



**City of Bloomington Housing Authority (BHA)
Request for Proposal (RFP)**

Maintenance Services: Vacant Unit Turnaround

RFP Details

Details	Information
RFP Number:	2024-05
RFP Issued:	12/18/2024
Proposal Submission Deadline:	01/08/2025
Questions Due By:	01/04/2025
Email Questions To:	andrese@bloomingtonha.com
Contact for Submission:	Andres Escobar-Silva, Procurement Specialist

1. Introduction

The City of Bloomington Housing Authority (BHA) is seeking proposals from qualified contractors to provide **vacant unit turnaround maintenance services**. The selected contractor(s) will ensure that vacant residential units are cleaned, repaired, and made ready for new occupants in a timely and cost-effective manner.

2. Scope of Work

The contractor shall perform the following services to prepare vacant units for occupancy:

1. Cleaning and Sanitation Services:



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- Complete deep cleaning of all rooms, including floors, walls, windows, and fixtures.
- Cleaning and disinfecting kitchens, bathrooms, appliances, and cabinets.

2. General Maintenance and Repairs:

- Repair drywall and patch holes.
- Replace damaged or missing floor tiles, baseboards, or carpet sections.
- Inspect and repair light fixtures, outlets, switches, and HVAC systems.

3. Painting Services:

- Repaint interior walls, doors, and trim as needed.
- Match existing paint colors or repaint per BHA standards.

4. Appliance Servicing:

- Inspect, clean, and ensure the functionality of appliances (e.g., stoves, refrigerators, water heaters).

5. Inspection and Reporting:

- Submit a detailed report after each unit turnaround, including services performed, repairs completed, and any additional recommendations.
- Notify BHA of any pre-existing damages or hazards beyond the contractor's scope of work.

3. Performance Requirements

1. Turnaround Time:



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- Standard turnaround time for unit preparation is **5 business days** upon notification.
- Emergency turnaround requests must be completed within **3 business days**.

2. Quality Standards:

- Work must comply with HUD Housing Quality Standards (HQS) and BHA's inspection requirements.
- Units must pass final inspection prior to payment.

3. Communication:

- Provide regular updates to BHA on project status.
- Respond to any corrective action requests within **24 hours**.

4. Proposal Submission Requirements

All proposals must include the following:

1. Cover Letter:

- Include company name, address, primary contact details, and a brief overview of qualifications.

2. Work Plan and Approach:

- Describe the approach to completing unit turnaround services, including staffing, equipment, and process.

3. Pricing Structure:

- Provide a cost breakdown for services, including:



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- Standard turnaround per unit.
- Emergency turnaround fees.
- Hourly rates for repairs outside the defined scope.

4. Company Profile and Experience:

- Describe previous experience in similar projects, especially within affordable housing or public housing.
- Include at least three references from past clients.

5. Compliance Documents:

- HUD-required forms: HUD-5369, HUD-5369-A, and HUD-5370.
- Conflict of Interest Certification.
- MWBE Participation Plan (if applicable).

5. 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%



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References and Past Performance 5%

6. Contract Terms

1. Contract Period:

- The initial contract term will be one (1) year, with an option to renew annually for up to three (3) additional years based on performance.

2. Insurance Requirements:

- General liability insurance: Minimum \$1,000,000 per occurrence.
- Workers' compensation: As required by law.

3. Termination:

- BHA reserves the right to terminate the contract for non-performance with 30 days' written notice.
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7. Submission Instructions

• Submission Format:

- Proposals must be submitted electronically via email to:
andresa@bloomingtonha.com.
- Subject Line: *RFP-2024-05 Vacant Unit Turnaround Services*

• Proposal Deadline:

- Proposals must be received by **01/08/2025**.

• Late Submissions:



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- Late proposals will not be accepted.

- **Questions:**

- All questions related to this RFP must be submitted in writing to **andresa@bloomingtonha.com** no later than **01/04/2024**.
- Responses will be provided to all prospective bidders.

Attachments

- **Appendix A:** HUD-5369 Instructions to Bidders
- **Appendix B:** HUD-5369-A Representations and Certifications
- **Appendix C:** HUD-5370 General Conditions
- **Appendix D:** Conflict of Interest Certification
- **Appendix E:** MWBE Participation Plan

Acknowledgment

Thank you for your interest in partnering with the City of Bloomington Housing Authority. For further inquiries, please contact:

Andres Escobar-Silva

Procurement Specialist

Email: andrese@bloomingtonha.com

Phone: (309) 829-3360



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CITY OF BLOOMINGTON HOUSING AUTHORITY (BHA)

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



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- Employs Section 3 residents for at least 30% of its full-time staff, or
- 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.



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- **Fair Housing Act:** Prohibits discrimination in housing and related services based on race, color, religion, sex, national origin, familial status, or disability.

Contractor Responsibilities:

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

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.

5. Monitoring and Reporting

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

Documentation Requirements:



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- **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.
- **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%2Ffiles%2FOCHCO%2Fdocuments%2F4720.doc&wdOrigin=BROWSELINK>



**City of Bloomington Housing Authority (BHA)
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Conflict of Interest Certification

**CITY OF BLOOMINGTON HOUSING AUTHORITY (BHA)
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.



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Compliance Documentation

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