



## IMP RCP PROJECT POSTING TEMPLATE

PROJECT ADMINISTRATORS		
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<b>Posting Date</b>	8/5/21	<b>Budgeted Amount</b>	\$178,500	<b>GL Account Code</b>	53454
<b>Property Name</b>	Windsor at Hopkinton				
<b>Property Entity Number</b>	32132				
<b>Property Address</b>	5 Constitution Court Hopkinton, MA 01748				
<b>Description of Project/Service (Brief title of posting)</b>	Apartment turn over painting				
<b>Project Start Date</b>	9/1/21	<b>Project End Date</b>	3/31/24		
<b>Community Contact</b>	Jose Vaquerano	<b>Contact Tel #617- 816-0463</b>		<b>Contact Email</b>	jVaquerano@windsorcommunities.com
<b>Vendor Qualifications (Licenses, Certificates, etc...)</b>					
<b>Vendor Experience in local marketplace (Years in industry, number of similar past projects, etc...)</b>					
<b>Scope of work</b>	See attached.				



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**NOTE:** The IMP – CalPERS Responsible Contract form & The IMP – CalPERS Neutrality Agreement form must be submitted for all contractors bidding on the Project/Service. These forms can be found on the intranet under Purchasing Forms.

## Scope of Work – Turnover Painting

[Company Name]

Date: 8/5/21  
Property Manager: Michelle Ablondi  
Maintenance Supervisor: Jose Vaquerano  
Start Date: 9/1/21

Pricing is for a 30 month contract and will not self renew.

Contract Date from 9/1/21 thru 3/31/24

### Windsor Communities Interior Paint Scope of Work (Monthly Fee)

[Company] shall furnish and provide all labor, workmanship, tools, equipment, scaffolding, machinery, fuel, materials, preparation, supervision, management, record keeping, expertise, licenses, taxes, and permits, insurance, necessary to complete all the work specified herein in a professional and workman like manor according to the highest standards of all applicable trades.

All work shall comply with all relevant federal, OSHA, state, and local requirements. \* All work shall comply with the building and fire codes pertinent to the local jurisdiction. All building materials and applications shall be new and shall be built, installed and/or applied according to the manufacturer's specifications and recommendations unless specified otherwise.

### The Contractor is responsible for the following:

1. Contractor shall protect his/her work at all times and shall protect all adjacent work and materials by suitable covering or other methods during progress of work. The Contractor will protect all adjacent areas not to be painted by taking appropriate measures. Areas to be protected are, but not limited to; windows, carpet, tile, furniture, tenant belongings, steps. Upon completion of work, he/she shall remove all paint droppings and overspray from surfaces that are not specified to be painted.
2. Contractor must submit and maintain on site, Material Safety Data Sheets (MSDS) of all hazardous chemicals that they will be utilizing, at or in possession of, while on the property prior to material delivery or work.
3. MSDS for all installed materials and are to be provided to the on-site staff by completion of work.
4. The owner or owner representative has the right to have independent testing completed to ensure proper paint application. The Contractor is responsible for any costs to bring the product to the manufacturer

recommended finish.

5. Each surface shall be cleaned and prepared.

6. Seal and caulk all cracks around windows, doors, boards and trims using an acrylic caulk.

7. All nail holes or small openings shall be spackled. Sanding and scraping should remove any loose or peeling paint. Fill nail holes, imperfections and cracks with putty. Edges, corners and raised grain shall be eased by sanding. Caulk all joints between wood items with an approved caulk. 8. Any areas of breakage shall be patched and dried before coatings are applied. Cracks should be repaired as follows:

- Cracks less than ¼" wide should be filled with caulk or filler.
- Cracks greater than ¼" wide should be repaired with drywall compound and tape.

9. This contract includes all minor drywall repairs an accumulative of up to one square foot. Any patching beyond the one square foot will need to be **approved in writing** before Contractor is to commence.

10. Contractor shall be responsible for notification of appropriate on-site staff before beginning work if conditions exceed this Scope of Work.

11. Only skilled laborers shall be employed. Applications may be by brush, roller or spray, upon acceptance from appropriate on-site staff.

12. Contractor shall protect his/her work at all times and shall protect all adjacent work and materials by suitable covering or other method during progress of the work.

13. The Contractor is to remove caulk at all countertops prior to painting.

14. The replacement of the countertop caulk will be by contractor.

15. The Contractor is responsible for painting the interior walls and ceiling.

16. Cover or remove all electrical panel box covers/ doors before painting walls.

17. Materials shall be applied under adequate illumination, evenly spread and flowed on smoothly to avoid runs, sags, brush marks, air bubbles and excessive roller stipple.

18. All coats shall be dry to manufacturer's instructions before applying additional coats.

19. Coverage and hide shall be complete. When color, stain, dirt, or undercoats show through final coat of paint, surface shall be covered by additional coats until paint film is of uniform finish, color, appearance and coverage. **There will be no charge until it requires greater than two coats.**

20. All flat paint coats that are sprayed on walls must be back rolled to provide a uniform appearance and coverage.

21. Exterior doors shall have tops, and side edges finished the same color as exterior face of doors.
22. No work is to be considered complete until accepted by the appropriate on-site staff.
23. Contractor is to apply the paint to 4-6 wet mils, per manufacturer's recommendation.
24. All bath and kitchens will have Sherwin Williams ProMar 200 extra white eggshell paint throughout.
25. All trims to be painted with Sherwin Williams ProMar 200 extra white semi-gloss
26. All paint is to be supplied by the Owner or Owner Representative.
27. Keep surfaces dust, dirt and debris free before and during painting.
28. Execute work in accordance with label directions.
29. All cabinets, flooring, smoke detectors, and sprinkler systems shall be fully protected to prevent damage during the painting project. Contractor is responsible for creating a definitive line where contrasting finishes meet.
31. Time is of the essence. The contractor shall start work no later than **within 24 hours** of notice. The Contractor will complete this scope of work in a time that meets or exceeds accept industry standards not to exceed **18 hours/3 days**.
32. Do not paint over any code required labels or any equipment identification, performance rating, name or nomenclature plates.

### **SPECIFICATIONS / MATERIALS:**

- Trim Molding, Color & Sheen ProMar 200 extra white semi-gloss
- Wall Color & Sheen ProMar 200 extra white flat
- Kitchen/Bath Walls, Color & Sheen ProMar 200 extra white eggshel
- Ceiling, Color & Sheen ProMar 200 extra white flat

The undersigned, having familiarized himself/herself/themselves with the local conditions affecting the cost of the work and with the Contract Documents, hereby proposes to furnish all labor, materials, equipment, and services required to undertake the above reference scope in accordance with the Contract Documents for the *Scope of Work - Interior Painting*.

All units turned over during the contract period, will be repainted to the above Scope of Work. Pricing is based on a projected turnover rate of 60%.



# Windsor at Hopkinton

Yearly Cost ████████████████████

Monthly Cost ████████████████████

### ADDITIONAL SERVICES AND PRICING

- Drywall Patches 11+ ft by the sq ft                   \$   0
- Prime unit for smoke damage                         \$   0
- Kilz or Prime over colors                             \$   0   per wall
- Paint Exterior Door (Oil Base Paint)               \$   0
- Paint occupied Unit                                   \$   0

The undersigned, having familiarized himself/herself/themselves with the local conditions affecting the cost of the work and with the Contract Documents, hereby proposes to furnish all labor, materials, equipment, and services required to undertake the above reference scope in accordance with the Contract Documents for the Windsor Communities Interior Painting – Monthly Fee Scope of Work.

### REFERENCES

Please provide three references that we will contact.

<u>COMPANY NAME</u>	<u>CONTACT</u>	<u>E-MAIL ADDRESS</u>	<u>PHONE</u>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Windsor at Hopkinton

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company (Bidder): \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Windsor Communities buildings are SMOKE FREE. Please be advised that smoking is prohibited in any Windsor building or within 25 feet of any Windsor building.**

All Site Work vendors/contractors must be enrolled and approved in Compliance Depot for the duration of this Service Agreement. For additional information call customer service at 888.493.6938, or e-mail them at [customerservice@compliancedepot.com](mailto:customerservice@compliancedepot.com)

**\*\* Please note that it is your responsibility to keep your documents current with Compliance Depot and renew your enrollment each year \*\***

**\*\* Windsor Communities reserves the right to cancel this contract with a 30 day notice if you cannot service our needs to the term of this contract. \*\***

**\*\*\*All Site Work vendors/contractors employees must in their appropriate company uniform at all times while on job site. \*\*\***