



Carpet Cleaning Services

RFQ 5.3.2023: Carpet Cleaning Services

Publication of Request: May 3, 2023

Contractor's Informational Meeting and Schedule a Site Visit: May 8, 2023
at 3:00 pm; Location: McCormick Place Apartments 2811 McCormick Ave
or join zoom meeting at:

<https://us02web.zoom.us/j/86935602552?pwd=cVBSSFlwaXpRMWZGUk5CYytMZFlixZz09>

Submission of Response Deadline: May 22, 2023 at 4:00 pm

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:

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
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 Ave	20 Units 10 One Bedrooms - 10 Two Bedrooms
Whispering Oaks - 7284-7288 Decatur Rd	24 Units 24 One Bedrooms
Southside Senior Village - 7260-7240 John St	16 Units - 16 One Bedrooms
Scattered Sites	51 Units - 40 Three Bedrooms - 10 Four Bedrooms

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 Monday, May 22, 2023 at 4:00 pm with the following attachments: Vacant Unit Cleaning Service Bid Sheet. The FWHA is exempt from both Federal Excise and Indiana Sales Tax.

The Contractor shall provide all necessary labor, material, supplies and equipment to clean the vacant units. The selected contractor will assist in maintaining a 3 – 5 day turn around on the vacant units and Scattered Sites.

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

The FWHA Property Manager Agent must approve all cleaned units prior to signing off on the carpet cleaning. The units must be approved prior to billing the FWHA for any services provided. FWHA will not pay if the units that are not carpet 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 please email Amy Jacobowitz, ajacobowitz@fwha.org, Monday through Thursday between the hours of 8:30 am and 4:30 pm and Fridays between the hours of 8:00am and 12:00pm.

All proposal responses must be received by FWHA for the attention of Amy Jacobowitz by **4:00 pm, May 22, 2023** with the attached Carpet Cleaning Bid Sheet detailing the cost.

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.
8. FWHA shall have no obligation to compensate any Respondent for any costs incurred in responding to this RFQ.
9. FWHA shall reserve the right to at any time during the RFQ or contract process to

10. prohibit any further participation by a respondent or reject any Response
11. 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.
12. 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.fwha.org under Business Opportunities. Such changes that are issued before the Response submission deadline shall be binding upon all prospective respondents.
13. 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.
14. 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.
15. FWHA reserves the right to reduce or increase estimated or actual quantities in whatever amount necessary without prejudice or liability to FWHA, if:
 - 15.1 Funding is not available,
 - 15.2 Legal restrictions are placed upon the expenditure of monies for this category of service or supplies; or,
 - 15.3 FWHA's requirements in good faith change after award of the contract.
16. 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).
17. 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.
18. FWHA reserves the right to amend the contract any time prior to contract execution.
19. 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.

20. 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.
21. 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.
22. 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.
23. 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 May 22, 2023 by 4:00 PM ET.

Carpet Cleaning Bid Sheet

Miami Home	Total Unit Est. Sq. Ft.	Cost	Total
Bedroom Size	Total Square Foot		
0 BR	337 sq ft		
1 BR	572 sq ft		
Beacon Heights	Sq. Ft.	Cost	Total
Bedroom Size	Total Square Foot		
0 BR	320 sq ft		
1 BR	420 sq ft		
1 BR (HC)	440 sq ft		
2 BR	779 sq ft		
North Highlands	Sq. Ft.	Cost	Total
Bedroom Size	Total Square Foot		
1 BR	418 sq ft		
2 BR	861 sq ft		
Tall Oaks	Sq. Ft.	Cost	Total
Bedroom Size	Total Square Foot		
1 BR	550 sq ft		
2 BR	825 sq ft		
Maumee Terrace	Sq. Ft.	Cost	Total
Bedroom Size	Total Square Foot		
1 BR	616 sq ft		
River Cove	Sq. Ft.	Cost	Total
Bedroom Size	Total Square Foot		
1 BR	575 sq ft		
1 BR 1st. Fl.	621 sq ft		
1 BR 2nd Fl.	667 sq ft		
2 BR 1st Story	840 sq ft		
2 BR 1st Story Fl.	583 sq ft		
2 BR Snd Fl.	400 sq ft		
3 BR 1st Story	1,122 sq ft		
3 BR 1st. Fl.	548 sq ft		
3 BR 2nd. Fl.	540 sq ft		

Village of Brooklyn Pointe	Sq. Ft.	Cost	Total
Bedroom Size	Total Square Foot		
1 BR	800 sq ft		
2 BR	1,040 SF		
Whispering Oaks	Sq. Ft.	Cost	Total
Bedroom Size	Total Square Foot		
1 BR	800 sq ft		
South Side Senior	Sq. Ft.	Cost	Total
Bedroom Size	Total Square Foot		
1 BR	800 sq ft		
Scattered Sites	Sq. Ft.	Cost	Total
Bedroom Size	Total Square Foot		
3 BR	1255 sq ft		
4 BR	1344 sq ft		