



**CITY OF BLOOMINGTON HOUSING AUTHORITY (BHA)**

**REQUEST FOR PROPOSAL (RFP)**

**Painting Services for Move-In and Move-Out Units**

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**RFP Details**

<b>Details</b>	<b>Information</b>
<b>RFP Number</b>	2024-08
<b>RFP Issued</b>	December 26, 2024
<b>Proposal Submission Deadline</b>	January 08, 2025
<b>Questions Due By</b>	January 5, 2025
<b>Email Questions To</b>	<a href="mailto:andrese@bloomingtonha.com">andrese@bloomingtonha.com</a>

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**Contact Information for This RFP**

**Procurement Contact Details**

Contact Person	Andres Escobar-Silva
Title	Procurement Specialist
Phone Number	(309) 829-3360
Email Address	<a href="mailto:andrese@bloomingtonha.com">andrese@bloomingtonha.com</a>

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**1. General Information**

**1.1 RFP Introduction**



The City of Bloomington Housing Authority (BHA) seeks qualified and experienced painting service providers to perform interior painting for vacant residential units during move-in and move-out transitions. Services will include 1-bedroom through 5-bedroom units managed by the BHA.

### **1.2 BHA Reservation of Rights**

BHA reserves the right to:

- Accept or reject any proposals.
  - Cancel or amend the RFP as necessary.
  - Negotiate contract terms with selected proposers.
  - Determine service schedules based on operational needs.
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## **2. Scope of Work**

### **2.1 Services Required**

The successful contractor will provide the following services:

#### **1. Surface Preparation:**

- Repair minor cracks, holes, or imperfections in walls.
- Clean surfaces to ensure proper paint adhesion.

#### **2. Painting:**

- Apply primer where necessary.
- Use two coats of paint on all walls and ceilings (standard colors as specified by BHA).
- Paint all trim, doors, and baseboards.

#### **3. Cleanup:**



- Remove all debris, paint cans, and protective coverings after completion.
- Ensure the unit is left in a move-in ready condition.

## 2.2 Unit Types

Services must cover a range of unit sizes:

- 1-bedroom to 5-bedroom apartments.

## 2.3 Materials and Equipment

- **BHA Provided Materials:**  
Paint (standard brand and color) and primer.
- **Contractor Responsibility:**  
All tools and equipment, including brushes, rollers, drop cloths, and ladders.

## 2.4 Response Time

- Work must be completed within **3 business days** of receiving notice from BHA.

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## 3. Proposal Submission Requirements

### 3.1 Submission Format

Proposals must include:

1. **Letter of Interest:**
  - Explain qualifications and understanding of the project.
2. **Work Plan and Timeline:**
  - Describe methods and timeline for completing projects.
3. **Cost Breakdown:**
  - Include a per-unit cost for 1-bedroom through 5-bedroom units.



- Provide pricing for additional services, if applicable.

#### 4. References:

- Contact information for at least three clients for similar services.

#### 5. Required Forms and Certifications:

- HUD-5369, HUD-5369-A, HUD-5370
- Conflict of Interest Certification
- MWBE Participation Plan

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#### 4. Evaluation Criteria

Proposals will be evaluated on the following criteria:

<b>Criteria</b>	<b>Weight</b>
Experience and Qualifications	20%
Work Plan and Timeline	25%
Cost Effectiveness	25%
Compliance with HUD Requirements	15%
MWBE and Section 3 Participation	10%
References and Past Performance	5%

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#### 5. Contract Requirements

##### 5.1 Contractor Obligations

- Provide all labor and equipment.



- Ensure staff are trained and follow safety protocols.
- Maintain accurate records of services provided.

### 5.2 Reporting

- Submit invoices monthly detailing units serviced and costs.
- Maintain logs of tenant feedback and resolutions.

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### 6. Submission Instructions

- Submit proposals via email to [andrese@bloomingtonha.com](mailto:andrese@bloomingtonha.com).
- Proposals must be received by **January 09, 2025**.
- Late submissions will not be considered.

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### Attachments

- **Appendix A:** HUD-5369 ([5369.PDF](#))
- **Appendix B:** HUD-5369-A ([5369-a](#))
- **Appendix C:** HUD-5370 ([5370.pdf](#))
- **Appendix D:** Conflict of Interest Certification (Full Form Attached)
- **Appendix E:** MWBE Participation Plan (Full Form Attached)



Conflict of Interest Certification



I, \_\_\_\_\_ (Print Name), as a representative of  
\_\_\_\_\_ (Vendor Name), certify that:

- No conflict of interest exists that would prevent the full and impartial performance of the contract.

- No employee or representative of my organization has a relationship with the City of Bloomington Housing Authority that would create a conflict of interest.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_



## MWBE Participation Plan

Vendor Name: \_\_\_\_\_

Project: Cleaning Services for Move-In/Move-Out Units

1. Percentage of Contract Value Allocated to MWBE Firms: \_\_\_\_\_%

2. Name(s) of MWBE Firms to Be Utilized:

- Firm 1: \_\_\_\_\_

- Firm 2: \_\_\_\_\_

3. Nature of Work Assigned to MWBE Firms:

- Firm 1: \_\_\_\_\_

- Firm 2: \_\_\_\_\_

4. Commitment to MWBE Participation:

I, \_\_\_\_\_ (Vendor Representative), commit to meeting the MWBE participation percentage specified above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_





**Unit Pricing and Cost Breakdown**

*Painting Services for Move-In/Move-Out Units*

<b>Unit Type</b>	<b>Interior Painting Cost per Unit</b>	<b>Additional Services (Optional)</b>	<b>Total Estimated Cost (Per Unit)</b>
<b>1-Bedroom Unit</b>	\$_____	\$_____ (e.g., extensive repairs, custom paint)	\$_____
<b>2-Bedroom Unit</b>	\$_____	\$_____	\$_____
<b>3-Bedroom Unit</b>	\$_____	\$_____	\$_____
<b>4-Bedroom Unit</b>	\$_____	\$_____	\$_____
<b>5-Bedroom Unit</b>	\$_____	\$_____	\$_____

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**Cost Details**

- 1. Surface Preparation Costs** (Included in Per Unit Cost):



- Minor repairs (e.g., patching holes and cracks): \$\_\_\_\_\_ per repair (if beyond standard scope).

**2. Painting Costs:**

- Labor for painting (walls, ceilings, doors, and trim): \$\_\_\_\_\_ per square foot.
- Paint application (primer and two coats): \$\_\_\_\_\_ per coat.

**3. Cleanup Costs:**

- Removal of debris and materials: \$\_\_\_\_\_ per unit.

**4. Additional Costs (As Needed):**

- Smoke or odor remediation painting: \$\_\_\_\_\_ per unit.
- Rush service fee (completion within 1 business day): \$\_\_\_\_\_.

**5. Discounts or Package Deals:**

- Bulk discount for multiple units serviced in one work order: \_\_\_\_\_%.

**Total Project Cost**

Include a summary of projected costs based on the estimated number of units serviced per month/year.

**Estimated Monthly Volume Total Monthly Cost**

\_\_\_\_\_ Units                      \$\_\_\_\_\_

**Instructions for Submission:**

1. Complete all sections of the cost breakdown table.



2. Provide a clear explanation of any additional or optional services and their associated costs.
3. Submit the completed form as part of your proposal package.