



Vacant Unit Cleaning Services

RFQ 9.6.2022: Vacant Unit Cleaning Services

Publication of Request: September 6, 2022

Submission of Response Deadline: September 30, 2022 at 12:00pm



The Fort Wayne Housing Authority (FWHA) is seeking a professional cleaning contractor to assist with the cleaning of the vacant units. The properties are as follows:

Prospective Bidders:

Please provide the Fort Wayne Housing Authority with your best price on the items enumerated below. Your quotation, to be accepted, must be received by the FWHA on or before Friday, September 30, 2022 at 12:00 p.m. with the following attachments: Vacant Unit Cleaning Service Bid Sheet. The FWHA is exempt from both Federal Excise and Indiana Sales Tax.

Property & Addresses	# Bedroom Sizes
Miami Homes - 2111 Cheyenne Drive	48 Units 32 Efficiency - 16 One Bedrooms
Beacon Heights - 2210 Beacon Street	100 Units 96 One Bedrooms & 4 Two Bedrooms
McCormick Place - 2811 McCormick Avenue	96 Units 8 One Bedrooms - 20 Two Bedrooms -38 Three Bedrooms 18 Four Bedrooms - 12 Five Bedrooms
Brookmill Courts - 2751 Millbrook	108 Units 12 One Bedrooms - 20 Two Bedrooms - 62 Three Bedrooms - 10 Four Bedrooms - 4 Five Bedrooms
North Highlands - 2100 Saint Mary's Avenue	105 Units 101 One Bedrooms - 4 Two Bedrooms
Tall Oaks - 7300 Decatur Road	105 Units 103 One Bedrooms - 2 Two Bedrooms
Maumee Terrace - 902-932 Harmar Street	16 Units 16 One Bedrooms
River Cove - 2430 River Cove Lane	75 Units 37 Two Bedrooms -26 Three Bedrooms - 6 Four Bedrooms
Brooklyn Manor BMA - 3626 Brooklyn Ave	52 Units 26 One Bedrooms - 26 Two Bedrooms
Village of Brooklyn Pointe – 2003-2007-2011 Nuttman	20 Units 10 One Bedrooms - 10 Two Bedrooms
Whispering Oaks - 7284-7288 Decatur Rd	24 Units 24 One Bedrooms
SSV - 7260-7240 John St	16 Units - 16 One Bedrooms
Scattered Sites	51 Units - 40 Three Bedrooms - 10 Four Bedrooms



Scope of Work

The Authority is looking for professional cleaners to clean the entire unit by utilizing the attached cleaning checklist (Attachment A). This checklist includes but not limited to the following:

- Clean all windows, window sills and storm doors
- Wipe down all interior/exterior doors
- Strip and wax all VCT tile floors throughout unit
- Sweep all carpet
- Clean all light fixtures throughout unit
- Wipe down all vent covers throughout unit
- Clean switch and receptacle covers throughout unit
- Clean blinds throughout unit
- Clean all appliances inside and out including hood vent and filter
- Clean all kitchen cabinets inside/out
- Wipe down kitchen countertop
- Clean kitchen sink and faucet
- Clean toilet, sink, tub/shower in each bath
- Clean bath vanities inside and out
- Clean medicine cabinet interior and exterior in each bath
- Clean all mirrors
- Wipe down equipment in furnace/water heater closet

The Contractor shall provide all necessary labor, material, supplies and equipment to clean the vacant units. The selected contractor will assist in maintaining a 2-3 day turn around on the vacant units and Scattered Sites.

The FWHA units are located in Fort Wayne, IN. Work hours shall be from 8:00 am to 5:00 pm – Monday thru Friday.

The FWHA Property Manager Agent must approve all cleaned units prior to signing off on the cleaned unit. The units must be approved prior to billing the FWHA for any services provided. FWHA will not pay if the units that are not cleaned to their satisfaction. No additional charges will be billed for any work that was not completed on the initial visit.



Any suspected discrepancies should be brought to the attention of FWHA prior to submitting a proposal. Any questions or to schedule a site visit please email Dan Kuleff, dkuleff@fwha.org or call (260)410-2980 , Monday through Thursday between the hours of 8:30am and 4:30pm and Fridays between the hours of 8:00am and 12:00pm.

All proposal responses must be received by FWHA to attention Dan Kuleff by **12:00 pm, September 30, 2022** with the attached Vacant Unit Cleaning Service Bid Sheet detailing the cost based on the outlined in the scope of work.



(Attachment A)

Cleaning Checklist

Community _____ Apartment No: _____

Place a check mark beside items complete.

Front Door:

- _____ Wipe Down Front Door
- _____ Clean Storm Door
- _____ Clean Threshold

Exterior:

- _____ Sweep Porch and or Patio
- _____ Clean Exterior Light Fixtures
- _____ Sweep balconies (if applicable)

Other: _____

Kitchen:

- _____ Wash out Cabinets/Drawers
- _____ Wipe Down all Cabinets/Drawers Exteriors
- _____ Clean Counter Tops
- _____ Clean Light Fixtures
- _____ Clean Sink & Faucet
- _____ Clean Switch and Receptacle Covers
- _____ Clean Windows and Sills
- _____ Clean Blinds
- _____ Strip and Wax Floors

Stove:

- _____ Clean Vent Hood and Filter
- _____ Clean Drip Pans
- _____ Clean Oven and Racks
- _____ Clean Stove Exterior
- _____ Clean Floor under Stove

Refrigerator:

- _____ Clean inside Freezer/Refrigerator
- _____ Clean Door Seals
- _____ Clean Coils
- _____ Clean Refrigerator Exterior
- _____ Clean Floor under Refrigerator



Living/Dining Room:

Clean Light Fixtures
 Clean Patio Door
 Clean Windows and Sills
 Clean Blinds
 Clean Front Door
 Clean Screen Door
 Clean Threshold
 Strip & Wax Floors

Bathroom 1-2-3

1 2 3

			Clean Toilet and Seat
			Clean Sink
			Clean Vanity interior & exterior
			Clean Medicine Cabinet interior & exterior
			Clean Mirror
			Clean Vents
			Clean Tub/Shower
			Clean Windows
			Clean Blinds
			Strip & Wax Floor

Bedroom 1-2-3-4-5

1 2 3 4 5

					Clean Light Fixture
					Clean Windows
					Clean Blinds
					Strip & Wax Floor

Furnace/Water Heater Room:

Wipe down equipment
 Sweep Floor
 Wipe down Thermostat
 Clean Exterior Light & Globe
 Sweep Patio and Balcony Floor
 Clean Door
 Clean Storm/Screen Door
 Clean Threshold

Washer/Dryer Room:

Clean Washer/Dryer Connections
 Wipe Down Shelving/Cabinets
 Strip and Wax Floor

Employee Signature/Date

Employee Signature/Date

Employee Signature/Date

Inspected By/Date

Vacant Unit Cleaning Service Bid Sheet

Company submitting quote _____

Date: _____

Locations & Sizes	Pricing
Miami Homes	
Bedroom Size	
0 Bdrm 1 Bath	
1 Bdrm 1 Bath	
Beacon Heights	
Bedroom Size	
1 Bdrm 1 Bath	
2 Bdrm 1 Bath	
McCormick Place	
Bedroom Size	
1 Bdrm 1 Bath	
2 Bdrm 1 Bath	
3 Bdrm 1 Bath TH	
4 Bdrm 1 ½ Bath TH	
5 Bdrm 1 ½ Bath TH	
Brookmill Court	
Bedroom Size	
1 Bdrm 1 Bath	
2 Bdrm 1 Bath	
3 Bdrm 1 Bath Flat	
3 Bdrm 1 Bath TH	
4 Bdrm 1 ½ Bath TH	
5 Bdrm 1 ½ Bath TH	
North Highlands	
Bedroom Size	
1 Bdrm 1 Bath	
2 Bdrm 1 Bath	

Tall Oaks
Bedroom Size
1 Bdrm 1 Bath
2 Bdrm 1 Bath

Maumee Terrace
Bedroom Size
1 Bdrm 1 Bath

River Cove
Bedroom Size
1 Bdrm 1 Bath
2 Bdrm 1 Bath Flat
3 Bdrm 1 ½ Bath TH
4 Bdrm 1 ½ Bath TH

Village of Brooklyn Pointe
Bedroom Size
1 Bdrm 1 Bath
2 Bdrm 1 Bath

Whispering Oaks
Bedroom Size
1 Bdrm 1 Bath

South Side Senior Villas
Bedroom Size
1 Bdrm 1 Bath

Scattered Sites
Bedroom Size
3 Bdrm 1 1/2 Bath Flat
3 Bdrm 2 Bath 2 Story
4 Bdrm 1 1/2 Bath Flat

Contractor Name (Print)	Date
Contractor Signature	Date

FWHA's RESERVATION OF RIGHTS:

Definitions:

Respondent – Company or individual responding to the

RFQ Contractor – Company or individual who is awarded the contract

FWHA reserves the right to:

1. FWHA reserves the right to reject any or all Responses, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by the FWHA to be in its best interests.
2. FWHA reserves the right not to award a contract pursuant to this RFQ.
3. FWHA reserves the right to terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon fourteen (14) days written notice to the successful Respondent(s).
4. FWHA reserves the right to determine the days, hours and locations that the successful Respondent(s) shall provide the services called for in this RFQ.
5. FWHA reserves the right to retain all Responses submitted and not permit withdrawal for a period of sixty (60) days subsequent to the deadline for receiving Responses without the written consent of the FWHA Contract Administrator (CA).
6. FWHA reserves the right to negotiate the fees proposed by the Respondent entity. If such negotiations are not, in the opinion of FWHA's CA, successfully concluded within a reasonable timeframe as determined by FWHA. FWHA shall retain the right to end such negotiations.
7. FWHA reserves the right to reject and not consider any Response that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete Responses and/or Responses offering alternate or non-requested services.

FAX

8. submitted that does not conform to any of the requirements detailed herein. Each prospective respondent further agrees that he/she will inform FWHA's CA in writing within five (5) days of the discovery of any item that is issued thereafter by FWHA that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve FWHA, but not the prospective respondent, of any responsibility pertaining to such issue.
9. FWHA reserves the right, prior to award, to revise, change, alter or amend any of the instructions, terms, conditions, and/or specifications identified within the RFQ documents issued, within any attachment or drawing, or within any addenda issued. All addenda will be posted on FWHA's website www.fwaha.org under Business Opportunities. Such changes that are issued before the Response submission deadline shall be binding upon all prospective respondents.
10. In the case of rejection of all Responses, FWHA reserves the right to advertise for new Responses or to proceed to do the work otherwise, if in the judgment of FWHA, the best interest of FWHA will be promoted.
11. FWHA reserves the right to, without any liability; cancel the award of any Response(s) at any time before the execution of the contract documents by all parties.
12. FWHA reserves the right to reduce or increase estimated or actual quantities in whatever amount necessary without prejudice or liability to FWHA, if:
 - 12.1 Funding is not available,
 - 12.2 Legal restrictions are placed upon the expenditure of monies for this category of service or supplies; or,
 - 12.3 FWHA's requirements in good faith change after award of the contract.

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13. FWHA reserves the right to make an award to more than one respondent based on ratings and to award with or without negotiations or a “Best and Final Offer” (BAFO).
14. FWHA reserves the right to require additional information from all respondents to determine level of responsibility. Such information shall be submitted in the form required by FWHA within two (2) days of written request.
15. FWHA reserves the right to amend the contract any time prior to contract execution.
16. FWHA reserves the right to require the Contractor to keep accurate timesheets for all employees assigned to perform any project, task, or assignment resulting from this RFQ and any resulting contract.
17. FWHA reserves the right to contact any individuals, entities, or organizations that have had a business relationship with the respondent regardless of their inclusion in the reference section of the Response submittal.
18. In the event any resulting contract is breached, prematurely terminated or cancelled due to non-performance and/or withdrawal by the Contractor, FWHA reserves the right to seek monetary restitution (to include but not limited to withholding of monies owed) from the Contractor to cover costs for interim services and/or cover the difference of a higher cost (difference between existing Contracted rate and new Contract rate) beginning the date of Contractor’s termination, breach and/or cancellation through the contract expiration date.

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19. FWHA reserves the right to require the Contractor to replace any employee, subcontractor, or other individuals and/or entities, found to be unacceptable, performing work under any contract resulting from this RFQ. Replacement shall occur within two (2) days of notification by FWHA.

20. FWHA must maintain appropriate records (payrolls, work orders, job descriptions, training program materials and apprentice/trainee registrations and any other data related to the employment and utilization of maintenance laborers and mechanics) which must be preserved for no less than three years or until resolution of any dispute. Employers under contract to FWHA to provide maintenance work must submit to FWHA their original employment records as described above or agree to retain the original employment records for three years or until resolution of any dispute subject to this solicitation.

The deadline for the submission of this Response is September 30, 2022 by 12:00 PM ET.

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