

August 24, 2026

Request for Bids

Line Cleaning Contract Services

Properties located throughout Dakota County

for the:

Dakota County CDA
1228 Town Centre Drive
Eagan MN 55124

Contact:

Anna Judge
Director of Property Management
Dakota County CDA
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REQUEST FOR BIDS (RFB)

Line Cleaning Service

Dakota County CDA, MN

The Dakota County Community Development Agency (CDA) is soliciting bids for Line 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 September 30, 2029.

Proposal due date:	October 1, 2026
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.

A bid bond and performance bond are required for project pricing over \$100,000.00.

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 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:

The CDA has 31 apartment style buildings. The Jet Cleaning Services are conducted annually at all sites except for Haskell Court, which is done twice a year. The primary goal of the cleanings will be to eliminate the occurrence of water line blockage.

1. Scope of Work— Jet Cleaning Requirements

a. General description of the work-

Senior Developments and Youth Building: Jet cleaning the water lines of all 1st floor kitchen sinks to the garage level and horizontally until they can be jet cleaned from the main water line. The main water line must then be jet cleaned to the city line. The services will be considered completed when all the debris has been evacuated from the water lines specified in this scope. Preventative Drain cleaning will be done for the community kitchen water lines at each site annotated on the Bid Form.

The catch basin in the garage of each site will be cleaned out annually while jet cleaning the building with at least 50 feet of the catch lines being jet cleaned.

All sites will be serviced annually.

All main line jet cleaning must be done with at least a ½” remote hose.

b. Scheduling of Work and Paperwork

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 Mangement of the CDA.

All invoices should be emailed to AP@dakotacda.org.

c. 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 ¼” 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’s name and company name must be legible from 6’ away.

Subcontractors that do not have proper identification may be asked to the site until they have their identification displayed on them. The subcontractor will not 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.

Bid Form

Property (# of Kitchen Sinks)	Site Address	Pricing Year 1	Pricing Year 2	Pricing Year 3
Argonne Hills (21)	17688 Junelle Path, Lakeville			
Cahill Commons (19)	5840 Cahill Avenue, Inver Grove Heights			
Cambrian Commons (20)	14736 Cambrian Avenue, Rosemount			
Cameo Place (16)	3101 Lower 147th St, Rosemount			
Carmen Court (18)	5825 Carmen Ave, Inver Grove Heights			
Cobblestone Square (19)	15848 Emperor Avenue, Apple Valley			
Cortland Square (18)	7385 157th St West, Apple Valley			
Crossroads Commons (23)	17725 Glasgow Avenue, Lakeville			
Dakota Heights (17)	337 15th Avenue North, South St. Paul			
Eagle Ridge Place (19)	12600 Eagle Ridge Dr, Burnsville			
Gateway Place (17)	975 South Robert Street, West St. Paul			
Haskell Court (17)	140 East Haskell, West St. Paul			
Hillcrest Pointe (23)	9170 Cahill Avenue, Inver Grove Heights			
Lakeside Pointe (18)	1200 Town Centre Drive, Eagan			
Main Street Manor (8)	8725 209th St, Lakeville			
Mississippi Terrace (14)	301 Ramsey St, Hastings			
Nicols Pointe (13) 12 on 2 nd flr	4012 Nicols Rd, Eagan			
O' Leary Manor (20)	1220 Town Centre Dr, Eagan			
Oakwoods East (17)	2061 Park Center Drive, Eagan			
Oakwoods of Eagan (20)	2065 Park Center Dr, Eagan			
Orchard Square (19)	7375 157th St West, Apple Valley			
Park Ridge Place (20)	330 East Burnsville Parkway, Burnsville			
Parkview Plaza (20)	730 South Plaza Dr, Mendota Heights			
River Heights Terrace (17)	1720 Thompson Ave, South St. Paul			
Rivertown Court (20)	1791 South Frontage Road, Hastings			
The Dakotah (15)	900 South Robert Street, West St. Paul			
Thompson Heights (20)	1350 Thompson Avenue, South St. Paul			
Vermillion River Crossing (21)	21400 Dushane Parkway, Farmington			
Village Commons (19)	720 Linden Street, Mendota Heights			
Winsor Plaza (21)	20827 Howland Ave, Lakeville			
Lincoln Place – Youth Hsg (4)	1997 Gold Trail, Eagan			
Senior/Youth Subtotal		\$	\$	\$
3 Year Total		\$		

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

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)

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)

3. How many years has your organization been in business? _____

4. How many years has your organization been in business under its present business name? _____

5. 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: _____

6. If individual or partnership, answer the following:

Date of organization: _____

7. Name and address of all partners: _____

8. We normally perform _____ % of the work with our own forces.

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

RETURN TO CDA

10. List your principal subcontractors, if any?

11. List your principal suppliers:

12. List your bank references:

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

1.

2.

3.

14. 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