



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

CONTRACT CLEANING SERVICES

Clermont Metropolitan Housing Authority (CMHA) is accepting quotes from qualified contractors for cleaning services (as needed) at various public housing properties located throughout Clermont County. The contractors or individuals doing so automatically agree to abide by all terms and conditions listed herein and within the following attachments. Quotes must be submitted on the proposal form provided by CMHA. Additional copies of the proposal forms are available at our Administrative Office located at 65 S Market St Batavia, OH or at CMHA's website at www.clermontmha.org.

Deadline for Submission

You can submit the quotes to CMHA at 65 S Market St Batavia, OH or via fax to 513-732-0851 or by email to renst@clermontmha.org. All forms and relevant documents for this quote must be signed and submitted no later than **10 a.m. on December 19, 2022.**

Retention

All submitted documents become the property of CMHA and will not be returned to the vendor.

Frequency

The prices submitted should be calculated on a per service basis. All miscellaneous fees, cost for permits, etc. shall be included in the stated price on the Proposal Form. CMHA is a non-profit entity that is exempt from taxes and will furnish a tax-exempt certification upon request.

Contract Term

The contract term will be for two years **January 1, 2023 through December 31, 2024** with CMHA having the option to renew for one additional year based on the agreement of both parties.

Site Visit

Vendors may schedule a site visit with Rick Ernst, Maintenance & Modernization Supervisor (M&MS) to fully acquaint oneself with the conditions relating to the property to be serviced.

Complaints

All complaints concerning unfinished or unsatisfactory work will be communicated to the vendor by CMHA. If these complaints are not resolved or satisfactory arrangements are not made within twenty-four hours, CMHA may, at its sole discretion, have the work completed and the cost of such work shall be deducted from the payment to the contractor.

Assignment

Unless otherwise agreed upon in writing by CMHA, the contractor shall not assign the contract to any other party. No subcontracting of the work will be permitted.



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Payment Schedule

The contractor is to submit an invoice for work completed within 2 weeks of services performed. All invoices will be submitted to M&MS prior to payment. Payment will be bi-weekly, subject to the acceptable completion of work.

Hold Harmless Clause

Contractor will hold the owner harmless from all negligent actions the contractor of his/her employees' cause.

Property Damage

The contractor agrees to take extreme care not to damage or destroy CMHA or resident's property, including but not limited to personal, building and vehicles. Should any damage occur the contractor is expected to correct the issue to the complete satisfaction of CMHA prior to final contract payment. Precautions will be taken to prevent harm to personnel and damage to property resulting from flying debris. The contractor is responsible for the cost of reimbursement or repairs. Care to be taken to prevent damage to trees, shrubs, buildings, and personal belongings while mowing. The contractor is responsible for the cost of reimbursement or repairs.

Breach of Contract

Any breach of this contract will result in CMHA withholding payment to the contractor until satisfactory results are obtained.

Default by Proposer

In the event of default by the successful proposer, CMHA may procure the services specified from other sources. The proposer agrees to reimburse CMHA for any additional costs incurred because of such default.

Termination

Regarding cancellation rights, this contract is subject to seven (7) days written notice of cancellation by either party. In this event, a complete accounting of services performed, and payments received may be submitted by the contractor to CMHA for approval.

Awards

CMHA reserves the right to cancel this award or to reject, in whole or in part, all proposals received in response to this request, upon its determination that such cancellation or rejection is in the best interests of CMHA. CMHA further reserves the right to waive any minor informalities in any proposals received if it is in the public interest to do so. The decision as to who shall receive a contract award, or whether an award shall be made because of this award, shall be at the absolute, sole discretion of CMHA. CMHA reserves the right to make award to a single contractor or to make awards to multiple contractors.



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Liability & Indemnification

The successful contractor will be required to furnish certification of insurance indicating that the following coverages are procured and maintained.

- Workers' Compensation and Employer's Liability Insurance.
- Public Liability and Property Damage Liability Insurance, including contractual liability and property damage.
- Vehicle Liability Insurance which will cover all owned, non-owned or hired vehicles, with limits of not less than \$500,000/\$500,000 for personal injury and \$500,000/\$500,000 for property damage.

All insurance shall be carried with companies that are financially responsible. If such insurance is due to expire during the contract period, the Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to CMHA any time CMHA makes a request. The successful Contractor shall, at its own expense, protect, defend, indemnify, save, and hold harmless the PHA officers, employees and agents from all claims, damages, lawsuits, costs, and expenses including, but not limited to, all costs from administrative proceedings, court costs, and attorney fees that the PHA may incur because of the acts, omissions or negligence of the contractor or its employees' agents or subcontractors that may arise out of the agreement.

Complete and Accurate Submissions

A contractor's failure to provide accurate information in response to this award may disqualify them from further participation in the selection process.

Supplies

The contractor will need to include supplies needed in the price quote sheet attached.

Hours of Operation

For occupied units, the contractor cannot start prior to 8 am and cannot continue to work past 5 pm. For unoccupied units, the contractor can work when they prefer --- on evenings, and weekends--- but at no additional cost to CMHA. If a vendor plans to work in the unit outside of normal business hours (8:00 am – 4:30 pm M-F) please notify the M&MS. The payment schedule provided will be used to determine reimbursement for work completed.

Portfolio

CMHA currently owns 26 Project Based Units in New Richmond, 195 Public Housing units spread across Clermont County (27 Williamsburg Woods, 25 Monroe Woods, 81 Bethel Woods, 54 Scattered Sites, and 8 at Felicity) and own 3 Single Family homes under Business Activities.



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CONTRACT CLEANING SERVICES – PRICING SHEET

Company Name _____

Point of Contact _____

Company Address _____

Company Phone _____ **After Hours Phone** _____

Company Email _____

The undersigned having carefully read the terms and conditions of the Quote for Cleaning Services, does hereby offer to perform such services, of the type and manner described, at the rates indicated below. Cleaning is provided on an “as needed” basis.

Scope of Work

- 1) WINDOWS
Clean all windows (inside and outside), except for upstairs windows at Monroe Woods & Williamsburg Woods.
- 2) KITCHEN
 - a. Clean all kitchen cabinets (inside and out – including the tops), countertops and sinks and faucets.
 - b. Clean entire refrigerator (inside and out).
 - c. Clean entire stove (inside and out). Grease pans DO NOT NEED to be cleaned.
 - d. Clean range hood (inside and out).
 - e. Floors DO NOT NEED to be cleaned as the floors will be stripped at move.
- 3) BATHROOM(S)
 - a. Clean all bathroom cabinets (inside and out – including the tops), countertops, vanity, sinks, fixtures, and faucets.
 - b. Clean the medicine cabinet (inside and out).
 - c. Clean the tub including the walls and fixtures.
 - d. Clean the toilet (inside and out).
 - e. Floors DO NOT NEED to be cleaned as the floors will be stripped at move.
- 4) LAUNDRY/UTILITY ROOM
 - a. Laundry Tub (inside and out).
 - b. Outside of water heater (top and sides).
 - c. Outside of the furnace cabinet (top and sides).
 - d. Wipe down the face of the breaker panel.
 - e. Wash off the washer & dryer if present.
- 5) LIGHT GLOBES
Take down the light globes and clean them inside and out. Wipe down fixture base.
- 6) HEAT DUCTS/REGISTERS
Register pulled and cleaned. The inside of the duct vacuumed out under the register face.
- 7) BASEBOARD HEATERS
Remove the front off the baseboard heater. Vacuum out the coils of the baseboard heater.



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Cleaning Prices

	1 Bed	2 Bed	3 Bed	4 Bed & 1 Bath	4 Bed & 1 & ½ Bath	5 Bed & 2 Full Bath
Unit Size						

Further, the undersigned:

1. Proposes to furnish all labor, equipment, and materials necessary to perform the contract requirements. *No subcontracting is permitted.*
2. Agrees to perform all required work in accordance with all elements of this quote.
3. Certifies that neither I, nor any of my business partners, have been debarred by HUD.
4. Submits this Proposal in good faith and without fraud or collusion.
5. Submits this Proposal without a conflict of interest with any party associated with CMHA, its employees or Board of Commissioners.

Printed Name of Submitter _____

Signature of the Submitter _____ **Date** _____



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*****List of Scattered Sites Listed Below which will be assigned on an “as needed” basis.**

#	House	Address	City	Zip	#	House	Address	City	Zip
1	2212	Berry Rd	Amelia	45102	30	5699	Tall Oaks	Milford	45150
2	3164	Lindale Mt. Holly Rd	Amelia	45102	31	5737	Lindaway Drive	Milford	45150
3	3471	ST RT 132	Amelia	45102	32	6019	Ring Lane	Milford	45150
4	3493	Virginia Drive	Amelia	45102	33	711	Osage Trail	Milford	45150
5	155	N. Sixth Street	Batavia	45103	34	5720	East Tall Oaks	Milford	45150
6	4146	ST RT 276	Batavia	45103	35	2055	Harvey Rd	New Richmond	45157
7	2875	Batavia Wmsbg Pike	Batavia	45103	36	5956	Newtonsville Road	Newtonsville	45158
8	128	S. Ash Street	Bethel	45106	37	138	Wilmar Avenue	Williamsburg	45176
9	2635	Runway Avenue	Bethel	45106	38	169	Wilmar Avenue Lot 10	Williamsburg	45176
10	3317	Ohio Avenue	Bethel	45106	39	348	Lytle Avenue	Williamsburg	45176
11	3411	ST RT 774	Bethel	45106	40	356	Lytle Street	Williamsburg	45176
12	3507	Inez Avenue	Bethel	45106	41	349	S. Fourth Street	Williamsburg	45176
13	205	South Street	Bethel	45106	42	650	Charwood Dr	Cincinnati	45244
14	221	South Street	Bethel	45106	43	635	Charwood Dr	Cincinnati	45244
15	231	N Main Street	Bethel	45106	44	444	Odin Drive	Cincinnati	45244
16	274	E Plane Street	Bethel	45106	45	450	Odin Drive	Cincinnati	45244
17	527	S Union Street	Bethel	45106	46	454	Odin Drive	Cincinnati	45244
18	215	Holly Lane	Bethel	45106	47	517	Odin Drive	Cincinnati	45244
19	6036	Belfast Road	Goshen	45122	48	497	Glenrose Lane	Cincinnati	45244
20	6283	ST RT 132	Goshen	45122	49	520	Glenrose Lane	Cincinnati	45244
21	2340	Cedarville Road	Goshen	45122	50	645	Carefree Drive	Cincinnati	45244
22	2358	ST RT 131	Goshen	45122	51	4253	Bantam Lane	Cincinnati	45244
23	1817	Lois Lane	Goshen	45122	52	4356	Beechmont Drive	Cincinnati	45244
24	1497	Woodland Drive	Loveland	45140	53	4406	Norway Ct	Cincinnati	45244
25	1501	Royal Oak Ct	Loveland	45140	54	4686	Galaxy Lane	Cincinnati	45244
26	1505	Meadowbrook Drive	Loveland	45140	55	4839	Dearborn Ct	Cincinnati	45244
27	1529	Rolling Knoll	Loveland	45140	56	4745	Beechwood Road	Cincinnati	45244
28	4702	Tealtown Road	Milford	45150	57	550	Berry Court	Cincinnati	45244
29	5696	Longfield Drive	Milford	45150					

DO YOU HAVE EVERYTHING?

- 1) Pricing Form for Full Service (2 coat service) _____
- 2) Pricing Form for Touch Up Service (1 coat service) _____
- 3) Cleaning References _____
- 4) Vendor Packet _____
- 5) W-9 Form _____
- 6) Insurance Documentation Outlined on Page 3 _____
- 7) HUD 5370-C General Conditions for Non-Construction Contracts: Section II _____



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CLEANING REFERENCES

List A Minimum of Three References You Have Done or Currently Do Work For:

1. Name of Business: _____
Point of Contact for Business: _____
Address: _____
Phone: _____
What Services Did You Provide? _____
 Currently Do Work Used to Do Work. When Stopped? _____
2. Name of Business: _____
Point of Contact for Business: _____
Address: _____
Phone: _____
What Services Did You Provide? _____
 Currently Do Work Used to Do Work. When Stopped? _____
3. Name of Business: _____
Point of Contact for Business: _____
Address: _____
Phone: _____
What Services Did You Provide? _____
 Currently Do Work Used to Do Work. When Stopped? _____

Past Work History

1. Have you ever worked with CMHA in the past? Yes or No
If Yes, in what capacity? _____
If Yes, when did you last work with CMHA? _____
2. Experience with Projects of Similar Size and Scope Yes or No

Employee Information

1. How many full-time employees work for your company? _____