



Tooele County Housing Authority

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Tooele County Housing Authority

Maintenance Request for Proposals for 32 homes and 5 apartments

Tooele County Housing Authority is requesting proposals for maintenance work on 32 homes and 5 apartments which we own and manage. The location of the properties is in Grantsville and Tooele.

Knowledge, Skills and Abilities: Extensive knowledge of carpentry; extensive knowledge of trouble shooting various problems, extensive knowledge of general repairs associated with multifamily housing; general knowledge of plumbing mechanics and electrical work; knowledge of supervision; knowledge of personal relations and dealing with individuals in situation which may be of an adverse nature; skill in the operation of all necessary equipment related to work to include saws, drills and other power tools; ability to perform journey level carpentry work; ability to perform full levels of work as necessitated by the various types of natures of jobs.

This contracted work requires you to provide your own vehicle.

Please respond to this request on or before October 31, 2024, no later than 4:00 pm.

Required information:

- 1) Name and Address of Company/Individual submitting proposal along with contact information (phone number and email address)
- 2) Proof of Business License
- 3) Proof of workers comp insurance
- 4) Proof of liability insurance
- 5) Price per hour being proposed for maintenance work
- 6) Company Resume

Please note that we will pay for all materials.



Summary of work:

1. conducts repairs needed for preventative maintenance to buildings (exterior and interior), equipment, tools, mechanical systems, electrical systems, plumbing, roofing, painting, carpentry etc.
2. Performs maintenance relative to vacancies. Responsible to effectively communicate and coordinate vacancies with Property Manager to turn over units in a timely manner.
3. Conducts and/or supervises emergency and after-hours maintenance repairs.
4. Coordinates expenditures with Property Manager and Executive Director to insure cost control.
5. Responsible for recording time spent on each project/work order. Also keeps a record of mileage for each development.

The above statements are intended to describe the general nature and level of work being performed by a maintenance company/individual. They are not intended to be an exhaustive list of all duties, responsibilities and skills required.

Contact DeAnn Christiansen at deann@housingtc.org with questions.

