

Bid Options by Category

The Bid tasks listed in this table are found in Vendor Web and MUST be selected correctly when bidding.

- There is one additional bid task called “Preserve the Property”, found in the GPI section of VW, which should only be used AFTER all other bid tasks have been ruled out.
- Using the Preserve the Property task in place of the correct task will result in re-opened orders, bid denials, and unnecessary bids. The creation of unnecessary bids will directly and negatively affect performance.

Damages Bid Tasks		Yard Maintenance Bid Tasks		Winterization Bid Tasks	
<ul style="list-style-type: none"> • Environmental Hazards • Fire Damage • Freeze Damage • Missing Items • Mold • Mortgagor Neglect • Natural Disaster 	<ul style="list-style-type: none"> • Roof Damage • Storm Damage • Structural Damage • Unfinished Renovations • Vandalism • Water Damage 	<ul style="list-style-type: none"> • Clean Gutters • Grass Re-cut • Initial Grass Cut • Initial Perimeter Grass Cut • Install or Check Sprinklers • Landscaping 	<ul style="list-style-type: none"> • Mulch • Perimeter Grass Re-cut • Snow Removal • Trim Shrubs • Trim Trees • Trim Vines • Water Lawn 	<ul style="list-style-type: none"> • De-winterize • Disconnect and Plug Feed Pipe • Flush or Clean Toilets • Inspect System for Damages • Install RPZ Valve 	<ul style="list-style-type: none"> • Pressure-Test System • Start System • Thaw • Winterize Dry Heat System • Winterize Radiant Heat System • Winterize Steam Heat System
Boarding and Reglazing Bid Tasks		Securing Bid Tasks	General Property Information (GPI) Bid Tasks		
<ul style="list-style-type: none"> • Board Air Conditioning Opening • Board Door • Board French Door • Board Overhead garage door • Board Sliding Glass Door • Board Swamp Cooler 	<ul style="list-style-type: none"> • Board Window • Install Security Door • Reglaze French Door • Reglaze Sliding Glass Door • Reglaze Window 	<ul style="list-style-type: none"> • Install Deadbolt • Install Knoblock • Install Lock Box • Install Padlock and Hasp • Install Slide Bolt • Install Slider Lock • Repair Garage Door 	<ul style="list-style-type: none"> • Third-Party Bids • Cap Gas, water, Sewer • Clean Refrigerator or Freezer • Cover Graffiti • De-board • Demolish Garage • Demolish Outbuilding • Demo/ Remove Unsound Deck** • Exterminate - Over the Counter • Exterminate • File Police/ Fire Report 	<ul style="list-style-type: none"> • Fill Hole • Install Dehumidifier • Install Fence • Install Gutters or Downspouts • Install Handrails • Install Floor Vent Covers** • Install Siding • Install Smoke or CO Detectors • Install Sump Pump • Install Window Locks or Latches • Plumbing Repair • Pump Water from Property 	<ul style="list-style-type: none"> • Repair Damaged Riser • Repair Damaged Steps • Repair Deck Hole • Repair gutters/downspouts • Repair soffit/fascia • Replace Exterior Step Tread • Replace Electrical Cover** • Replace Missing Mobile Home Skirting** • Replace Steps • Remove Tree in danger of Falling on Home** • Sump Pump Repair • Tuck-point/Masonry Work** • Wait for Utility Company

** indicates newly added bid task

Unnecessary Bids – Do Not Bid List

The items listed in this table are deemed unnecessary and should not be bid on any P&P property **unless**:

- There is a posted citation or violation on that item or,
- You are specifically being asked to perform the item via work order instructions or communication from Safeguard Properties or,
- The item will cause further damage to the property if not corrected.

Note: The creation of unnecessary bids will directly and negatively affect performance.

Exterior of the Property		Interior of the Property	
General Property Preservation		General Property Preservation	
<ul style="list-style-type: none"> • Install or Replace Mailbox • Install Padlocks on Gates Without a Pool • Install Window Locks on Detached Buildings or Second Floor • Power Wash • Remove Antenna • Remove Basketball Goal • Remove Clothesline • Remove Exterior Mold or Mildew • Remove Satellite Dish • Remove Seismic Bracing • Remove Swing Sets in Good Condition • Replace or Repair Torn Window Screens 	<ul style="list-style-type: none"> • Clean Floor • Confirm Sales Clean Condition • Paint Interior Doors, Trim, Walls • Remove or Install Ceiling Fans • Remove or Replace Wallpaper • Remove Stickers on Wall • Repair or Replace Missing or Broken Floor Tiles • Repair Torn Carpeting • Replace Interior Trim • Replace or Repair Vinyl Flooring • Resecure Loose Phone Jacks • Scrape and Paint Surfaces 	<ul style="list-style-type: none"> • Install CO or Smoke Detectors • Install Light Fixtures or Bulbs • Install or Clean Carpet • Install or Replace Appliances (unrelated to insurance recovery) • Install or Replace Interior Door • Install or Replace Washer and Dryer • Install Outlet Covers • Install Thermostat • Tear Out and Replace Cabinets, Appliances, Sinks, Faucets • Test for Asbestos • Test for Lead Paint 	
Yard Maintenance		Bathroom	
<ul style="list-style-type: none"> • Address Driveway Cracks • Repair or Replace Sod • Remove and Replace Trees • Remove Fence • Remove Tree Stumps • Repair or Install Sprinklers 	<ul style="list-style-type: none"> • Caulk Bathtub • Clean Bathtub • Grout Tile • Tear Out and Replace Shower 	<ul style="list-style-type: none"> • Install or Repair Bathroom Shower Head • Install or Repair Faucet • Install or Replace Sink • Install or Replace Toilet • Install or Replace Vanity 	

FNMA or FHLMC: In addition to the above items, do not submit the below bids on FNM or FMC Loans unless required per city ordinance:

- Electrical repairs - (unless a sump pump is present or required for shared utilities), Reglaze window, Dehumidifier, Hot water heater, AC units, Furnace