



**REQUEST FOR QUALIFICATIONS**

**Unit Turn Cleaning Contractor Services Prequalification Submissions RFQ180804**

The Housing Authority of the City of Aurora (Aurora Housing Authority or “AHA”) is undertaking a Unit Turn Cleaning Contractor Evaluation and Selection Process. As represented by this Request for Qualifications (RFQ), Unit Turn Cleaning Contractor Services Prequalification Submissions, this will enable AHA to develop a list of prequalified Unit Turn Cleaning Contractors including a solicitation of proposals for price and time of completion. Only those Contractors who have completed this RFQ and been approved as prequalified will be available to provide these services for the next three years for the Aurora Housing Authority.

**Property Locations:**

- Exponent, 820 S. Ironton St., Aurora, CO 80012**
- Fletcher Gardens, 1401 Emporia St., Aurora, CO 80010**
- Ivy Hill Townhomes, 14208 E. Grand Dr., Aurora, CO 80015 (managed at Summersong Townhomes)**
- Residences at Trolley Park, 1445 Dallas Street, Aurora, CO 80010**
- Residences at First Avenue, 112 Kenton St., Aurora, CO 80012**
- Residences at Sixth Avenue, 621 Potomac St., Aurora, CO 80012**
- Residences at Willow Park, 14061 E. Colorado Dr., Aurora, CO 80012**
- Summersong Townhomes, 10024 E. Evans Ave., Denver, CO 80247**
- Village at Westerly Creek, buildings 1, 2, and 3, managed at 10827 E. Kentucky Avenue, Aurora, CO 80012**

**SUMMARY:**

Aurora Housing Authority has a Property Management Department that oversees a current total of 11, soon to be 12 communities. The 727 units range from one-bedroom to four-bedroom sizes broken down as per the attached Excel file (attachment A) or summarized in the following figure (A):

<b>BEDROOM SIZE</b>	<b>RANGE</b>	<b>AVERAGE</b>
<b>1 BEDROOM</b>	520 sf – 1007 sf	608 sf
<b>2 BEDROOM</b>	653 sf – 1288 sf	915 sf
<b>3 BEDROOM</b>	950 sf – 2100 sf	1245 sf
<b>4 BEDROOM</b>	1281 sf – 2400 sf	1695 sf

(figure A)

AHA is requesting qualifications to establish a list of pre-qualified Unit Turn Cleaning Contractor contractors. Specifically, AHA is seeking to develop a list of pre-qualified contractors with experience in multifamily residential housing and HUD requirements to handle Unit Turn Cleaning and occasional projects that can include such things as cleaning in hallways, office cleaning, and other special requests. Successful qualifying contractors will indicate where labor and equipment is necessary to move furniture or equipment items. Price quoted must include any miscellaneous particulars to professionally complete the job(s).

The work will often require compliance with certain regulatory requirements, in particular, Davis-Bacon prevailing wages will apply to some of the contracts awarded. Contractors will be responsible for monitoring and incorporating the latest Davis-Bacon Wage Decisions, which can be found at <https://www.wdol.gov/dba.aspx>.

Further, compliance with Section 3 of the HUD Act of 1968 requires that, to the greatest extent feasible, AHA and its contractors provide job training, employment, and contracting opportunities for low- or very-low income residents in connection with this renovation. Emphasis will be placed on selecting contractors defined as Section 3 Concerns under the law.



Contractors must conform to our insurance requirements. We require an IRS form W-9, proof of General Liability insurance, and proof of Worker’s Compensation Insurance.

The amount of General Liability coverage required by the Aurora Housing Authority is as follows:

	Small Business	Corporation
General Aggregate	\$500,000	\$1.2 Mil
Products - Comp/Op Aggregate	\$600,000	\$600,000
Personal & Adv Injury	\$500,000	\$500,000
Each Occurrence	\$500,000	\$600,000
Fire Damage (any one fire)	\$100,000	\$250,000
Medical Expense (any one person)	\$5,000	\$10,000

Every subcontractor with one or more employees must provide us with a Workers' Compensation Certificate of Insurance. This is required of any vendor whose employees may, in the course of work, visit an Aurora Housing Authority property. Independent contractors must provide proof of General Liability Insurance and fill out an "Independent Contractor Status" form. This form is available directly at the Aurora Housing Authority as well as on the AHA website at [www.aurorahousing.org](http://www.aurorahousing.org).

Required Safety Data Sheets (SDS) for material brought on site by successful Qualifying Contractors (QC) must be available at all times. QC will need to agree that SDS have been provided to all employees using them and such employees have received instruction in handling, emergency procedures, and disposal prior to introducing hazardous chemicals.

All supplies and materials necessary to complete the work will be provided by the Contractor. The contractor shall agree and understand that Aurora Housing shall have the right to approve/disapprove the use of any product used in the performance of the services required herein. Where possible, contractors will choose products, equipment, supplies, and material that are “environmentally preferable.” For the purposes of the contract, "environmentally preferable" shall be defined as those products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. The comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse/post consumer content, operation, biodegradability, and pollution prevention through source reduction. Similarly, contractors will choose products, equipment, supplies, and material that mitigate exposure to bedbugs and other pests with a minimum of pesticide use. Active microfiber technology should be used where appropriate to reduce cleaning chemical consumption, and water and heat technologies should go to a minimum 120 degrees Fahrenheit.

Each area cleaned must be examined by AHA staff upon completion and any area considered to be unsatisfactorily done shall be redone at the bidder’s expense. Contractor shall clean up all work site “debris” daily and remove from the premises at the close of each day. Failure to do so will require Aurora Housing employees to perform necessary clean up and invoice the contractor for the direct cost associated to such clean up. QCs will be responsible for providing all labor, materials, and equipment to perform a Scope of Services within 5 calendar days from receipt of the notification to clean.

Up to eight (8) Unit Turn Cleaning Contractor companies will be chosen by a project selection committee in order of rank based on the “Selection Criteria,” as described herein.



The information submitted must be organized and sufficiently detailed to allow AHA to judge the contractor's ability to carry out these projects. The following will be the key selection criteria used in this project: Qualifications; prior professional experience; managerial capability with the number of cleaners available for daily jobs, the number of cleaners available for as needed or "on-call" work; how much notice is necessary; and price proposals with time of job estimations.

Submittals should be brief but complete. The information required to be contained in a submittal in response to this RFQ is contained in Appendix A. In the event this solicitation is amended, all terms and conditions which are not modified remain unchanged. Failure to acknowledge receipt of any Addendum will result in the rejection of Respondent's proposal if the Addendum contained information that substantively changed AHA's requirements.

Upon review of the submittals, AHA will select and may contact those respondents whose qualifications best meet the selection criteria. The purpose of any contact will be to review, discuss and evaluate, in more detail, the submitted contents.

Scope will include:

- Sweep and mop all floors
- Strip floors with buffer, including corners and behind toilets (as necessary)
- Wax floors; two (2) coats minimum (as necessary)
- Clean inside and top of kitchen cabinets/drawers/kick plates underneath cabinets
- Clean and polish kitchen cabinets
- Clean range hood and filter/splash shields, if not replaced
- Clean ranges, ovens, and burners; interior and exterior, including broiler/stove pans
- Clean refrigerators/freezers; interior and exterior, rubber gaskets, drip pans, front grills, make sure clean behind and underneath
- Clean countertops and shine
- Clean all closets (floors and shelves)
- Wash windows inside and out; clean debris out of window tracks and sills
- Vacuum door and window screens
- Clean blinds (as necessary)
- Ceiling fan blades need to be cleaned
- Clean and polish all faucets
- Clean and polish all tubs, showers, and tub shower combinations
- Clean and polish toilets, sinks, lavatories, vanities, ceramic tile, towel bars, tissue, soap and toothbrush holders, mirrors and exhaust fans and medicine cabinets (inside and out)
- Clean receptacle plates and switch plates
- Clean light fixture lens/shields
- Clean stair treads
- Clean cove base in all rooms
- Clean entry doors, storm doors and thresholds Doors should be free from dust, fingerprints, etc.
- Clean all door hardware, including doorknobs, casings, strike plates, and hinges
- Clean all vents and registers
- Brush down all cobwebs.
- If paint is washable wash walls, outlet plate covers.
- Dust the top edge of drape rods, molding, and light shades.
- Sweep balconies and/or patios.



## **APPENDIX A**

### Contractor's Qualification Submittal

1. **Cover Letter:** A cover letter of no more than two (2) pages that includes a written summary of why your firm would provide excellent service to Aurora Housing Authority. It should also include the owner of the contractor's business's name, company name, address, phone, fax (if applicable), and email.
2. **Managerial and Employee Capability:** The Contractor must present evidence of his/her managerial capacity to perform all requirements within the proposed projects. Such evidence should include numbers of personnel hired and ability to hire additional crew if necessary.
  - a. Please provide a note as to in what languages other than English can your firm conduct business, if any?
  - b. Statement of whether or not new employees will be hired to work on this project, and if Section 3 regulations will be followed when recruiting new employees.
3. **Performance Record:** Contractors must have proven performance and experience in completing projects of similar scope. Contractors must supply a minimum of three references for projects completed within the last two years and a minimum of one reference from a vendor or supplier.
  - a. Please highlight projects in which Davis-Bacon or HUD contract requirements applied.
4. **Licensing and Honors:** any relevant licenses and/or awards, honors, or positive reviews.
5. **Pricing:** As attached, please fill out the pricing form. (Attachment B in Excel format)
  - a. AHA is exempt from sales and use taxes. Bidders may eliminate these taxes from the cost of supplies and materials included in their bids, if they will be purchased in Colorado. Only supplies and materials purchased specifically for the Aurora Housing project are eligible for the tax exemptions. Aurora Housing can provide a copy of its tax exemption certificate.
6. Completed form W-9
7. Insurance Certificate showing current insurance as per requirements and ability to include Aurora Housing Authority as a certificate holder or additional insured.

### **NO CONTRACTOR WALKS WILL BE CONDUCTED.**

Note that each contractor is solely responsible for a prudent and complete personal inspection taking and/or confirming measurements required to bid/complete the work. Any miscalculations of measurements that result in increased costs of the work will be the responsibility of the contractor, as will be any failure in examination and assessment of the units and any other existing conditions, factors, or item that may affect or impact the performance of service described and required in the contractual requirements. By offering their qualifications, the Contractor represents that they will not at any time make any claims based on insufficient data or incorrectly assumed conditions, nor shall the Contractor claim any misunderstanding with regard to the nature or character of the work to be done, or the conditions under which it is to be performed, and will further assume all risks resulting from any changes in the conditions which may occur during the progress of the work.

Aurora Housing Authority only contracts with vendors that are qualified to perform the work at the sole discretion of Aurora Housing.

Aurora Housing Authority is not bound to accept a proposal solely on the basis of lowest bid. In addition, AHA has the sole discretion and reserves the right to cancel this request, to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interest of AHA to do so.



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**QUALIFICATION SUBMITTAL:**

Qualifications are to be e-mailed to [mdane@aurorahousing.org](mailto:mdane@aurorahousing.org)

**Qualifications will be accepted through the 31st of August, 2018, at 5:00p.m. Mountain Time.**

**If qualifications need to be provided or attachments need to be offered in other formats, please e-mail [mdane@aurorahousing.org](mailto:mdane@aurorahousing.org), or call (720) 251-2092, or Relay 7-1-1.**