

August 24, 2026

Request for Bids

Turnover Cleaning Services

Properties located throughout Dakota County

Dakota County CDA
1228 Town Centre Drive
Eagan MN 55124

Contact:

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REQUEST FOR BIDS (RFB)

Turnover Cleaning Service

Dakota County CDA, MN

The Dakota County Community Development Agency (CDA) is soliciting bids for Cleaning Services for select CDA properties. This will be a **three (3) year contract**. Contracts will be awarded from the period beginning November 1, 2026 through August 31, 2029.

Proposal due:	September 16, 2026, before 11:00 AM
Contract start date:	November 1, 2026
Contract length:	Three (3) years

This is a formal bid process. Bids need to be sealed. Bids must be dropped off at the CDA Office or mailed to the CDA Office (1228 Town Centre Drive, Eagan MN 55123). Bids cannot be faxed or emailed. There will be a public opening of bids. For uniformity, please submit your bid on the **Bid Form** included in this Project Manual. All costs and alternates must be filled in; incomplete bids will be rejected. All bids must be signed.

The CDA is exempt from the local .25% transit tax and the MN state tax of 6.875%. An exemption certificate is available upon request.

There are some properties that are subject to Davis-Bacon prevailing wages that are denoted by “Public Housing”. It should be noted that the principal contractor is responsible for full compliance of all the workers on-site (the contractor, subcontractors and any lower-tier subcontractors) with the labor standards provisions applicable to the project. Certified weekly payroll will be required to be submitted to CDA offices every week and include paying construction labor on a weekly basis (a Davis-Bacon requirement) for these properties.

Contractors or subcontractors that violate the labor standards provisions may face administrative sanction by HUD and/or DOL and may be subject to civil or criminal prosecution.

Contractor requirements:

The Contractor must be able to demonstrate that both the Contractor and its project superintendent have at least three years of experience in service projects of this size and type or larger. A list of at least three references and a minimum of three similar projects must be submitted to the CDA upon request.

The Contractor must have full knowledge of the services to be provided (as determined by the CDA). The Contractor must have a satisfactory credit standing, must have no delinquent tax liability, and must have the financial capability to perform under a contract for this project including the purchase of materials for the project. The Contractor must provide financial statements and credit references upon request.

The Contractor must not be in default on any contracts, must be in compliance with all tax laws of the State of Minnesota, must not be debarred by any institution or government agency as a result of performance of past contracts and must not be in violations of any provisions of contracts with the CDA.

The Contractor must not have been convicted of any criminal offense related to obtaining or attempting to obtain any public or private contract, or subcontract. The Contractor must not have been convicted, under any jurisdiction of law, for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving

stolen property, or any other offense that, in the opinion of the CDA, is related to business integrity, honesty or performance under contract.

The Contractor must, if requested by the CDA, submit evidence of ability to obtain the required insurance, must submit references and evidence of compliance with the above requirements within (72) hours of the request.

The Contractor agrees to provide any information requested by the CDA both before and during performance under a contract that the CDA feels is required to verify the Contractor's compliance with the conditions of the price proposal, the requirements of the Project Manual or the conditions of the Contract.

All CDA properties are tobacco free work zones.

The Dakota County Community Development Agency:

The CDA reserves the right to reject any/all price proposals received, and to waive any informalities and irregularities in this price proposal request.

The CDA reserves the right to reject any Contractor that, in the opinion of the CDA, does not meet the listed requirements or is not a responsible or qualified contractor, or does not otherwise have the capability to perform under a contract.

Information supplied to the CDA is subject to the Minnesota Data Privacy Act (MN stat 13.01 et seq) and shall become public unless it falls within one of the exemptions of the act and is identified as such by the Contractor. The CDA assumes no responsibility to defend any action by a third party seeking to access material deemed to not be public information. The CDA will release any information to comply with a court order. The CDA assumes no responsibility for any damages claimed by a Contractor as a result of release of information provided by the Contractor to the CDA.

Payment requests:

The CDA processes payment requests within (30) days on receipt. Payment requests must have all properly completed paperwork accompanying the request to be processed. The payments to be sent out via USPS, and cannot be picked up. All invoices must be emailed to AP@dakotacda.org.

Change orders:

All change order requests must have the signed (signed by both the contractor and CDA representative) change order paperwork prior to work taking place. Requests for change orders will not be allowed without the proper paperwork.

See the other sections of this RFB for further information and requirements. Also see any other attachments.

Respectfully,
Anna Judge
Director of Property Management
Dakota County CDA
office: 651-675-4501
e-mail: ajudge@dakotacda.org

Scope of Services

Brief description of the work:

Once a housing unit is vacant, an order for work is issued. The cleaning must be completed within (10) days. This work must be coordinated with the CDA's painting and flooring contractors. Cleaning is the final service performed after painting and flooring is completed.

The CDA does on average anywhere from 18 to 42 unit turns per month. The CDA does not guarantee any fixed amount of work/ dollar value to the cleaning contract. The amount of work depends on the number of units that vacate each month and the work required in them to get them move in ready. Scope of Work-Cleaning requirements

A. General

Description of the work: Once a housing unit is vacant, an order for work is issued. The cleaning must be completed within (10) days. This work must be coordinated with other painting and flooring services and with CDA staff. Cleaning and carpet cleaning (usually) will follow painting and flooring unit turn work.

Dates of service must be noted on Live Schedule within (4) days of receipt or as soon as the painting dates are established on the Live Schedule.

The services to be provided are final clean services, meaning that all surfaces inside the residence are to be cleaned.

Cleaning products to be used should be free of VOCs and to be used per manufacturer's recommendations.

Cleaning to be **physically clean** (no visible surface debris or staining) and **chemically clean** (relatively germ free and free of cleaning residue).

B. Scheduling of work and paperwork

At any time, the Contractor can view a Live Schedule that is in a Google docs link. This schedule is where the Contractor must input service dates.

There are additional paperwork/reporting requirements for public housing units that involve Davis-Bacon wage requirements. Payroll reports and other paperwork must be completed for final payment.

Required Cleaning

Kitchens

- ◆ Clean kitchen appliances-stove, refrigerator, microwave, and dishwasher (interior, exterior & sides of all appliances).
- ◆ Pull out stove and refrigerator and clean underneath and behind.
- ◆ Vacuum off dust/debris from cooling tubes on refrigerators
- ◆ Clean under all oven and refrigerator racks.
- ◆ Vacuum cupboards, drawers and wash interior & exterior including cupboard doors, and above cabinets & ledges. Then thoroughly dry.
- ◆ Remove any shelf paper and/or stickers.
- ◆ Clean stove vent, filter and splash panel. Clean oven racks. Clean oven interior with a manufacturer's recommended oven cleaner. Remove oven cleaner residue.

- ◆ Wash floor, including baseboards.
- ◆ Wash all counters and ledges.
- ◆ Clean light fixtures, outlet and switch plate covers (these will be loose; removed from their wall locations by our maintenance techs).
- ◆ Clean tops of cabinets (if open to ceilings)

Living room and Dining room

- ◆ Clean light fixtures, outlets and switch plate covers.
- ◆ Wash all baseboards and doors, and door frames.
- ◆ Clean floors, clean carpet and baseboards. Strip and wax (per property manager request)
- ◆ Wash all heat and return air registers.
- ◆ Vacuum or wash all air vents to remove dust or any other debris collected on them.

Entries/Halls

- ◆ Wash doors inside (and out, on front door) & frames.
- ◆ Wash all railings. (metal or wood)
- ◆ Clean light fixtures.
- ◆ Wash floor and baseboards. Strip and Wax (per property manager request)
- ◆ Wash steps and clean carpet where applicable.
- ◆ Wash closet shelving.
- ◆ Wash all light fixtures and outlet covers.

Bedrooms

- ◆ Wash doors, frames and baseboards (closet doors included), vacuum and wash tracks and slides.
- ◆ Wash closet shelving.
- ◆ Clean floors, clean carpet where applicable. Strip and Wax (per Property Manager request)
- ◆ Clean all light fixtures and outlet and switch plate covers.
- ◆ Wash all air and heat vents.

Bathrooms

- ◆ Clean toilets - inside, under, around and inside under splash ring. Removing hard water build-up and deposits.
- ◆ Clean sink, vanity and faucets. Removing hard water marks & rust.
- ◆ Clean tub, shower and tile, faucets and showerhead- removing soap scum and marks.
- ◆ Clean acrylic tubs per manufacturer's recommendations. Scouring pads and abrasive cleaners should never be used.
- ◆ Clean medicine cabinet (interior and exterior). Rinse with clear water.
- ◆ Clean mirrors.
- ◆ Wash doors, frames & knobs.
- ◆ Clean light fixtures, towel bars, toilet paper fixture and shower bar and exhaust fan covers.
- ◆ Wash floors and baseboards, strip and wax (per Property Manager request)
- ◆ Wash or dust exhaust vent on ceiling

Storage closets & laundry rooms

- ◆ Wash doors and frames.
- ◆ Wash floors and baseboards, strip and wax (per Property Manager request)
- ◆ Wash shelves, if applicable.

Floor cleaning

- ◆ Sheet vinyl, LVT, and no-wax floors-clean per manufacturer's recommendation.
- ◆ VCT floors and floors that require waxing. Wax floors-clean per manufacturer's recommendations. Strip off former finishes. Dry, and apply (2) coats of sealer. Allowing the surface to dry between layers.

Garages

- ◆ Floors to be broom cleaned in Workforce, Public Housing and Dispo units.
- ◆ Oil/stain removal and pressure washing will be extra costs (not in the base contract).

Windows & window blinds

- ◆ Wash interior windows, screens (if interior), window tracks, frames trim, window jambs & sills.
- ◆ Dust the window blinds. Window blinds that are damaged or discolored to be replaced by the CDA staff.

Miscellaneous

- ◆ **Lincoln Place-youth housing. Units are efficiency units with furniture that remains in the unit. The cleaning will also include the dusting of the furniture and the cleaning/dusting inside the draws of the furniture. The bed/mattress will also remain in the unit. The mattress to be lifted up and cleaned under.**
- ◆ Remove any tape, adhesive products and stickers from walls, doors, windows, trim etc.
- ◆ Remove any shelving paper (on shelves or in drawers) and glue residue
- ◆ Pre-treat carpet stains
- ◆ All garbage to be bagged and placed in the garbage chute located on each floor.
- ◆ All paint spots and overruns are to be removed, if possible.
- ◆ Clean all outlet plates and switch plate covers and leave in a drawer for maintenance
- ◆ Contractor must maintain a complete MSDS book of all chemicals used with each work crew or work truck and a complete list will be given to the CDA with all names of cleaning supplies and copies of MSDS sheets and their use.
- ◆ Remove any new product stickers on windows, doors, appliances etc.
- ◆ Ceiling fans

Carpet Cleaning

◆ Senior Buildings

The carpet is to be cleaned with a truck mount, hot water extraction process whenever possible. The preferred method for the work is to run the hose through the window. For sites where a hose cannot go through a window; the cleaning contractor must notify the CDA on how they plan to do the work. The contractor is to pay special attention to spots, heavy traffic areas-these areas to be pre-spotted/treated with products to remove the stain/debris.

◆ Family townhomes and public housing units (other than CLM).

The carpet to be cleaned with a truck mount, hot water extraction process whenever possible. One time permission may be granted for the use of a portable cleaning unit for units where a truck mounted machine is not possible. Contact the Contract Services Coordinator or appointed CDA staff person for permission.

Bid Form

	Hours to clean	Hourly rate (\$/hr.)	Subtotal (dollars)
<u>Senior Housing/Nicols Pointe/Gateway</u>			
Efficiency (400+ sq ft. Gateway Place only)		\$	\$
One bedroom (715sf)		\$	\$
Two bedroom (975 sf)		\$	\$
<u>Family Townhome</u>			
One bedroom (893 sf)		\$	\$
Two bedroom (1204 sf)		\$	\$
Three bedroom (1490 sf)		\$	\$
Four Bedroom (1540 sf)		\$	\$
<u>Public Housing & Dispo Housing</u>			
One bedroom (580 sf)		\$	\$
Two bedroom (880 sf)		\$	\$
Three bedroom (1160-1500sf)		\$	\$
Four bedroom (1200-1600sf)		\$	\$
Five bedroom (1550 sf)		\$	\$
<u>Lincoln Place (see note regarding furniture)</u>			
Efficiency (359-469 sf)		\$	\$

RETURN TO CDA

Bid Form

Carpet Cleaning (note: Senior Housing, Nicols Pointe, Gateway Place & Lincoln Place do not have stairs)

- | | |
|---|----------------|
| 1. Carpet | \$_____ /SF |
| 2. Stair Carpet | \$_____ /stair |
| 3. Public Housing (Davis-Bacon rates apply) carpet cleaning | \$_____ /SF |
| 4. Public Housing (Davis-Bacon rates apply) stair carpet | \$_____ /stair |

Alternates

- | | |
|---|-------------------|
| 1. Power washing the garage floor (assume approx. 12' x 22') | \$_____ |
| 2. Power washing exteriors (siding, gutters, windows, doors etc). | \$_____ /per hour |

RETURN TO CDA

General

1. Accompanying this bid is bid security in the form of a _____ in the amount of
\$ _____
(cashier's check or bond)
(dollar amount).
2. The undersigned agrees, if awarded the Contract, to enter into a Contract with the CDA and will execute the Agreement and furnish satisfactory Performance and Payments Bonds in accordance with the Bidding Documents.
3. The undersigned agrees that this bid may not be withdrawn for a period of (60) calendar days immediately following the date of receipt of bids. It is understood that the CDA reserves the right to reject any or all bids, to waive any informality or irregularity in any bid received and to accept any alternate in any order or combination.
4. Addenda Nos. _____ have been received and incorporated in this Bid.
5. I have reviewed the site conditions, the project manual, and required submittals in providing the costs for the noted services:

Legal Name of Person, Firm or Organization _____

Name _____

Address _____

By _____ Title _____
(signature) (Officer or Owner)

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Contractor's Qualification Statement

SUBMITTED BY _____

ADDRESS _____

PRINCIPAL OFFICE _____

PHONE _____

(Please check one)

Corporation ☐ Partnership ☐ Individual ☐ Other ☐

(NOTE: Attach separate sheets as necessary)

1. How many years has your organization been in business? _____
2. How many years has your organization been in business under its present business name? _____
3. If a corporation, answer the following:
Date of incorporation: _____
State of incorporation: _____
President's name: _____
Vice-President's name: _____
Secretary's name: _____
Treasurer's name: _____
4. If individual or partnership, answer the following:
Date of organization: _____
5. Name and address of all partners: _____

6. We normally perform _____% of the work with our own forces;
7. Have you ever failed to complete any work awarded to you? If so, note when
Where, and why:

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8. List your principal subcontractors, if any?

9. List your principal suppliers:

10. List your bank references:

11. List three current multi-family customers who may be contacted as references, type or work address, phone number and contact name.

1.

2.

3.

12. List insurance information:

Name of insurance company:

Name of insurance agent:

Agents' phone number:

I certify that the above is true and complete and I authorize the Dakota County CDA to verify any information on this statement.

Signature

Date

RETURN TO CDA