

Muskegon Housing Commission RFP

Maintenance Services Proposals– The Muskegon Housing Commission (MHC) is seeking bids from maintenance contracting firms, independent contractors and/or service providers to provide one or more of these services: painting and cleaning at all Public Housing properties. The MHC manages a 160-unit apartment complex and (3) duplexes (total 6 units).

Maintenance Service Proposal Specifications can be reviewed under “RFP” at www.muskegonhousing.org or picked up from the MHC office at 1080 Terrace St., Muskegon, MI 49442 now through December 26, 2016 (Monday - Friday). Bids are due in the MHC office by 11:30 a.m. on December 27, 2016 to the Attn: Gerald A. Minott II, Executive Director, Muskegon Housing Commission, and will be opened at 11:45 a.m. on December 27, 2016. The Muskegon Housing Commission reserves the right to reject any and all bids. EOE. Call (231) 722-2647 for details.

2016 Maintenance Specifications:

- Apartment Cleaning – Contractor must clean and sanitize entire apartment and/or duplex unit, which may include tile and/or carpet. Apartment cleaning includes: strip and apply two (2) coats of floor wax, lift stains and shampoo carpet, clean inside of all closets, shelves, pantries, cupboards, appliances, range hoods, windows, tubs, vanity, wash basin, light fixtures, doors; within (2) days of notification to avoid a 10% per day penalty. After Contractor Notification timeline would commence the following working day. The 10% per day penalty will be deducted by the MHC from payments due contractor. Contractor must provide commercial cleaning products and equipment.
- Duplex unit cleaning includes: lift stains and shampoo carpet, mopping of vinyl floor, clean inside of all closets, shelves, pantries, cupboards, appliances, range hoods, windows, tubs, vanity, wash basin, light fixtures, and basement. Contractor must have unit cleaned and ready for occupancy within (2) days of notification to avoid a 10% per day penalty. After Contractor Notification timeline would commence the following working day. The 10% per day penalty will be deducted by the MHC from payments due contractor. Contractor must provide commercial cleaning products and equipment.

General contractor must carry general liability insurance of at least \$500,000 and carry worker’s compensation insurance. The MHC must be named as additionally insured. Payment invoices must include date of service and apartment and/ or duplex unit cleaned.

Proposal must include per apartment cost and per duplex unit cost.
Cleaning references desired.

- Apartment Painting– Contractor to provide per unit painting cost for entire apartment and/or duplex painting (price includes the painting of all ceilings, all walls, all bi-fold closet doors and all trim. MHC shall specify paint colors and brands. Each one-bedroom apartment contains approximately 500 square feet. Each duplex contains approximately 1200 square feet. Contractor to provide paint and accessories. Work to be completed within (2) days of notification to avoid a 10% per day penalty. Notification timeline would commence the following working day. Work must be up to MHC standards. Contractor must carry general liability insurance of at least \$500,000 and carry worker’s compensation insurance. On invoice denote apartment/duplex painted scope of work done and cost.

Proposal must include per apartment cost and per duplex unit cost.
Painting references desired.