

August 24, 2026

Request for Bids

Painting 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
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General Conditions	CDA website under "Doing Business With"
Sample Contract	CDA website under "Doing Business With"

REQUEST FOR BIDS (RFB)

Painting Service

Dakota County CDA, MN

The Dakota County Community Development Agency (CDA) is soliciting bids for Painting 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 10:00 AM
Contract start date: November 1, 2026
Contract length: Three (3) years

Even though this is not a set amount contract, it 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%.

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 includes 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 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, a work authorization is issued. The painting must be completed within (10) days of receipt of this work authorization. This work must be coordinated with other cleaning and flooring contractors on the CDA issued Live Schedule.

SCOPE OF WORK

1. Contractor shall provide materials, labor, tools and equipment to complete all painting work as assigned in CDA properties. Assigned properties (unit turn work) will be **unoccupied** units.
 - Once a housing unit is vacant, an order for work is issued (unit work authorization). The scheduling and the painting must be completed within 10 days of receiving the unit work authorization. The painting, flooring, and cleaning—all unit turn work--must be completed within (15) days of receiving the unit work authorization. Painting is usually the first service to be completed in unit turns (flooring, and cleaning to follow in that order), so scheduling and communication with the other unit turn contractors is critically important. Not scheduling, not communicating the schedule (with the other unit turn contractors and the CDA) and not completing the paint work as noted in this document are contract violations. Contract violations may lead to contract termination.
 - On the average, the CDA has about 18-42 unit turns per month. The unit work authorizations are forwarded to the Contractor in the first five days of the month. The qualified Contractor must be able to handle this workload in the timing and the quality established in this document.
 - We have also seen more units that require wall (drywall) repairs. There have also been an increase in the number of units that require additional work such as priming to deal with tobacco smoke, removing wallpaper or wallpaper borders prior to painting.
 - Additionally, there have also been some other limited contract work is called “Mini-CAP” work and the work is done by others. These Mini-Cap units will be noted on the Live Schedule. The unit turn work usually follows the Mini-CAP work.

2. SCHEDULING OF WORK AND PAPERWORK

- A **vacancy Live Schedule link** will be sent to the Contractor. This Live Schedule may need to be updated daily until all units have a paint date. This link works for all future months as well and is in live time.
- 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.

3. QUALITY ASSURANCE

- All work shall conform to Painting and Decorating Contractors of America (PDCA) standards, and all painting to be done by skilled journeymen who are trained and experienced in paint application. Tape and drop cloths must be used to protect existing surfaces that are not to be painted. Since this work needs to be completed in a tight timeline, quality of the work is important. There usually isn't enough time to return and to complete any missed work.

4. MATERIALS:

- **Wall paint: Sherwin Williams ProMar 200 Zero VOC in Eggshell Latex enamel tinted to “Dover White”.**
- **Ceiling paint: Sherwin Williams CHB in Flat Extra White.**

- Primer (for occupied and Senior housing): **Sherwin Williams Harmony wall primer or approved zero VOC equal**. Primer to be tinted for wall use.
- Stain Killing primer for Family Townhome and scattered sites: **Kilz oil based** or approved equal; tinted to match finishing paint color. Primer to be tinted.
- Exterior paint: **Sherwin Williams Duration Exterior** tinted to match existing. Color to be submitted to CDA for approval.
- Other paint materials shall be manufacturer's best grade and so labeled, and to have CDA approval prior to ordering.

5. PRODUCT REQUIREMENTS

- Paint to be well ground, not settled, caked or thickened in container.
- Readily broken with a paddle to a smooth consistency.
- Have easy brushing properties.
- Paint ready – mixed, except for tinting or undercoating and possible thinning.
- All thinning and tinting materials as recommended by the manufacturer for product.
- All paint and finish materials are to be stored in the appropriate zone for easy access, and shall be kept in three different piles so as to distinguish between seniors, partnerships and public housing.
- Make sure that paint is kept in a warm dry place. While transporting to painting sites the paint shall not be allowed to freeze.

6. EXECUTION--SURFACE PREPARATION

- Surface to be clean, dry and adequately protected from dampness.
- Surface to be free of any foreign material
- Surface preparation shall include minor patching and taping of existing surfaces.
- Anything under half dollar size holes shall be considered half dollar size.
- Scrap/sand any irregularities that project beyond the flat plane of the wall
- Fill in any indentations in the wall

7. MATERIAL PREPARATION

- Do not paint when the temperature is less than 50 degrees F.
- Mix and prepare paint material in strict accordance with the manufacturer's recommendations.
- When materials are not in use, store in tightly covered containers.
- Maintain containers used in mixing and application of paint in a clean condition, free from foreign materials and residue.
- Stir materials before application, producing a mixture of uniform density.
- Do not stir into the material any film which may form on the surface, but remove the film and, if necessary, strain the material before using.

8. MATERIAL APPLICATION

- To be applied per manufacturer's recommendations
- Make sure to keep ceiling paint separate from wall paint.
- Stir all paint on a regular basis to ensure uniform density.
- Cut in around all doors, cabinets, ceilings, windows and a/c units.
- Tape off all light fixtures, electrical outlets, switches and base moldings.

- Application of paint shall be by brush, roller or spray according to manufacturer's guidelines. If spray is used, the surface must be back rolled.
- Coverage and hiding capability of paint shall be complete. Final paint film is to be uniform in
- Spread finish, color, appearance and coverage. Material thickness per coat shall be per manufacturers recommendations.
- Paint to be applied evenly and smooth to avoid runs, brush marks, air bubbles and excessive roller stipple.
- If smoke stained, unit must first be primed with a good primer [latex or oil] depending on severity of stain.
- All coats are to be thoroughly dry before application of additional coats.

9. CLEAN-UP AND HARDWARE INSTALLATION

- Remove all paint spots from floors, glass, countertops and all other surfaces.
- Re-install all doors and light covers.
- Leave outlet covers and switch plate covers for cleaning prior to installation.
- Remove all tape from surfaces applied.
- Re-install handrails if removed.
- Remove all paint trash from unit.
- Paint cans cannot be disposed in on-site trash containers. Paint cans to be taken care of off-site by the painter.

10. VARNISHING OF CABINETS AND WINDOW FRAMES (UPON REQUEST)

- Application shall be by roller, brush or spray in strict accordance with manufacturers' recommendations.
- If area to be finished is oily or dirty, then the area shall be cleaned with a chemical such as with TSP; or a primer can be used
- Sand all surfaces to be varnished so the surface is rough and will hold finish.
- Apply sealer according to manufacturer's specifications.
- Sand sealer lightly and clean with tack cloth or other recommended material.
- Apply varnish according to manufacturer's recommendations.
- Clean up the same as above.

11. OCCUPIED PAINTING (UPON REQUEST)

- Resident shall be notified and must agree with time schedule for painting.
- All adjacent material and surfaces shall be adequately covered for protection.
- Remove and protect all hardware, accessories, devices, plates, and lighting fixtures and similar items and replace when painting is completed.
- Paint shall be applied according to Paint Applications above.
- Areas shall be kept clear of tripping hazards at all times and whole unit shall be picked up daily whether painting is done or not.
- Report any items broken to the CDA immediately.
- Resident shall be notified prior painting to remove all electronic and breakable items to a safe location. All furniture shall be moved into the center of each room.

- The CDA will not be responsible for moving these items.
- Painter shall move couches and/or chairs as needed for the resident. Huge items shall be painted around if not able to move.
- Cleanup shall be according to CLEAN-UP AND HARDWARE INSTALLATION above.
- See materials section for acceptable primers.

12. IDENTIFICATION

- 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.
- Names on uniforms or jackets are acceptable forms of identification. The employee name and company name must be legible from 6' away.
- 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.

13. CALL BACKS

- If there is a callback, then this work is not billable. The unit may also be occupied as well. Callback will be done as quickly as possible.

Bid Form

Base Price:

The undersigned, having carefully examined the Project Manual prepared by The Dakota County CDA for the following work:

Article 1 – SCOPE OF WORK. Contractor shall furnish all supervision, labor, materials, machinery, tools, equipment and services, including transportation services, and perform and complete all work in an efficient and workmanlike manner for the **Painting contract services** for the CDA properties in accordance with the Contract Documents specified in Article 3 below.

Article 2 - CONTRACT PRICE

- a. Contract time period: 11/1/2026-10/31/2029. A three-year contract. The contract may be extended by (30) days beyond the above date, if the CDA requests the extension of the contract. Current pricing will remain as stated (below) during this time period.
- b. There is not a set yearly amount for this contract, since the value of the contract depends on the amount of housing units to be cleaned. The pricing for Unit Painting is noted below:

The Davis–Bacon labor rates are to be applied to public housing sites. The work to be in accordance with the Project Manual for the following sums.

Vacant Unit Service Type	Year 1 (2026-2027)	Year 2 (2027-2028)	Year 3 (2028-2029)
Stain killing prime coat—walls and ceilings Standard Rate/SF	\$	\$	\$
Stain killing prime coat—walls and ceilings Davis-Bacon Rate/SF	\$	\$	\$
Latex prime and finish coats—walls Standard Rate/SF	\$	\$	\$
Latex prime and finish coats—walls Davis-Bacon Rate/SF	\$	\$	\$
Additional coat of paint (wall, ceiling,) material and labor. Standard Rate/SF	\$	\$	\$
Additional coat of paint (wall, ceiling,) material and labor. Davis-Bacon Rate/SF	\$	\$	\$
Labor cost per man hour for additional surface prep, drywall repairs, and painting. Standard Rate/HR	\$	\$	\$
Labor cost per man hour for additional surface prep, drywall repairs, and painting. Davis-Bacon Rate/HR	\$	\$	\$

General

1. The undersigned agrees, if awarded the Contract, to enter into a Contract with the CDA and will execute the Agreement.
2. 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.
3. Addenda Nos. _____ have been received and incorporated in this Bid.

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)

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

RETURN TO CDA

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