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**Homes. People. Partnerships. Good.** [www.homesforgood.org](http://www.homesforgood.org)

## **REQUEST FOR QUOTES**

*SERVICES CONTRACT*

JANITORIAL TURN-OVER CLEANING FOR RESIDENTIAL HOUSING UNITS.

**#19-S-0066**

**PRE-BID MEETING: Thursday August 13, 2019 at 9:00 AM.**

Contract Administrator:  
**Ron Haniuk**  
PH: (541) 682-2583  
Email: [rhaniuk@homesforgood.org](mailto:rhaniuk@homesforgood.org)

**QUOTES DUE: Thursday, August 29, 2019 by 4:00 PM.**

**Please update to Adobe Reader DC to view attachments properly.**

# REQUEST FOR QUOTE

## JANITORIAL TURN-OVER CLEANING FOR RESIDENTIAL HOUSING UNITS. #19-S-0066

Homes for Good Housing Agency is now accepting quotes from qualified contracting janitorial/cleaning firms for janitorial turn-over services to clean vacated Agency-owned units in preparation for re-occupancy.

Requested quotes are for a per Sq. Ft. cost for 1, 2, 3, and 4-bedroom units, please see page 8 and 9.

If you are unable to quote per square foot we would appreciate a quote per hour per employee, please see top of page 10.

Contractors are encouraged to submit quotes for all sites but may bid on as many or as few as desired. We prefer to award up to 4 contractors for this work as it encompasses at least 13 complexes.

- All Qualified contractors, all Minority Business Enterprises and Section 3 businesses are encouraged to participate in this solicitation.
- This contract is for *1-year, with a 1-year option to renew for a total contract period of 2 years, with a not to exceed total contract value of \$55,000.00.*
- General Contract Conditions and Work Specifications of work apply to all work done on this contract.
- Please review HUD-5369-B Instructions to Offerors for Non-Construction Contracts, and the HUD-5370-C General Condition for Non-Construction, and the Section 3 Form.
- HUD Determined Wage Rates apply at some of the complexes of this request and can be found below.
- Please review and complete the Independent Contractors Certification Form on page 6.
- All questions should be directed to the Contract Administrator Ron Haniuk. He may be contacted by Ph: (541) 682-2583 or by Email: [rhaniuk@homesforgood.org](mailto:rhaniuk@homesforgood.org)

### SCOPE OF WORK

Personnel for this work are expected to be familiar with the industry standards for janitorial cleaning including but not limited to; washing dirty and smoky walls and cleaning, laminate and wood flooring, doors, trim and casings, windows and channels, light fixtures, cabinets, shelving, bathroom & kitchen fixtures, appliances, carpeting, horizontal and vertical blinds, and stripping and waxing floors.

This work is for Janitorial cleaning of vacated units that need to turn quickly and efficiently. Response time and performance periods are the same for all sites. Standards of cleaning are important. Each unit is inspected when a unit is vacated and following the cleaning service.

## DESCRIPTION OF SERVICES

### VACATE CLEANING:

Is a complete cleaning service of the entire unit, including some outside sweeping of fixtures, doors, including webs on siding and soffit areas.





### INTERIOR PRE-CLEANING:

Pre-Cleaning is an add-on service (fee) for the preliminary cleaning of excessive dirty and smoke stains on walls and floors. The awarded Contractor will enter the unit before the painters when surfaces need cleaned before painting. The fee and the service must be quoted separately for each site and each bedroom size of the units.

### CARPET CLEANING:

During the vacate inspection it is sometimes hard to tell if a carpet will come clean enough for the next resident. When this occurs, the Agency will call to have the carpet cleaned to see if carpet replacement is necessary or not. This is considered an “add-on service fee” and will be paid as authorized.

If the carpet comes clean to our satisfaction, then the Contractor will be expected to do a light carpet cleaning when the notice to proceed is given to clean the unit since maintenance and painters will have been in the unit from the initial carpet cleaning.

<u>CLEANING SPECIFICATIONS -</u>	
<u>INTERIOR PRE- CLEAN -</u>	
<u>CARPET CLEANING -</u>	
<u>PERFORMANCE STANDARDS</u>	



If you wish to preview a unit, please check with the appropriate Property Manager for availability.

<u>SITE INFORMATION -</u>	
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All work at this complex is subject to the HUD Determined Minimum Wage Rate payment requirements **except for the four (4) complexes listed below:**

- 1- Abbie Lane Courts
- 2- Firwood Apartments
- 3- Fourteen Pines Apartments
- 4- Village Oaks Apartments

**WAGE RATES FOR PUBLIC HOUSING**

HUD Determined Wage Rates	
Current 2018-2019 Wage Rates	

**AWARD OF CONTRACT:**

Contracts will be awarded to the lowest most beneficial bid submitted for each complex by a qualified bidder, based upon the cost, ability to perform the listed services and the ability of the bidder’s company to supply trained and experienced personnel and appropriate equipment for performing the required work.

**AWARDS TO MORE THEN ONE CONTRACTOR:**




Contractors are encouraged to submit quotes for all but can bid on as many or as few as desired. We would prefer to award a minimum of 3 contractors for this work as it encompasses at least 13 complexes.

References submitted during the RFQ process may be interviewed and the sites reviewed/inspected for quality of service. Homes for Good reserves the right to not award to the lowest bidder based upon the results of reference checks and a review of the quality of work of the bidding Contractor.

*The Agency may review any the following prior to selection of the Contractor:*

- A job cost breakdown, work force availability, work history
- Previous contract performance with this Agency,
- Site review/inspection of Contractors current work.
- An evaluation of references and other non-Agency work history
- Applicable experience.

The awarded Contractor will be required to read and. or complete the following;

HUD-5370-C General Condition for Non-Construction	
Section3 Form	
Drug Free Work Place	

## **INSURANCE COVERAGE REQUIREMENTS**

At signing of contract, the awarded Contractor is required to provide the Agency with Certificates of Insurance showing the following Insurance is in force and will insure all operations under this contract: Contractors shall not cancel, materially change or not renew insurance coverage's during the period of this contract. Any insurance bearing any adequacy of performance shall be maintained after completion of the contract for the full warrant/guarantee period.

Nothing contained in the insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from the Contractor's operation under a contract with Homes for Good.

### **GENERAL CONTRACTOR**

(1) WORKERS' COMPENSATION, in accordance with State Law. The general Contractor, its subcontractor, and all employers working under the contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, or otherwise be exempt under ORS 656.126.

(2) AUTOMOBILE LIABILITY, for owned and non-owned motor vehicles used on the site or in connections therewith for a combined single limit for bodily injury and property damage of not less than **\$500,000** per occurrence.

(3) COMMERCIAL GENERAL LIABILITY, and Professional Liability: the minimum limit of liability shall be **\$1,000,000** per occurrence written, with a combined single limit for bodily injury and property damage.

The General Contractor's General Liability policy shall name the Agency as "**Additional Insured**" for this project, with an attached Endorsement Page, showing the additional insured as;

*Homes for Good Housing Agency of Lane County  
300 W. Fairview Drive, Springfield, OR. 97477*

## **RESIDENT CONSIDERATIONS**

Residents living in neighboring units are not to be disturbed by the noise of power equipment, radios, CD players, vacuums etc. **during the restricted period of 9:00 pm to 8:00 am.** No equipment or supplies are to be placed in the hallways or walkways unless barricades are placed surrounding the equipment with signs warning residents.

Contractors and their workers are to be polite, and not allow other residents or guests to enter the unit being cleaned, or to interfere with or deter the work in progress.

In such a situation where someone is agitated or complaining about the work being done, and cannot be satisfied, the Contractor may pull-off the site, and immediately notify (or leave message) with the proper Agency contact regarding the situation. The Agency will intercede, and the contractor may be granted extra time to complete the unit and will be instructed when it is again available for cleaning. (However, no additional time will be paid).

## **INDEPENDENT CONTRACTOR CERTIFICATION STATEMENT**

**NOTE: Oregon law, ORS 701.075, requires your business to qualify as an independent contractor (demonstrate that you are in business for yourself and not an employee) in order to be registered with the Construction Contractors Board (formerly called the Builders Board).**

You can qualify as an independent contractor by certifying that you meet all the following standards as required by ORS chapter 316, 656, 657 and 701;

- (1) You provide labor and services free from direction and control, subject only to the accomplishment of specified results.
- (2) You are responsible for obtaining all assumed business registrations or professional occupation licenses required by state or local law.
- (3) You furnish the tools or equipment necessary to do the work.
- (4) You have the authority to hire and fire employees to perform the work.
- (5) You are paid on completion of the project or on the basis of a periodic retainer.
- (6) You are registered with the Construction Contractors Board (Builders Board).
- (7) You filed Federal and state income tax returns for the business for the previous year if you performed labor or services as an independent contractor in the previous year.
- (8) You represent to the public that you are an independently established business, and that you meet four (4) or more of the following:
  - \_\_\_\_\_ A) You work primarily at a location separate from your residence.
  - \_\_\_\_\_ B) You have purchased commercial advertising, business cards, or have a trade association membership.
  - \_\_\_\_\_ C) You use a telephone listing and service separate from you personal residence listing and service.
  - \_\_\_\_\_ D) You perform labor or services only pursuant to written contracts.
  - \_\_\_\_\_ E) You perform labor or services for two or more different persons within a period of one year.
  - \_\_\_\_\_ F) You assume financial responsibility for defective workmanship and breach of contract, as evidenced by performance bonds or liability insurance coverage.

I hereby certify that the above information is correct.

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(Owner, partner or corporate officer)

# *Quote Forms*

*Forms may be removed from book or copied.*

Complete and Submit Quote Forms from Pages 8 through 12.

*Email quotes to:*

[rhaniuk@homesforgood.org](mailto:rhaniuk@homesforgood.org)

*Or deliver quotes to:*

Homes for Good Housing Agency

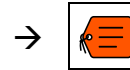
300 W Fairview Drive, Springfield, OR 97477

Quotes Due By

Thursday, August 29, 2019 by 4:00 PM.

When the quoting firm is unsure of the process or forms completion, it is his/her responsibility to contact the Contract Administrator for clarification.

Please review the HUD-5369-B; Instructions to Offerors for Non-Construction Contracts-Public and Indian Housing Programs before bidding.



SQUARE FOOT INFORMATION OF AGENCY UNITS →



What a (*Work Request for Contractor Services (WRCS)*), will look like. →



## **INSTRUCTIONS TO BIDDERS**

### QUOTE INSTRUCTIONS:

Provide a quote for each 1 through 4-bedroom sizes organized by square feet and by one and two-story units. Please refer to “Square Foot Information above and the quote sheet below.

### EXTRA CLEANING CHARGE

In addition, provide a cost per square foot for an Extra Cleaning Charge for “*add-on services*” which include; *an Interior Pre-Clean of either excessive dirt or excessive smoke, Stripping and Waxing floors, or a separate Carpet Cleaning charge.* This quote would include all rooms that need the requested service, e.g.

Quote Forms: are to be completed and must be signed where required and be complete.

## QUOTE FORMS

1-Story Units			
Bedrm. Size	1-Bedrm.	2-Bedrm.	3-Bedrm.
<b>Sq. Ft.</b>	473 to 546	702 to 750	1016 to 1047
<b>Base Price</b>	\$	\$	\$
<b>Sq. Ft.</b>	568 to 642	773 to 810	935-948
<b>Base Price</b>	\$	\$	\$



2-Story Units			
Bedrm. Size	2-Bedrm.	3-Bedrm.	4-Bedrm.
Sq. Ft.	1142	990 to1018	1140 to 1250
Base Price	\$	\$	\$
Sq. Ft.	N/A	1135-1200	N/A
Base Price		\$	

Florence, OR.				
Bedrm. Size	1 bedrm.	2 bedrm.	3 Bedrm.	4 Bedrm.
Sq. Ft.	725	1007	1455	1128
Base Price	\$	\$	\$	\$
Round Trip Travel Charge	\$			

Extra Cleaning Charge <i>(Please see instructions)</i>				
<u>Unit Size</u> <i>Any other "like" room is included.</i>	<u>(S/W Floors) Charge</u>	<u>(Extra Dirty) Pre-Clean Charge</u>	<u>(Extra Smokey) Pre-Clean Charge</u>	<u>Separate (Carpet Cleaning) Charge</u>
1-Bedrm.	\$	\$	\$	\$
2-Bedrm.	\$	\$	\$	\$
3-Bedrm.	\$	\$	\$	\$
4-Bedrm.	\$	\$	\$	\$

The first choice for Homes for Good is a per sq. ft. price, but we would also like to consider those who charge only an hourly rate per employee if it is in the best interest of the Agency to do so. Please provide below a per hour, per person hourly wage rate.

Hourly wage per person -	\$
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The undersigned, having familiarized  *Myself (or)*  *Themselves* with the local conditions affecting the cost of the work, and with the Specifications, the entire Bid Project Manual, this bid, and Addenda, if any thereto, as prepared by Homes for Good Housing Agency, hereby proposes to furnish all labor, equipment, and materials **for the janitorial services to perform vacate cleaning of the specified Agency-owned or managed residential units, per the fees listed on these forms.**

In submitting this quote, it is understood that the right is reserved by the Housing and Community Services Agency of Lane County to reject any and all bids. If written notice of the acceptance of this bid is mailed, emailed, telegraphed or delivered to the undersigned within 30 days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form within ten (10) days after the contract is presented for signature.

Attached hereto is an affidavit in proof that the undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitting of proposals for the contract for which this proposal is submitted.

The quoting firm represents that **he [ ] has, [ ] has not**, participated in a previous contract or subcontract subject to the equal opportunity clause prescribed by Executive Orders 10925, 11114, or 11246 or the Secretary of Labor; that **he [ ] has, [ ] has not**, filed all required compliance reports; and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards. (The above representation need not be submitted in connection with contracts or subcontracts which are exempt from the clause.)

**Certification of Non-segregated Facilities.** By signing this quote, the quoting firm certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. He certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The quoted firm agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. He further agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that he will retain such certifications in his files; and that he will forward a notice to his proposed subcontractors as provided in the instruction to bidders.

**Drug Free Environment Certification:** By signing this bid, the bidder certifies that he will, or will continue to, provide a drug-free workplace while performing work at the contracted location, and will adhere and perform to the directions stipulated in the Special Conditions, item 18, Drug Free Work Place Requirement.

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

**BIDDERS SIGNATURE**  
ATTESTING QUOTE AMOUNTS AND OTHER CERTIFICATIONS

NAME OF BIDDER (Company): \_\_\_\_\_

COMPANY OFFICIAL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

COMPANY FEDERAL ID #: \_\_\_\_\_ PHONE #: \_\_\_\_\_

BY (Print Name): \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(SIGN ORIGINAL ONLY)

<p><b>Attachment: Three References of Similar Kinds of Work:</b> May include work for HACSA.</p>
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NAME OF COMPANY OR BIDDER: \_\_\_\_\_

**REFERENCE #1:**

NAME OF COMPANY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE \_\_\_\_\_

PERIOD OF PERFORMANCE: From \_\_\_\_\_ to \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

**REFERENCE #2:**

NAME OF COMPANY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE \_\_\_\_\_

PERIOD OF PERFORMANCE: From \_\_\_\_\_ to \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

**REFERENCE #3:**

NAME OF COMPANY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE \_\_\_\_\_

PERIOD OF PERFORMANCE: From \_\_\_\_\_ to \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

*I attest that the information presented is true and accurate. Permission is granted for the HACSA to contact each of the above:*

*Signature:* \_\_\_\_\_

*Attention: This page must be signed and submitted with Bid*