

August 18, 2026

Request for Bids

Dryer Vent Cleaning Contract Services

Throughout Dakota County

for the:

Dakota County CDA
1228 Town Centre Drive
Eagan, MN 55123

Contact:

Anna Judge
Director of Property Management
Dakota County CDA
Office: (651) 675-4501
ajudge@dakotacda.org



Table of Contents

Cover Sheet	1
Table of Contents	2
Request for Bid (RFB)	3-4
Scope of Services	5-6
Bid Form (<i>submit to the CDA</i>)	7-8
Contractor's Qualification Statement (<i>submit to the CDA</i>)	9-10
General Conditions	https://www.dakotacda.org/doing-business-with-the-cda/contracting-opportunities/
Sample Contract	https://www.dakotacda.org/doing-business-with-the-cda/contracting-opportunities/

REQUEST FOR BIDS (RFB)

Dryer Vent Cleaning Services

Dakota County CDA, MN

The Dakota County Community Development Agency (CDA) is soliciting bids for Dryer Vent 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 date: September 15, 2026
Contract start date: November 1, 2026
Contract length: Three (3) years

Brief description of the work - to clean the dryer vents in Dakota County CDA buildings with communal dryer machines. These services are to be conducted annually, or at the discretion of the DCCDA.

There is no public bid opening for this contract. Bids can be submitted by mail, dropped off at the CDA Office, or emailed directly to Anna Judge, Director of Property Management.

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.

Contractor requirements:

The Contractor must be able to demonstrate that both the Contractor and its project superintendent have at least three years of experience with projects of this size and type of this one 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 so 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 bid, the requirements of the Project Manual or the conditions of the Contract.

All CDA developments are tobacco free work zones.

The Dakota County Community Development Agency:

The CDA reserves the right to reject any/all price bids received, and to waive any informalities and irregularities in this price bid 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 because of the release of information provided by the Contractor to the CDA.

Payment requests:

The CDA processes payment requests within (30) days on receipt and within (30) days of the work completion. Payment requests must have all properly completed paperwork accompanying the request to be processed. All invoices will be emailed to the Contract Services Coordinator before processing. The payments are to be sent out via USPS and cannot be picked up.

Invoicing:

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 RFP for further information and requirements.

Respectfully,

Contact:

Anna Judge
Director of Property Management
Dakota County CDA
Office: (651) 675-4501
ajudge@dakotacda.org

Scope of Services

The scope of this project is to perform dryer vent cleaning services at 30 Senior buildings, 1 Youth building (Lincoln Place), and 1 Public Housing building (Colleen Loney Manor). The purpose of the project is to ensure the safe and efficient operation of the dryer systems, mitigate fire hazards, and improve indoor air quality.

The following services will be provided for each building:

1. Inspection:

- a. Thoroughly inspect the dryer vent systems in each building to identify any potential issues or obstructions.
- b. Evaluate the condition of the vents, hoses, and connections, and document any necessary repairs or replacements.
- c. All sites will be serviced annually.

2. Scheduling of Work and Paperwork

- a. A yearly schedule must be produced at least one month before the first site is to be serviced to ensure there are no scheduling conflicts. This should be produced by email to the Director of Property Management.
- b. All invoices should be emailed to AP@dakotacda.org.

3. Identification:

- a. All service subcontractors shall have visible identification while on Dakota County CDA sites. The identification shall be a minimum of 3"x4" size with photo and have subcontractor's name. The text should be a minimum of 1/4" high and can be read from 6' away. The company name should also be read from 6' away. The identification shall be mounted on a lanyard or some other visible method.
- b. Names on uniforms or jackets are acceptable forms of identification. The employee's name and company name must be legible from 6' away.
- c. Subcontractors that do not have proper identification may be asked to leave the site until they have their identification displayed on them. The subcontractor will not be paid for their work or to re-schedule their work due to not having proper identification. A service contract may be terminated for not complying with this requirement.

4. Dryer Vent Cleaning:

- a. Use specialized equipment to clean the dryer vents, including powerful vacuums, rotary brushes, and air compressors.
- b. Remove lint, debris, and obstructions from the dryer vents, ensuring proper airflow and reducing fire hazards.
- c. Clean the lint traps and screens within the dryers.

5. Repairs and Replacements:

- a. Replace or repair any damaged or deteriorated dryer vent hoses, connections, or components identified during the inspection.
- b. Ensure that all repaired or replaced parts are properly installed and functioning correctly.

6. Documentation:

- a. Provide a detailed report for each building, including findings from the inspection, cleaning activities performed, and any repairs made. This report must be given to the CDA within 24 hours of completion of the service.
- b. Document any recommendations for future maintenance or improvements to ensure proper dryer vent operation and safety.

7. Safety and Precautions:

- a. Adhere to all safety protocols and guidelines, including wearing appropriate personal protective equipment (PPE) during the project.
- b. Use caution and care when working around senior residents, youth, and public housing residents, ensuring minimal disruption and maintaining a safe environment.

8. Communication and Coordination:

- a. Maintain open and clear communication with the service coordinator, building managers or maintenance personnel for each building, providing updates on the project schedule and any additional requirements.
- b. Coordinate access to each building and ensure that residents are aware of the scheduled dryer vent cleaning.

9. Compliance:

- a. Comply with all applicable local, state, and federal regulations related to dryer vent cleaning, safety, and environmental practices.

Bid Form

Property	Site Address	# of Dryers	Pricing Year 1 (2027)	Pricing Year 2 (2028)	Pricing Year 3 (2029)
Argonne Hills	17688 Junelle Path, Lakeville	2 each floor(3)			
Cahill Commons	5840 Cahill Avenue, Inver Grove Heights	2 second & third floor			
Cambrian Commons	14736 Cambrian Avenue, Rosemount	(6) 2 on each floor			
Cameo Place	3101 Lower 147th Street, Rosemount	3 on second floor			
Carmen Court	5825 Carmen Avenue, Inver Grove Heights	4 on second floor			
Cobblestone Sq	15848 Emperor Avenue, Apple Valley	(4) 2 on second & third floor			
Colleen Loney Manor (Public)	1675 Livingston Avenue, West St. Paul	(5) on 3 rd floor			
Cortland Square	7385 157th Street West, Apple Valley	(4) 2 on 2nd & 3rd floor			
Crossroads	17725 Glasgow Avenue, Lakeville	4 each floor(3), split			
Dakota Heights	337 15th Avenue North, South St. Paul	2 each floor(3)			
Eagle Ridge Place	12600 Eagle Ridge Drive, Burnsville	4 second floor			
Gateway Place	895 Robert Street, West St. Paul	2 second & third floor			
Haskell Court	140 East Haskell Street, West St. Paul	4 second floor			
Hillcrest Pointe	9170 Cahill Avenue, Inver Grove Heights	2 each floor(3)			
Lakeside Pointe	1200 Town Centre Drive, Eagan	2 each floor(3)			
Lincoln Place	1997 Gold Trail, Eagan	2 second & third floor			
Main Street Manor	8725 209th Street West, Lakeville	2 second & third floor			
Mississippi Terrace	301 Ramsey Street, Hastings	3 second floor			
Nicols Pointe	4012 Nicols Rd, Eagan, MN 55122	2 second & third floor			
O' Leary Manor	1220 Town Centre Drive, Eagan	3 second & third floor			
Oakwoods East	2061 Park Center Drive, Eagan	2 each floor(3)			
Oakwoods	2065 Park Center Drive, Eagan	2 each floor(3)			
Orchard Square	7375 157th Street West, Apple Valley	4 second floor			

RETURN TO CDA

Park Ridge Place	330 East Burnsville Parkway, Burnsville	2 second & third floor			
Parkview Plaza	730 South Plaza Drive, Mendota Heights	2 each floor(3)			
River Heights Terrace	1720 Thompson Avenue, South St. Paul	2 second & third floor			
River Town Court	1791 South Frontage Road, Hastings	2 each floor(3)			
The Dakotah	900 S Robert Street, West St. Paul	2 each floor(3)			
Thompson Heights	1350 Thompson Avenue, South St. Paul	2 each floor(3)			
Vermillion River Crossing	21400 Dushane Parkway, Farmington	2 each floor(3)			
Village Commons	720 Linden Street, Mendota Heights	2 second floor			
Winsor Plaza	20827 Howland Avenue, Lakeville	3 third floor			
Total, all properties			\$	\$	\$

Please provide the bid total for Years 1-3 (2027 - 2029)

\$ _____

The Dakota County CDA also manages several single-family homes, townhomes, duplexes and fourplexes throughout the county. Please provide an hourly price to service these units as needed:

1. During normal business hours (Mon – Fri, 8 a.m. – 5 p.m.) \$ _____/hr
2. Outside normal business hours (emergency, weekend, holiday, etc) \$ _____/hr

RETURN TO CDA

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.

RETURN TO CDA

7. Have you ever failed to complete any work awarded to you? If so, note when
Where, and why:

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
