make sure there are safety bars in the windows
(Crime Free Properties only) |

Kitchen

- | | |
|--|---|
| <input type="checkbox"/> Check & clean sink faucet & aerator | <input type="checkbox"/> Clean underneath stove |
| <input type="checkbox"/> Sink drain & strainers | <input type="checkbox"/> Check range hood, light and drip pans |
| <input type="checkbox"/> Light above sink | <input type="checkbox"/> Check all cabinet doors & drawers |
| <input type="checkbox"/> Floor under sink | <input type="checkbox"/> Vacuum refrigerator coils & clean underneath |
| <input type="checkbox"/> Caulk countertops | <input type="checkbox"/> Check refrigerator light |

Bathroom

- | | |
|--|--|
| _____ Check vanity shut off | _____ Check tub faucet & drain |
| _____ Check vanity faucet & aerator | _____ Check tub grab bar & shower rod |
| _____ Check vanity for leaks | _____ Tighten towel bars |
| _____ Check vanity floor | _____ Clean and oil bath fan |
| _____ Check toilet shut off | _____ Check medicine cabinet mirrors and light |
| _____ Check toilet seat | _____ Caulk sink, vanity countertop & tub |
| _____ Check toilet tank flapper and handle | _____ Check & clean heat lamp and cover |
| _____ Check shower head | _____ Check toilet for tank leak w/dye test |
| _____ Check that unit has plunger | |

Sign “Welcome Home” Card and bring slip to the manager’s office when maintenance is complete.

Leave stove and refrigerator pulled out if apartment is being painted

