



Portage Metropolitan Housing Authority

October 14, 2026

Scope of Work

**Townsquare Villas Interior Renovation
1354 Townsquare Drive #1
Kent, Ohio 44240**

The following is the outline of the project to be completed at the above-named site:

Overall project Notes:

1. Water, power, and restroom facilities are available on site.
2. **Bidding contractors must view site to evaluate conditions and measure.**
3. Materials to be supplied by Housing Authority will be paint, doors, hardware, all cabinetry, light fixtures, smoke and CO2 detectors, and appliances. All other materials will be supplied by the Contractor.
4. Bids must be received by **October 22, 2026 at 3:30 pm. Please call Lee Lovejoy immediately to complete a walkthrough of the unit.**

General Specifications:

Kitchen:

1. Make any necessary drywall repairs.
2. Install kitchen cabinets, countertops, range hood, and all necessary plumbing.
3. Remove and reinstall new overhead light and sink light.

Unit Specifications:

1. Repair all wall damage throughout unit. (Patch holes, skim rough spots, etc.)
2. Remove all damaged interior doors, trim, and hardware. Install new pre-hung doors, hardware, and trim.
4. Replace bathtub/surround, light, mirror, toilet, fan, and vanity.
5. Replace all lights/ switches/outlets and light switch/outlet covers. Color is to be white.
6. Replace all registers and vents. Color is to be white.
7. Replace all smoke and CO detectors.
8. Demo all tile flooring throughout unit and remove all baseboards.
9. Prime and paint walls, ceilings, and all exterior doors with 2 coats of agency-supplied paint.

Bidders must take their own measurements and do a walkthrough of the unit to ensure accurate quote.

Contractor (or subcontractor) must agree to the following:

- a) Contractor (or subcontractor) shall not 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). **Contractor is responsible for all permits, inspections, and licensing.**

All questions about this project should be directed to:

Lee Lovejoy

Cell: (234) 973-9289

Email: llovejoy@portagehousing.org