



Portage Metropolitan Housing Authority

July 21, 2026

Scope of Work

9500 State Route 700
Windham, Ohio
RE: Interior Renovation

The following is the outline of exterior upgrades for this site:
See sketches for dimensions

General Project Notes:

1. Water and electric power will be available for use during working hours.
2. Dumpster will be provided for debris.
3. Bidders must view site to assess current field conditions and take accurate measurements.
4. Bids must be received as soon as possible, but no later than **August 7, 2026. Pre-bid walkthrough will take place on July 29, 2026, at 2:00PM.**

Work Throughout Unit:

- 1) Perform all necessary drywall patching and repair work throughout unit.
- 2) Remove all existing carpet, padding, vinyl flooring, and floor trim.
 - a. LVP and Carpet will be installed by PMHA
- 3) Remove existing exterior/interior doors and casing and install agency supplied doors hardware, and casing.
 - a. Bedroom closets with existing swing doors will stay, other closets will have bypass doors installed.
 - b. Casing to be removed around existing windows and replaced with agency supplied material.
- 4) Remove and replace all existing light fixtures with LED lighting.
- 5) Paint unit walls and ceilings with 2 coats of agency-supplied paint.
 - a. All doors and door trim are to be painted with 2 coats of white enamel paint (agency supplied).
- 7) Replace all outlets, switches, blanks, and GFCIs with white materials.
- 8) Replace all smoke detectors and HVAC registers.

Kitchen:

- 1) Remove and replace existing cabinets, sink, range hood, ceiling fan and countertops.
- 2) Dispose of debris in agency-supplied dumpster.
- 3) Install agency supplied cabinetry and countertops.
 - a. Ceiling Fan, Sink, faucet, and plumbing to be supplied by contractor.
- 4) Install new stainless-steel microwave/range hood.
 - a. Outlet will have to be installed using hard wire from existing range hood.

Bathroom:

- 1) Demo existing tub/surround, plumbing, and fixtures, toilet, and medicine cabinet.
 - a. Drywall may need to be repaired once medicine cabinet is removed.
- 2) Install new tub/surround, toilet, mirror, exhaust fan, and light. Agency will provide the mirror and vanity only.

Exterior Deck:

- Inspect the existing deck for damaged, rotted, or unsafe deck boards. Pressure wash and stain deck.
 - 1.) Identify boards requiring replacement prior to staining.
 - 2.) Install new pressure-treated lumber.
 - 3.) Re-stain with agency supplied stain.

Contractor (or subcontractor) must agree to the following:

- a) Contractor (or subcontractor) shall not to smoke near the site as all Public Housing sites are Smoke Free.
- b) Contractor (or subcontractor) must agree to the Drug Free policy.
- c) Contractor agrees to hold harmless the PMHA for any injuries or accidents suffered as a result of his own negligence or poor judgment of its employees in the execution of their work and additionally agrees to assume those obligations and liabilities customarily assumed by one holding a position as an Independent Contractor (Subcontractor).
- d) Contractor agrees to contact the PMHA, in advance, if a completion date cannot be met.
- e) Contractor hereby agrees that it is an Equal Opportunity Employer and all employees are hired without regard to their race, color, age, creed, sex, handicap or national origin.

This is a Davis Bacon/Prevailing Wage project and will be subject to Portage County, Ohio Davis Bacon Residential wage rates (See included wage decision.) Wage Rates are subject to change based on classification, and if additional classifications are required). Licensing and permits are the responsibility of the bidding contractor

All questions about this project should be directed to:

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