

March 3, 2025

Request for Pricing

Window Washing Contract Services

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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REQUEST FOR BIDS (RFB)

**Window Washing Services: Senior Housing and other listed sites
Dakota County CDA
1228 Town Centre Drive
Eagan, MN 55123**

Qualified contractors are invited to submit a bid for the above noted services.

On site review: by contractors
Bids due: March 28, 2025 before 4PM (CDT)
Contract start date: April 15; WEATHER PERMITTING
Contract completion: A three-year contract

A bid bond and performance bond is required for project pricing in excess of \$100,000.00 per year. For uniformity, please submit your bid on the **Bid Form** included in this RFB. All costs and alternates must be filled in; incomplete bids will be rejected. All bids must be signed. The contract will be awarded to the low, qualified bidder.

This is an informal bid process. Bids can be e-mailed.

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 price 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" in the property listing. 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).

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 five years of experience constructing projects of the size and type of this one or larger. A list of at least three references and a minimum of five 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

(page two RFB continued)

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 properties 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 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 and within (30) days of the work completion. 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.

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 RFP for further information and requirements.

Respectfully,

Anna Judge
Director of Property
Management

office: 651-675-4501

e-mail: ajudge@dakotacda.org

DAKOTA COUNTY CDA PROPERTIES

Public Housing

Colleen Loney Manor 1675 Livingston Avenue, West St. Paul 55118

Senior

Orchard Square 7375 – 157th Street W, Apple Valley 55124
Cortland Square 7385 – 157th Street W, Apple Valley 55124
Cobblestone Square 15848 Emperor Avenue, Apple Valley 55124
Eagle Ridge Place 12600 Eagle Ridge Drive, Burnsville 55337
Park Ridge Place 330 E. Burnsville Parkway, Burnsville 55337
Oakwoods Of Eagan 2065 Park Center Drive, Eagan 55122
Oakwoods East 2061 Park Center Drive, Eagan 55122
O’Leary Manor 1220 Town Centre Drive, Eagan 55122
Lakeside Pointe 1200 Town Centre Drive, Eagan 55123
Vermillion River Crossing 21400 DuShane Parkway, Farmington 55024
Mississippi Terrace 301 Ramsey Street, Hastings 55033
Rivertown Court 1791 S. Frontage Road, Hastings 55337
Carmen Court 5825 Carmen Avenue, Inver Grove Heights 55076
Cahill Commons 5740 Cahill Avenue, Inver Grove Heights 55124
Hillcrest Pointe 9170 Cahill Avenue, Inver Grove Heights 55076
Argonne Hills 17688 Junelle Path, Lakeville 55044
Main Street Manor 8725 – 209th Street, Lakeville 55044
Winsor Plaza 20827 Howland Avenue, Lakeville 55044
Crossroads Commons 17725 Glasgow Avenue, Lakeville 55044
Parkview Plaza 730 S. Plaza Drive, Mendota Heights 55118
Village Commons 720 Linden Street, Mendota Heights 55120
Cameo Place 3101 L. 147th Street, Rosemount 55068
Cambrian Commons 14736 Cambrian Avenue, Rosemount 55068
Dakota Heights 337 – 15th Ave. N., South St. Paul 55075
River Heights Terrace 1720 Thompson Avenue, South St. Paul 55075
Thompson Heights 1350 Thompson Avenue, South St. Paul 55075
The Dakotah 900 S. Robert Street, West St. Paul 55118
Haskell Court 140 E. Haskell, West St. Paul 55118

Youth Housing

Lincoln Place 1997 Gold Trail, Eagan 55122

Singles Housing

Gateway 895 S. Robert Street, West St. Paul 55118

Veterans Housing

Nicols Pointe 4012 Nicols Road, Eagan MN 55122

Notes:

All buildings are 3 stories over an underground parking garage, except for Collen Loney Manor, which is a 4 story, slab-on-grade building without a parking garage.

Bid Form

Common Area Screen removal/washing/replacement Exterior and Interior Common Areas Window and Door cleaning No individual resident units should be counted or cleaned

The work shall be done with ladders, window squeegees, non-acidic glass cleaner or mild soap, to a streak free surface. The screens to be removed & washed and replaced by contractor, contractor shall provide an electronic schedule of all the work at least (10) days before the start work.

The undersigned, having carefully examined the Project Manual prepared by The Dakota County CDA for the following work: **Common area screen removal, cleaning, and replacement and all common area interior and exterior window washing, and having examined the site to determine the number of windows and doors that need to be cleaned at each location**, and are familiar with the local conditions affecting the cost of the work, hereby proposes to furnish all labor, material, equipment, tools, transportation, taxes and services necessary to complete the work in accordance with the proposed Contract Documents for the following sums:

Site Name: **Bid to remove, wash and replace all common area screens and wash interior and exterior common area windows and doors**

1. Colleen Loney Manor \$ _____
2. Orchard Square \$ _____
3. Cortland Square \$ _____
4. Cobblestone Square \$ _____
5. Eagle Ridge Place \$ _____
6. Park Ridge Place \$ _____
7. Oakwoods of Eagan \$ _____
8. Oakwoods East \$ _____
9. O'Leary Manor \$ _____
10. Lakeside Pointe \$ _____
11. Vermillion River Crossing \$ _____
12. Mississippi Terrace \$ _____
13. Rivertown Court \$ _____
14. Carmen Court \$ _____
15. Cahill Commons \$ _____
16. Hillcrest Pointe \$ _____
17. Argonne Hills \$ _____

- 18. Main Street Manor \$ _____
- 19. Winsor Plaza \$ _____
- 20. Crossroads Commons \$ _____
- 21. Parkview Plaza \$ _____
- 22. Village Commons \$ _____
- 23. Cameo Place \$ _____
- 24. Cambrian Commons \$ _____
- 25. Dakota Heights \$ _____
- 26. River Heights Terrace \$ _____
- 27. Thompson Heights \$ _____
- 28. The Dakotah \$ _____
- 29. Haskell Court \$ _____
- 30. Lincoln Place \$ _____
- 31. Gateway \$ _____
- 32. Nicols Pointe \$ _____

TOTAL for 2025	
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Year 2 (2026) _____ % increase

Year 3 (2027) _____ % increase

In submitting this Bid, it is understood that the right is reserved by the Dakota County Community Development Agency, to reject any and all bids. If written notice of the acceptance of this Bid is mailed, telegraphed or delivered to the undersigned within (90) days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form and furnish the required bond within (10) days after the contract is presented to his or her for signature.

The CDA may request an Affidavit of Non-Collusion. A **Qualifications Statement** is also required.

Date: _____

(Company Name)

(Company Address)

(Signature of Officer)

(Title)

(Phone Number)

(Federal I.D. Number)

CONTRACTOR'S QUALIFICATION STATEMENT

SUBMITTED BY _____

CORPORATION _____

ADDRESS _____

PARTNERSHIP _____

PRINCIPAL OFFICE _____

INDIVIDUAL _____

PHONE _____

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:
 - Name and address of all partners:
5. We normally perform _____% of the work with our own workforce.
6. Have you ever failed to complete any work awarded to you?
If so, note when, where, and why:
7. List the experience of the principal individuals of your organization:

8. List your principal subcontractors:

9. List your principal suppliers:

10. List your bank references:

11. List three completed projects who may be contacted as references. Number and contact name.
 - a.

 - b.

 - c.

12. List insurance requirements:

Name of insurance company:

Name of insurance agent:

Agent's phone number:

13. Are you licensed by the State of Minnesota?

List other licenses held:

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_____

Submit this form as part of Bid response.