



**HOUSING AUTHORITY OF THE COUNTY OF YOLO
REQUEST FOR PROPOSALS**

For

Unit Turn- Cleaning Services

RFP# P2025-001-Rev-001

Released Date: May 5, 2025

Proposal Due: May 27, 2025

147 West Main Street,
Woodland, CA 95695
www.ych.ca.gov
530-662-5428

1. Introduction

The Housing Authority of the County of Yolo is seeking proposals from qualified and licensed cleaning service providers for Unit Turn Cleaning Services at its Residential Units. This Request for Proposal (RFP) aims to identify a vendor that can provide comprehensive cleaning services to maintain a clean, safe, and hygienic environment.

2. Background

The California Department of Housing and Community Development (HCD) Office of Migrant Services (OMS) oversees affordable rental housing during peak harvest season for migrant farmworkers and their families. Of the existing twenty-four (24) OMS housing centers statewide, Yolo County Housing operates three (3) Migrant Centers in Yolo and Solano County.

Yolo County Housing operates the following Residential Units:

- 1) Woodland:
 - a. Yolano/Donnelly – 132 units. Location: Lemen Ave, Woodland, CA
 - b. Cottonwood – 47 units. Location: 120N. Cottonwood, Woodland, CA
 - c. Trinity house - 4-bedroom home. Location: 214 Trinity St, Woodland, Ca
 - d. IGT House - 4-bedroom home. Location: 166 Buckeye St, Woodland, CA
- 2) Yolito – 10 units. Location: Sacramento St, Yolo, CA
- 3) Knights landing. Location: S. Oak Grove, Knights Landing, CA
- 4) Winters
 - a. El Rio Villas – 140 units. Location: 62 Shams Way, Winters, CA
- 5) Esparto – 16 Units. Location Antelope St, Esparto, CA
- 6) West Sacramento
 - a. Las Casitas – 76 units. Location: 685 Lighthouse Dr, West Sacramento, CA
 - b. Riverbend – 63 units. Location: 664 Cummings Way, West Sacramento, CA
 - c. Merkley – 12 units. Location: 1815 Merkley St, West Sacramento, CA

3. Objectives

The primary objective of this RFP is to ensure the unit turn at the listed facilities are maintained to high standards of cleanliness and hygiene, thereby providing a comfortable and safe environment for residents

4. Scope of Work

The Contractor shall perform cleaning work, including furnishing all labor, material, tools/equipment and services, for Residential Units. Cleaning services include but are not limited to cleaning of units windows, bathrooms, kitchen, appliances, stairs, walls.

The required cleaning services shall include Sweep all floor areas including wet mopping with appropriate cleaning product specific to cleaning materials such as tile, linoleum, stairs and cement areas, etc. Floors shall be free of dust, mud, sand, footprints, liquid spills, and other debris. Appliances and other moveable items shall be moved to clean underneath and behind. When completed, the floors shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of remaining dirt or standing water.

Clean all surfaces to include, but not limited to, doors, windows, shelving, floors and floorboards, moldings, stairs, cupboards, walls, ceilings etc.

Vacuum all carpets to ensure that they are free from dust, dirt, mud, etc.

Thorough cleaning and sanitation of toilets, bathroom mirrors, and shower/tub facilities, vanities and any other bathroom fixtures using suitable nonabrasive cleaners and disinfectants. All surfaces shall be free of grime, soap scum, mold, and smudges.

Thorough cleaning of kitchen and laundry facilities, to include sweeping and mopping the floor, wiping down and sanitizing the sinks, counters, and other surfaces, cleaning the inside, outside and on top of cabinets and pantry, microwaves, stove/oven, refrigerator and freezer.

Dust, remove grease marks and wipe down windows or fix glass panels on the inside and exterior, to include windows, windowsills and tracks.

Dust and wipe window blinds with a damp cloth to ensure that all dirt and smudges are removed.

Dust and wipe light fixtures, ceiling fans and chandeliers. When completed, the light fixtures shall be free from bugs, dirt, grime, dust, and marks.

4. Personnel:

- The contractor must provide trained and experienced staff.
- Background checks and proper identification for all personnel.
- Adequate supervision to ensure quality of work.

5. Supplies and Equipment:

- The contractor must provide all necessary cleaning supplies and equipment.
- Use of eco-friendly and non-toxic cleaning products where possible.

6. Health and Safety:

- Compliance with all relevant health and safety regulations.
- Use of personal protective equipment (PPE) as required.

7. Insurance:

- The contractor must carry adequate liability and worker's compensation insurance.

8. Proposal Requirements

Proposals should include the following:

- Company background and qualifications.
- Detailed description of services and methodology.
- Pricing breakdown. The pricing breakdown should be provided per unit.
- References from similar clients.
- Proof of insurance.

9. Evaluation Criteria

Proposals will be evaluated to determine the extent to which the firm's proposal meets the needs of Yolo County Housing. The following point values will be used for evaluation purposes:

- Experience of firm in unit turn cleaning services for housing authorities of local government 0-25 (points)
- Cost Factor- Pricing competitiveness 0-50 (points)
- Compliance with RFP requirements and list of references 0-25 (points)

10. Submission Instructions

Proposals must be submitted via email or hand-delivery by Tuesday May 27, 2025, 3:00PM

- Send proposals via email to nrasekh@ych.ca.gov or nrasekh@ych.ca.gov
- Hand or mail Delivery to Nesar Rasekh, Yolo County Housing, 147 W Main Street, Woodland, CA 95695
- For inquiries or if facilities visit is necessary, contact Tom Dogias at tdogias@ych.ca.gov.

11. Contract Term

The initial contract term will be for 1 year, with the two-year option to renew based on performance and mutual agreement.

10. Additional Information

Yolo County Housing reserves the right to amend the scope of work, accept or reject any proposals, and negotiate terms with the selected vendor.

This Scope of Work outlines the expectations and requirements for unit turn cleaning services at Yolo County Housing's facilities. Proposals should be comprehensive, addressing all the services and requirements outlined to ensure a thorough and competitive bid process.

The HOUSING AUTHORITY OF THE COUNTY OF YOLO
Price Proposal Sheet
For
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Price Proposal Sheet

No	Description	Unit	Price
1	Cleaning services for one-bedroom unit	Each	\$
2	Cleaning services for two-bedroom unit	Each	\$
3	Cleaning services for three-bedroom unit	Each	\$
4	Cleaning services for four bedrooms unit	Each	\$
5	Cleaning services for five-bedroom unit	Each	\$
Total Cost \$			\$

End of RFP