



CITY OF BLOOMINGTON HOUSING AUTHORITY (BHA) REQUEST FOR PROPOSAL (RFP)

Cleaning Services for Move-In/Move-Out Units

RFP Details

Details	Information
RFP Number:	2024-03
RFP Issued:	12/18/2024
Proposal Submission Deadline:	01/08/2025
Questions Due By:	01/04/2025
Email Questions To:	andrese@bloomingtonha.com

Contact Information for This RFP

Procurement Contact Details

Contact Person:	Andres Escobar-Silva
Title:	Procurement Specialist
Phone Number:	(309) 829-3360
Email Address:	andrese@bloomingtonha.com

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1. General Information

1.1 RFP Introduction

The City of Bloomington Housing Authority (BHA) invites proposals from qualified and experienced cleaning service providers for move-in/move-out cleaning of residential units managed by BHA. The selected contractor will ensure that vacated units are professionally cleaned and prepared for new tenants according to the specifications outlined in this RFP.

1.2 BHA Reservation of Rights

BHA reserves the right to:

- Accept or reject any proposals at its discretion.
- Cancel or amend the RFP as necessary.
- Negotiate contract terms with selected proposers.
- Determine service schedules and locations based on operational needs.

2. Scope of Work

2.1 Cleaning Services for Move-In/Move-Out Units

The selected vendor will provide thorough cleaning services for vacated and ready-to-occupy units, including but not limited to:



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1. Kitchen Cleaning:

- Clean and sanitize all surfaces, including counters, sinks, and cabinets (inside and outside).
- Degrease and clean stovetops, ovens, and range hoods.
- Clean and sanitize refrigerators and freezers, including removal of residue and odors.

2. Bathroom Cleaning:

- Deep cleaning and sanitizing of bathtubs, showers, toilets, sinks, and mirrors.
- Remove soap scum, mildew, and hard water stains from surfaces.
- Clean and sanitize tiles, grout, and floors.

3. General Cleaning:

- Dust and wipe down all surfaces, including walls, baseboards, doors, and windows.
- Vacuum and mop all floors, including carpeted areas (spot cleaning as needed).
- Remove trash and debris from units.
- Clean windows (interior) and window tracks.

4. Specialized Cleaning Services (As Needed):

- Carpet shampooing and stain removal.
- Deep cleaning for heavy-use units or units with smoke/pet odors.
- Removal of hazardous waste or biohazard materials (as required).



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2.2 Frequency of Services

- Services will be requested on an as-needed basis for move-in/move-out transitions.
- Typical response time for cleaning requests is within 48 hours of notification.

2.3 Compliance with HUD Guidelines

The contractor must comply with HUD requirements and ensure the use of eco-friendly and safe cleaning products.

3. Proposal Submission Requirements

3.1 Submission Format

Proposals must include the following:

1. **Letter of Interest**
 - Clearly state your interest in the project and outline your qualifications.
2. **Detailed Work Plan and Timeline**
 - Provide a description of your cleaning process, including methods and cleaning products to be used.
3. **Cost Breakdown**
 - Submit a detailed pricing structure, including per-unit cleaning costs, additional fees for specialized services, and emergency response fees.
4. **Required Forms and Certifications**
 - HUD-5369
 - HUD-5369-A



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- HUD-5370
- Conflict of Interest Certification
- MWBE Participation Plan

5. Documentation of Past Performance

- Include references or project summaries from at least three similar projects.

4. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Criteria	Weight
Experience and Qualifications	25%
Work Plan and Turnaround Time	30%
Cost Effectiveness	30%
Compliance with HUD Requirements	10%
References and Past Performance	5%

Proposals will be evaluated based on the following:

- **Qualifications and experience** of the proposer.
- **Cost-effectiveness** of the proposal.
- **Ability to meet response times** and deadlines.
- **Compliance** with HUD and BHA requirements.



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5. Contract Requirements

5.1 Contractor Obligations

- Provide all labor, equipment, and cleaning supplies.
- Ensure staff are trained and follow safety protocols.
- Maintain accurate records of services provided.

5.2 Reporting

- Submit monthly invoices detailing services rendered, unit addresses, and completion dates.
 - Maintain logs of tenant complaints and resolutions.
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6. Submission Instructions

- Submit proposals via email to andrese@bloomingtonha.com.
 - Proposals must be received by **January 8, 2025**.
 - Late submissions will not be considered.
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7. Attachments

Appendices:

- **Appendix A:** HUD-5369 (Full Form Attached)
- **Appendix B:** HUD-5369-A (Full Form Attached)
- **Appendix C:** HUD-5370 (Full Form Attached)



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- **Appendix D:** Conflict of Interest Certification (Full Form Attached)
- **Appendix E:** MWBE Participation Plan (Full Form Attached)



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HUD Compliance Addendum

To ensure compliance with all applicable regulations as stipulated by the U.S. Department of Housing and Urban Development (HUD), the selected contractor must adhere to the following requirements:

1. Section 3 Compliance

Under Section 3 of the HUD Act of 1968, the contractor must provide, to the greatest extent feasible, job training, employment, and contracting opportunities for low-income residents in connection with HUD-funded projects.

Key Requirements:

- **Hiring Goals:** Employ Section 3 residents for at least 30% of new hires.
- **Subcontracting Goals:**
 - Award at least 10% of the total dollar amount of contracts for building trades work to Section 3 businesses.
 - Award at least 3% of non-building trade contracts to Section 3 businesses.
- **Compliance Documentation:** Submit a Section 3 Action Plan outlining compliance strategies and quarterly reports on Section 3 hiring and subcontracting outcomes.

Definitions:

- **Section 3 Resident:** A public housing resident or a low-income individual residing in the service area.
- **Section 3 Business Concern:** A business that:
 - Is at least 51% owned by Section 3 residents, or
 - Employs Section 3 residents for at least 30% of its full-time staff, or



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- Subcontracts over 25% of its work to Section 3 businesses.

2. Wage Determination and Labor Standards

The contractor must comply with all wage requirements under HUD's Maintenance Wage Rate Decision and applicable Davis-Bacon Wage Determinations.

Key Requirements:

- **Prevailing Wages:** Pay workers the prevailing wage rates determined by the U.S. Department of Labor.
- **Payroll Records:** Maintain accurate payroll records, including hours worked and wages paid. Submit weekly certified payroll reports to BHA.
- **On-Site Interviews:** Facilitate periodic worker interviews conducted by BHA representatives to ensure wage compliance.

3. Fair Housing and Equal Opportunity (FHEO)

The contractor must comply with all applicable FHEO laws and policies, including but not limited to:

Key Regulations:

- **Title VI of the Civil Rights Act of 1964:** Prohibits discrimination based on race, color, or national origin.
- **Section 504 of the Rehabilitation Act of 1973:** Prohibits discrimination based on disability.
- **Fair Housing Act:** Prohibits discrimination in housing and related services based on race, color, religion, sex, national origin, familial status, or disability.



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Contractor Responsibilities:

- Ensure no discriminatory practices occur during hiring, service delivery, or subcontracting.
 - Display HUD's Equal Opportunity poster prominently at all job sites.
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4. Environmental Review Compliance

All services must align with HUD's environmental review procedures.

Key Guidelines:

- **Integrated Pest Management (IPM):** Use environmentally responsible pest control methods, prioritizing non-chemical strategies.
 - **Chemical Use Reporting:** Provide Safety Data Sheets (SDS) for all chemicals used and maintain documentation of pesticide applications.
 - **Waste Disposal:** Dispose of all waste materials in compliance with local, state, and federal regulations.
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5. Monitoring and Reporting

The contractor must facilitate regular monitoring and submit reports as required by HUD and BHA.

Documentation Requirements:

- **Monthly Reports:** Provide summaries of services performed, including dates, locations, and outcomes.
- **Annual Compliance Review:** Participate in an annual audit conducted by BHA or HUD representatives.



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- **Access to Records:** Grant BHA and HUD representatives access to relevant records for compliance verification.

Certification: By signing below, the contractor acknowledges and agrees to comply with all HUD regulations and BHA requirements outlined in this addendum.

Contractor Name: _____

Authorized Representative Signature: _____

Date: _____

- Proposal Submission Checklist
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Embedded Forms

Form HUD-5369: Instructions to Bidders for Contracts

<https://www.hud.gov/sites/documents/5369.PDF>

Form HUD-5369-A: Representations, Certifications, and Other Statements of Bidders

<https://www.hud.gov/sites/documents/5369-A.PDF>

Form HUD-5370: General Conditions for Construction Contracts

<https://www.hud.gov/sites/dfiles/OCHCO/documents/5370.pdf>

Form HUD-2880: Applicant/Recipient Disclosure/Update Report

https://apply07.grants.gov/apply/forms/readonly/HUD_DisclosureUpdateReport-V1.1.pdf

Form HUD-51000: Schedule of Amounts for Contract Payments

<https://www.hud.gov/sites/dfiles/OCHCO/documents/51000.pdf>

Form HUD-4720: Report of Additional Classification and Wage Rate

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.hud.gov%2Fsites%2Fdfiles%2FOCHCO%2Fdocuments%2F4720.doc&wdOrigin=BROWSELINK>



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Conflict of Interest Certification

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Conflict of Interest Certification

Certification Template

Project Name: _____

RFP Number: _____

Date: _____

I, the undersigned, certify to the best of my knowledge and belief that:

1. **No Conflicts of Interest Exist:** Neither I nor any member of my immediate family has a financial or other interest in any of the proposals received in response to this RFP.
2. **No Gifts or Gratuities Accepted:** I have not accepted any gifts, gratuities, or favors from any proposer or potential proposer.
3. **Disclosure of Potential Conflicts:** I have disclosed any potential conflicts of interest that could affect my impartiality in evaluating the proposals.

Authorized Representative Signature: _____

Name: _____

Title: _____

Date: _____



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MWBE Participation Plan

**CITY OF BLOOMINGTON HOUSING AUTHORITY (BHA)
MWBE Participation Plan Template**

MWBE Participation Plan

Project Name: _____

RFP Number: _____

Date: _____

Commitment to MWBE Participation: The proposer commits to utilizing Minority- and Women-Owned Business Enterprises (MWBEs) to achieve participation goals as required in this RFP. Below is the plan to meet these goals:

1. MWBE Subcontractor Information:

- Name of MWBE Firm: _____
- Certification Type (MBE, WBE, etc.): _____
- Certification Agency: _____
- Scope of Work: _____
- Estimated Contract Value: \$ _____

2. MWBE Participation Percentage:

- Total Percentage of Contract Value Allocated to MWBEs: _____%

3. Strategy for MWBE Inclusion: Provide a detailed plan to ensure participation of MWBEs, including outreach efforts, partnerships, and monitoring mechanisms.



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4. **Documentation:** Attach copies of MWBE certifications, letters of intent, and any other supporting documentation.

5. **MWBE Contact Information:**

- Name: _____
 - Title: _____
 - Phone: _____
 - Email: _____
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Acknowledgment: By signing below, the proposer certifies that the information provided is accurate and agrees to comply with MWBE participation requirements as outlined in this RFP.

Authorized Representative Signature: _____

Name: _____

Title: _____

Date: _____



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**---CITY OF BLOOMINGTON HOUSING AUTHORITY (BHA)
DEPARTMENT OF PROCUREMENT & CONTRACTS**

MWBE Participation Plan Template

Project Name: _____

RFP Number: _____

Date: _____

MWBE Goals: The proposer commits to utilizing Minority- and Women-Owned Business Enterprises (MWBEs) to achieve participation goals outlined in this RFP. The plan should include the following details:

1. Subcontractor Information:

- Name of MWBE Firm: _____
- Certification Type (MBE, WBE, DBE, etc.): _____
- Certification Agency: _____
- Scope of Work: _____
- Estimated Contract Value: \$ _____

2. MWBE Participation Percentage:

- Total Percentage of Contract Value Allocated to MWBEs: _____%

3. Approach to Achieving MWBE Goals: Provide a detailed description of the steps your organization will take to meet or exceed the MWBE participation goals, including outreach, partnerships, and monitoring processes.



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4. **Supporting Documentation:** Attach copies of MWBE certifications, letters of commitment, and any other relevant documentation to support your plan.

5. **Contact Information for MWBE Firms:**

- Name: _____
- Title: _____
- Phone: _____
- Email: _____

Acknowledgment: By signing below, the proposer certifies that the above information is accurate and agrees to comply with the MWBE participation goals and reporting requirements as outlined in this RFP.

Authorized Representative Signature: _____

Name: _____

Title: _____

Date: _____



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Proposal Submission Checklist

To ensure complete submission, please include the following in your proposal package:

Letter of Interest

Clearly state your interest in the project and outline your qualifications.

Detailed Work Plan and Timeline

Provide a comprehensive description of how you will approach the project, including key milestones.

Cost Breakdown

Submit a detailed budget, including labor, materials, and other expenses.

Required Forms and Certifications

HUD-5369: Instructions to Bidders for Contracts

HUD-5369-A: Representations, Certifications, and Other Statements of Bidders

HUD-5370: General Conditions for Construction Contracts

HUD-2880: Applicant/Recipient Disclosure/Update Report

HUD-51000: Schedule of Amounts for Contract Payments

HUD-4720: Report of Additional Classification and Wage Rate

Conflict of Interest Certification

MWBE Participation Plan

Documentation of Past Performance

Include references or project summaries from at least three similar projects.

Compliance Documentation



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Section 3 Action Plan (if applicable)

Certifications related to fair housing and environmental compliance.

Supporting Documentation

Copies of licenses, certifications, and insurance certificates.

Ensure all required documents are completed and submitted by the specified deadline.

Proposals missing any component may be considered incomplete and subject to disqualification.

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- HUD Compliance Addendum
 - Proposal Submission Checklist