

REQUEST FOR BID

The Sault Ste. Marie Housing Commission will receive bids to clean vacant dwelling units in addition to cleaning Riverview Terrace, Arlington Towne Apartments, and JT Community Room until June 11, 2026, 1:00 p.m. at 608 Pine Street, P.O. Box 928, Sault Ste. Marie, MI 49783. A site visit of Riverview Terrace, Arlington Towne Apartments, and JT Community Room for contractors interested in submitting a bid will begin at 608 Pine Street on June 1, 2026, at 10:00 a.m. Lay out of dwelling units are attached. The term of this agreement will be for two (2) years, beginning July 1, 2026.

Bids will be reviewed at a later time, and successful Contractor shall be notified. Bids to be mailed in to the attention of Candy Seward-Farstad, Executive Director, Sault Ste. Marie Housing Commission, 608 Pine Street, P.O. Box 928, Sault Ste. Marie, MI 49783 with the outside of the envelope marked "Bid – Cleaning". Bids, whether mailed or hand delivered, will not be accepted if received after the above-mentioned date and time.

Bid to contain Contractor's Section 3 Plan and a written narrative on how the Contractor anticipates meeting the goal of 10% minority. An explanation of how the Contractor will report to the Housing Commission performance under the Section 3 Plan and the minority goal to be included in the narratives. Failure to do so may be cause for rejection of the proposal. If claiming minority status, Contractor shall furnish documentation of such status.

Before commencing work, the Contractor shall furnish the PHA with Certificate of Insurance showing insurance is in force as required. The Housing Commission is to be named as an additional insured and notified should the insurance be cancelled or expires.

HUD determined wage rates apply. Time sheets must be presented for each unit at the time request for payment is submitted.

Scope of the work includes labor, materials and equipment to clean vacant dwelling units to include strip, clean and wax tile floors (as needed); clean stove, refrigerator, sink, dishwasher, if applicable, and microwave, if applicable, inside and out; clean kitchen cabinets, inside and out, drawers and countertops; clean windows, including tracks, inside and out, weather permitting; clean bathroom (tub, toilet, sink, closet, etc.); wash walls, ceilings, doors, and closets; clean all light fixture covers; all exterior doors, inside and out, and clean radiation. If the unit has a basement, it is to be cleaned including: windows, including tracks, inside and out, weather permitting; clean laundry sink; sweep down floor joists; sweep and damp mop floors and clean radiation. This list is not all inclusive. The intent is for the unit to be cleaned completely to make it ready for the next tenant.

The Contractor is to begin work within three (3) workdays of contact by the Housing Commission. A typical unit will require one (1) day, possibly (2) day maximum, to complete.

Work will include cleaning and disinfecting Arlington Towne Apartments and Riverview Terrace one (1) time a week (scheduled day to be discussed). Scope of work includes labor, materials and equipment to clean each building: vacuuming each floor's hallway; wipe down handrails on all floors; vacuum all rugs in common area; dust and wipe down seating and area tables on all floors; dust common area on 1st floor; clean all window sills; wipe down laundry area; empty trash; vacuum and wipe down interior of elevators and exterior button panels on all floors; sweep and mop all hard floors (including stairwells once per month); clean/disinfect bathrooms in lobby; wipe down kitchen area; wash windows and glass doors at front entry; and wash all glass entry doors (interior/exterior) and all interior windows on ground floor once per month. JT Community Room cleaning would be on an as needed basis: clean/disinfect bathrooms; general cleaning of kitchen area (wipe down outside of stove, refrigerator, clean microwave, countertops, cabinet fronts and sink); wipe down table and chairs; remove trash; sweep/mop hard floors; vacuum rugs; and wash glass doors when necessary.

The bid price is to be valid commencing July 1, 2026.

The Sault Ste. Marie Housing Commission reserves the right to reject any or all bids or to waive any informalities in the bids and to award in the best interest of the Housing Commission.

Dwelling unit locations may include:

MI33-PO36-001 (Riverview Terrace and James Terrace)

0, 1 and 2 Bedroom

MI33-PO36-002 (Scattered Family Duplex)

1, 2, 3 and 4 Bedroom

MI33-PO36-003 (Arlington Towne Apartments)

1 Bedroom

MI33-PO36-008 and 009 (Scattered Single Family)

3 and 4 Bedroom

James Terrace Community Room:

One full-size kitchen

2 Bathrooms

One main room

One hallway

Tables/chairs

Riverview Terrace:

6 floors

2 Stairwells

One Community Room w/full-size kitchen

One Laundry Room

6 sitting areas

Misc. # of chairs throughout building

Arlington Towne Apartments:

2 Floors

2 Stairwells

One Community Room w/full-size kitchen

One Laundry Room

One sitting area

SAULT STE. MARIE HOUSING COMMISSION
BID FORM FOR CLEANING VACANT DWELLING UNITS
COMMENCING JULY 1, 2026

I propose cleaning vacant units, as necessary, as outlined in the Request for Bids. Per unit price is as stated below. Hourly rate charged \$ _____. Cost to reflect a "not to exceed" charge. If actual time spent on project is less or scope of work is less than complete cleaning as outlined in RFP, the Housing Commission is to be charged an hourly rate not to exceed the bid amount.

<u>LOCATION</u>	<u>COST</u>	<u>TIME</u>
<u>MI33-PO36-001</u>		
<u>Riverview Terrace</u>		
0 Bedroom	_____	_____
1 Bedroom	_____	_____
2 Bedroom	_____	_____
<u>James Terrace</u>		
1 Bedroom	_____	_____
2 Bedroom	_____	_____
<u>MI33-PO36-002 (Duplex Family)</u>		
1 Bedroom	_____	_____
2 Bedroom	_____	_____
3 Bedroom	_____	_____
4 Bedroom	_____	_____
<u>MI33-PO36-003 (Arlington Towne Apartments)</u>		
1 Bedroom	_____	_____
<u>MI33-PO36-008 and 009 (Single Family)</u>		
3 Bedroom	_____	_____
4 Bedroom	_____	_____

Hourly Rate Charged if doing partial unit: \$ _____.

I propose to clean James Terrace Community Room, as necessary, Riverview Terrace, and Arlington Towne Apartments as outlined in the Request for Bids. Per cleaning price is listed below. Hourly rate charged \$ _____. Cost to reflect a "not to exceed" charge. If actual time spent on project is less or scope of work is less than complete cleaning as outlined in RFB, the Housing Commission is to be charged an hourly rate not to exceed the bid amount.

<u>LOCATION</u>	<u>COST</u>	<u>TIME</u>
James Terrace Community Room:	_____	_____
Arlington Towne Apartments:	_____	_____
Riverview Terrace:	_____	_____

Be certain all elements of the RFB are included with this bid form.

Employer I.D. # _____

If claiming minority status, please specify _____.
(Documentation of minority status to be submitted with bid)

Submitted by: _____

Name of Firm: _____

Address: _____

Telephone Number: _____

Cell Phone: _____ email: _____

Date: _____

Section 3 Business Concern Certification for Contracting

Instructions: Enter the following information and select the criteria that applies to certify your business' Section 3 Business Concern status.

Business Information

Name of Business _____

Address of Business _____

Name of Business Owner _____

Phone Number of Business Owner: _____

Email Address of Business Owner _____

Preferred Contact Information: Same as above

Name of Preferred Contact _____

Phone Number of Preferred Contact _____

Type of Business (select from the following options):

Corporation Partnership Sole Proprietorship Joint Venture

Select from ONE of the following options below that applies:

At least 51 percent of the business is owned and controlled by low- or very low-income persons (Refer to income guidelines on next page).

At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers (Refer to definition on page 4).

Not Applicable

Business Concern Affirmation

I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information to the Sault Ste. Marie Housing Commission may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Print Name: _____

Signature: _____ Date: _____

*Certification expires within six months of the date of signature

Information regarding Section 3 Business Concerns can be found at [24 CFR 75.5](#)

FOR ADMINISTRATIVE USE ONLY

Is the business a Section 3 business concern based upon their certification?

YES NO

EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.

**Sault Ste. Marie Housing Commission
Section 3 Income Limits**

Eligibility Guidelines

The worker's income must be at or below the amount provided below for an individual (household of 1) regardless of actual household size.

Individual Income Limits for Chippewa County - FY 2026

Income Limits Category	FY 2024 Income Limits
Extremely Low Income Limits-(30%)	\$18,150.00
Very Low Income Limits - (50%)	\$30,250.00
Low Income Limits - (80%)	\$48,350.00

See <https://www.huduser.gov/portal/datasets/il.html> for most recent income limits.

Section 3 Worker Definition:

- A low or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or
- Employed by a Section 3 business concern; or
- A YouthBuild participant.
-

Targeted Section 3 Worker Definition:

- Employed by a Section 3 business concern or
- Currently meets or when hired met at least one of the following categories as documented within the past five years:
 - A resident of public housing; or
 - A resident of other public housing projects or Section 8-assisted housing; or
 - A YouthBuild participant.

SECTION 3 CLAUSE

All section 3 covered contracts shall include the following clause (referred to as the "Section 3 Clause"):

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.

C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

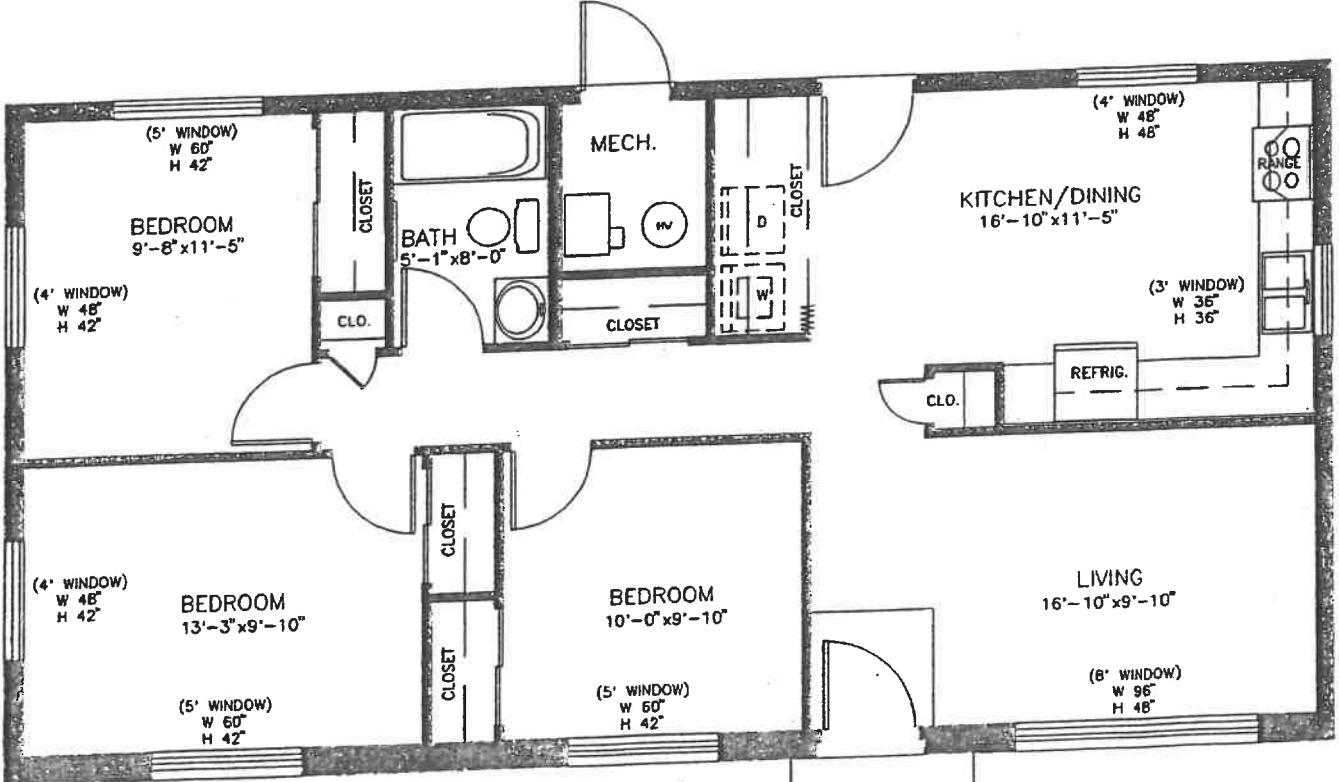
D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR 75.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR 75.

F. Noncompliance with HUD's regulations in 24 CFR 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

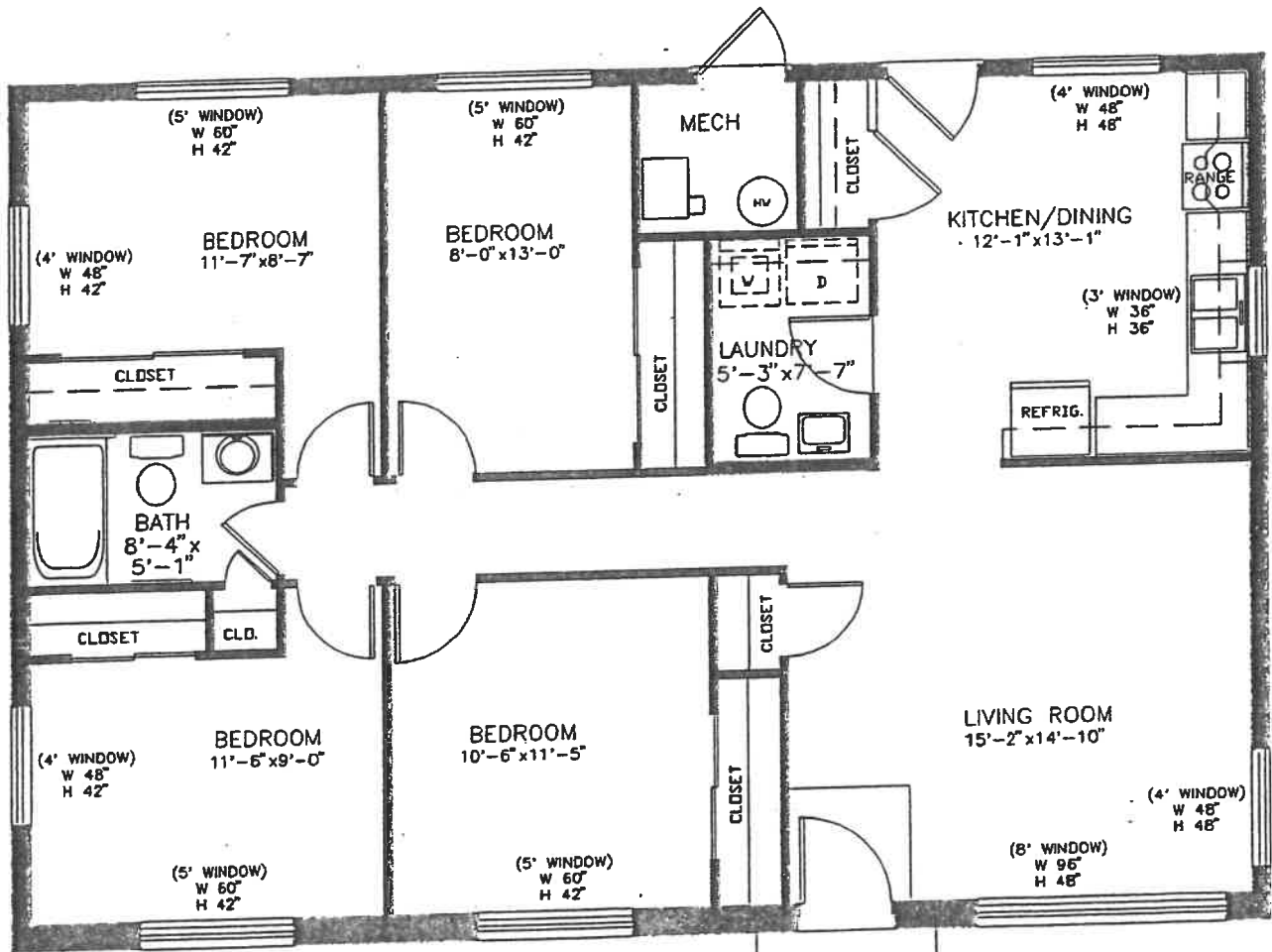
G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

SINGLE FAMILY 3BR



FLOOR PLAN DESIGN #8
930 SQUARE FEET

Single Family HBN

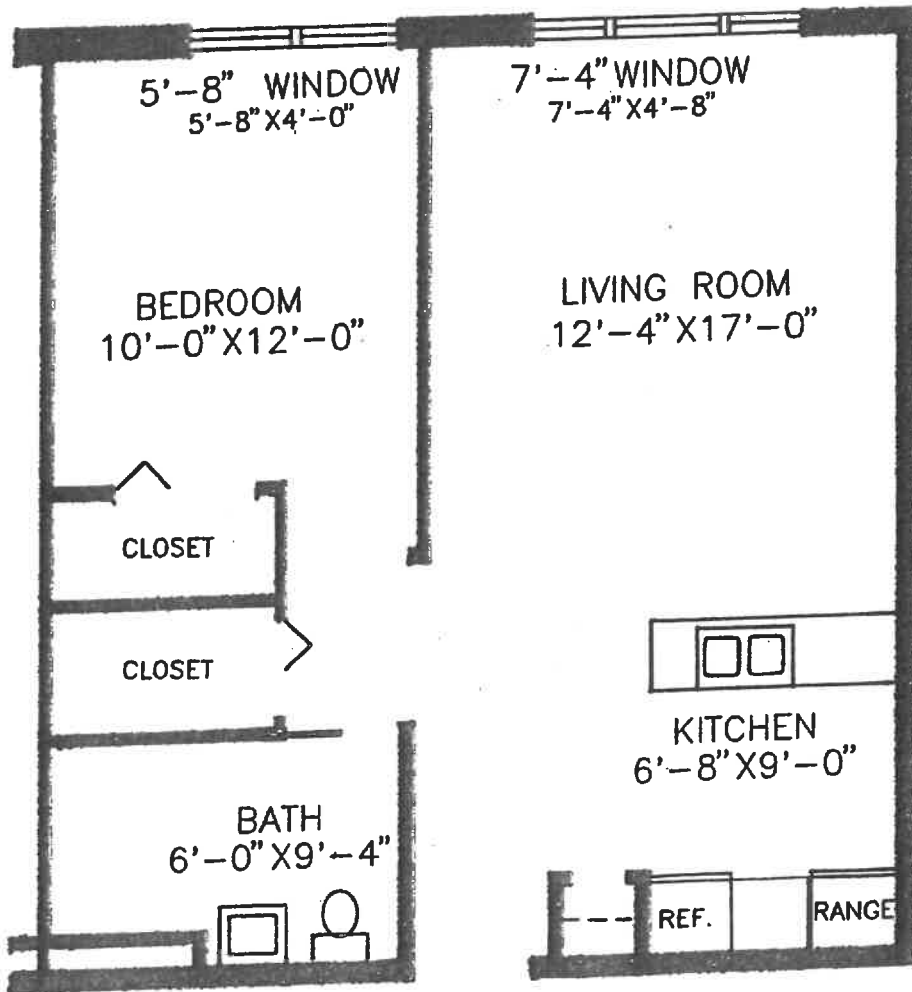


FLOOR PLAN DESIGN #5
1130 SQUARE FEET

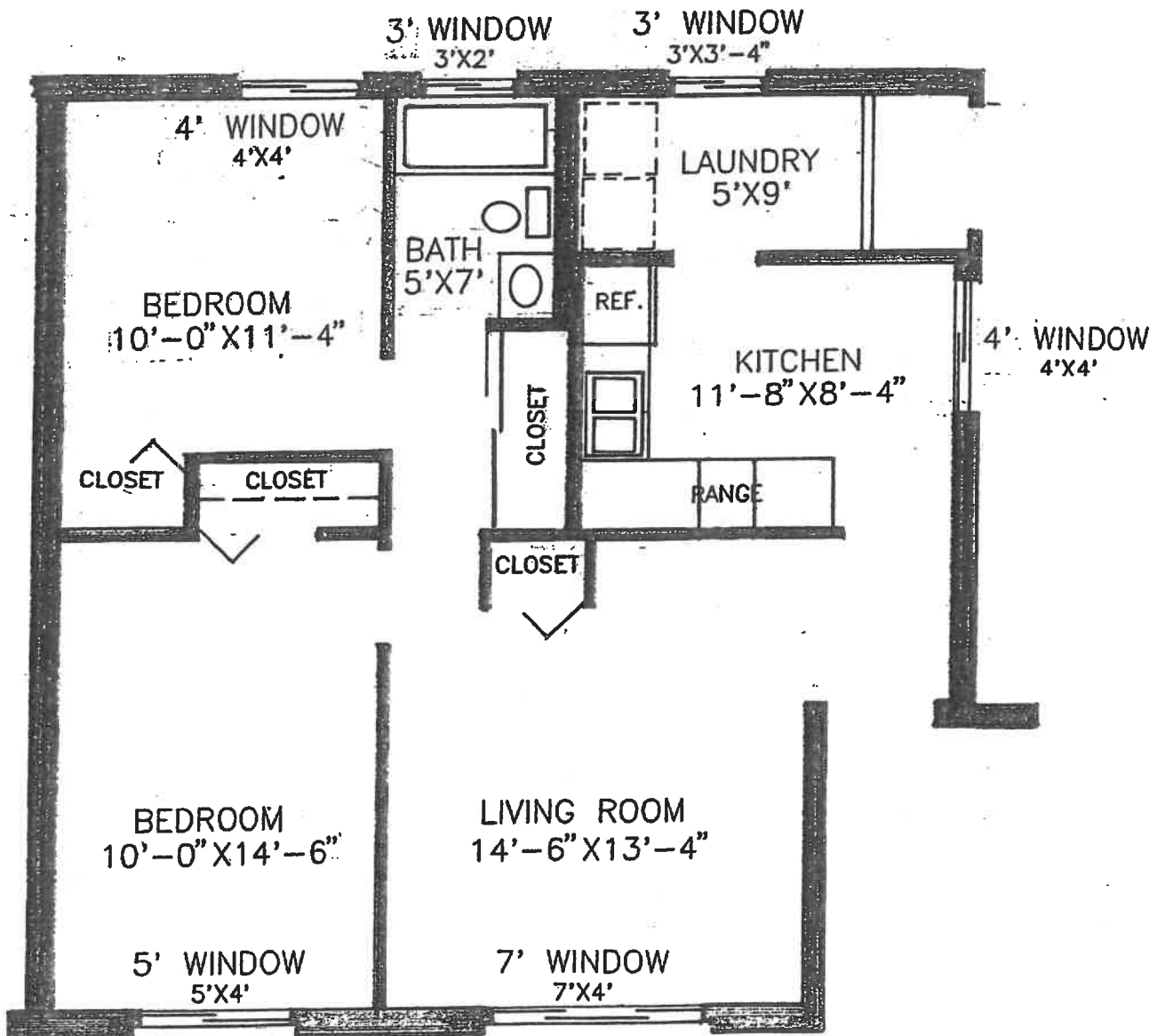
ATA 13M

600 S.F.

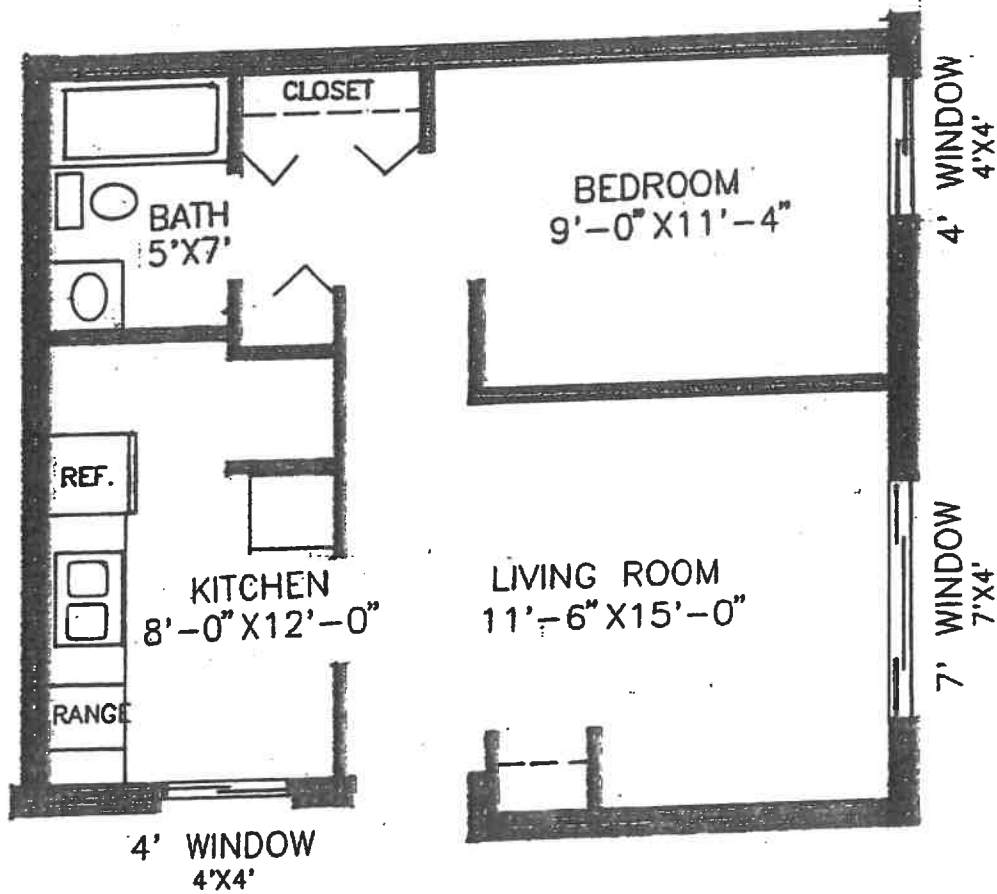
ATA



Pins 2BR
700 S.F.

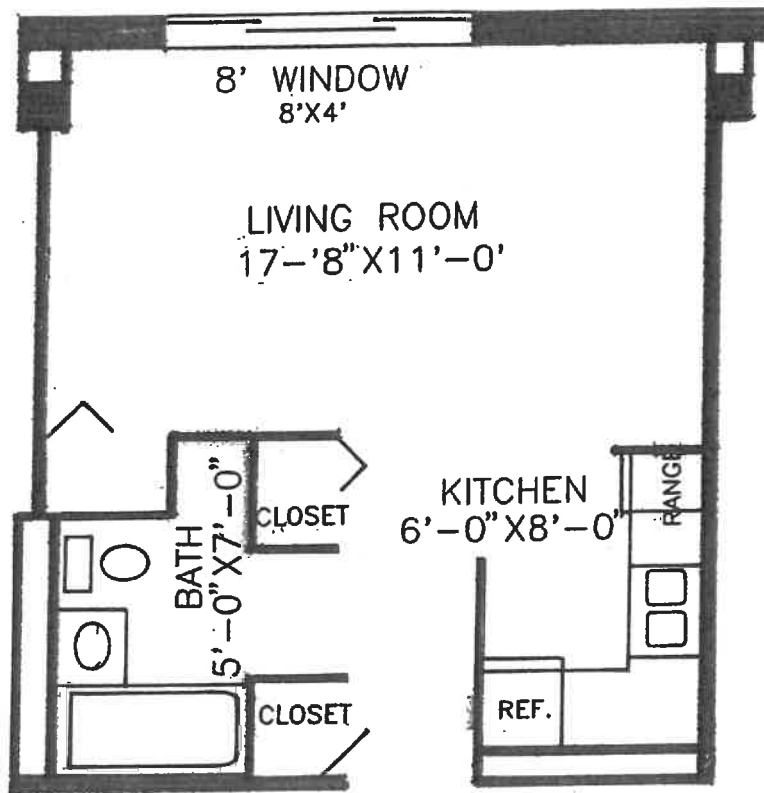


James Terrace #101 1B1

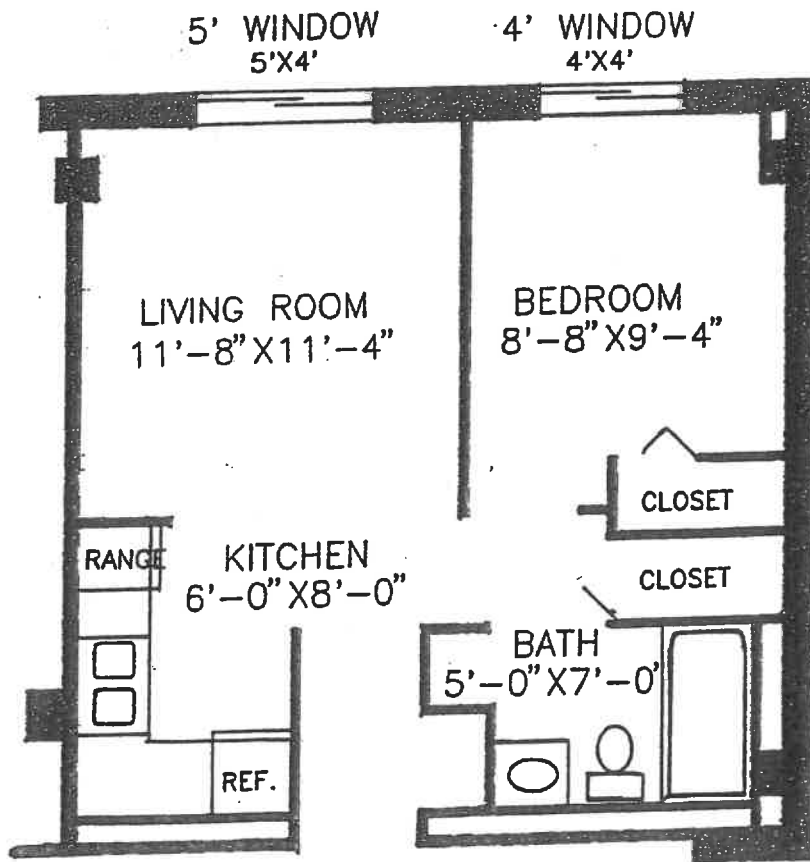


J.T.
530 Sg ft

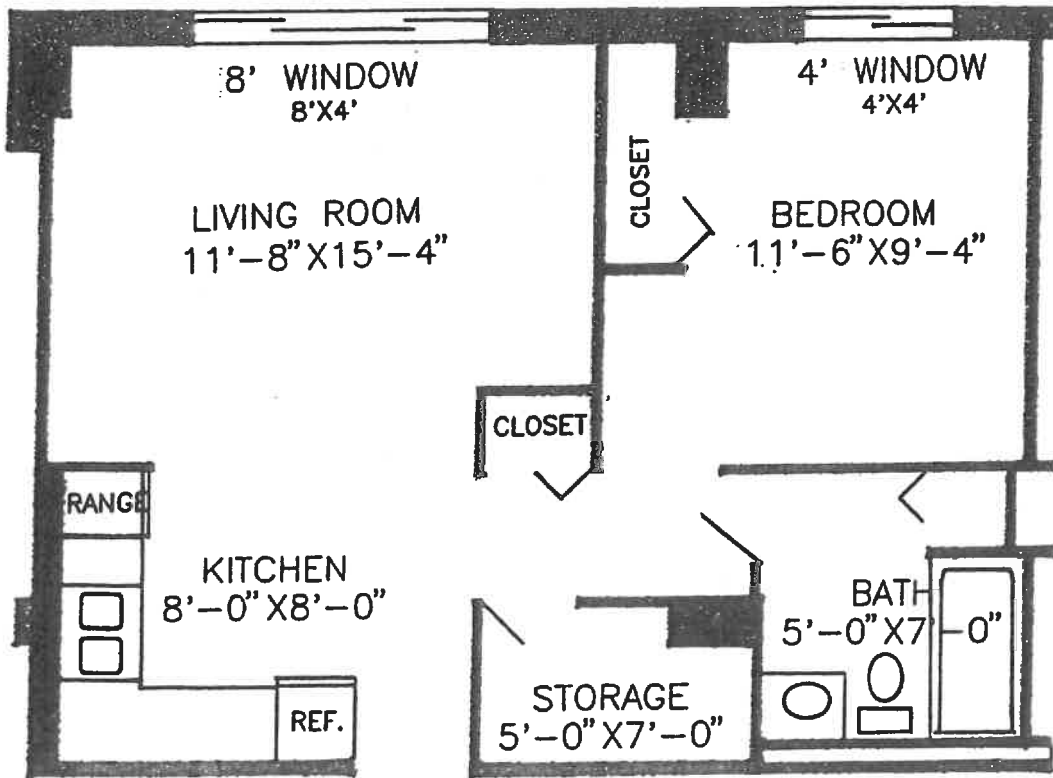
HR OBR
350 S.F.



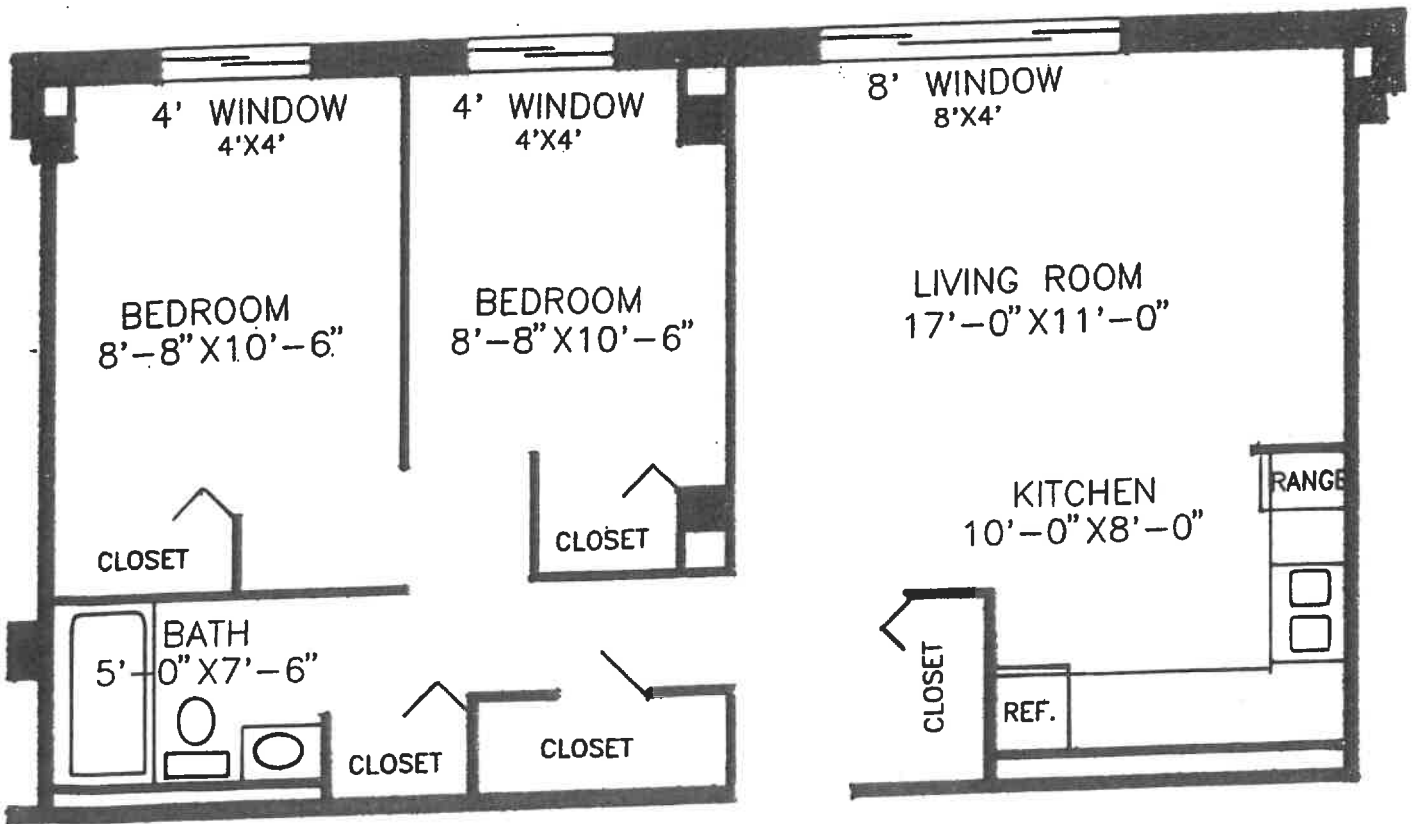
HP SINGLE BRN
375 S.F.



HA 1BR Cosmo
516 S.F.

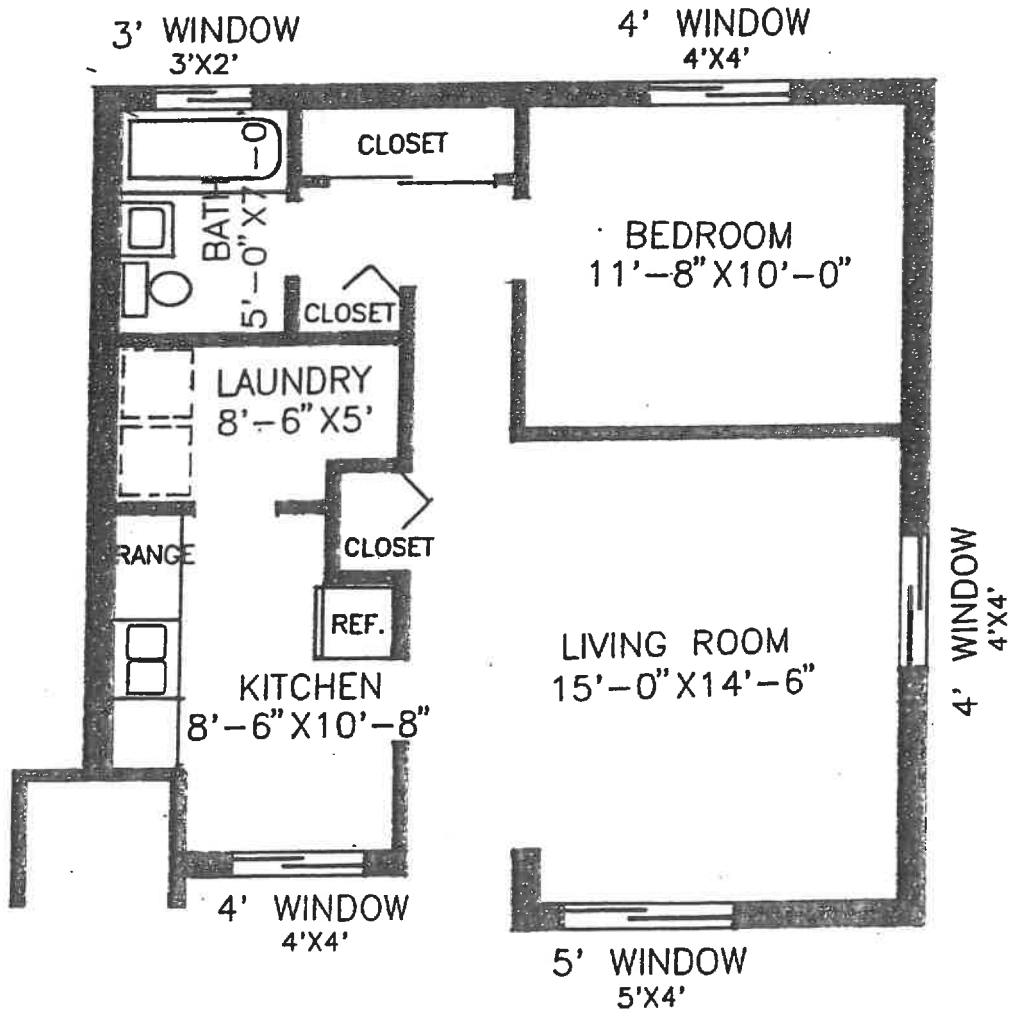


HN ZBR
700 SF.



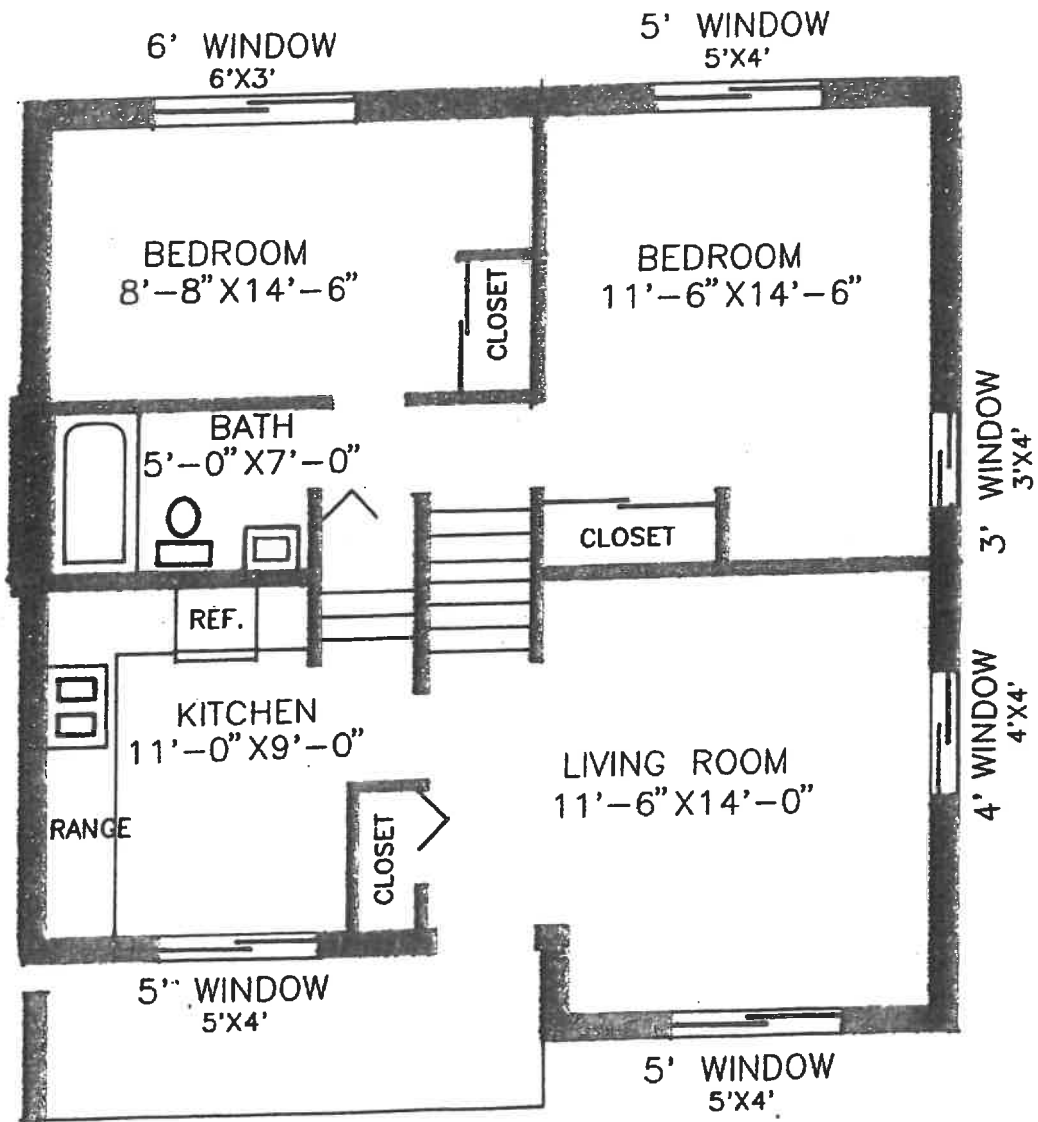
Duplex / BR

RD 1
600 SQ FT.



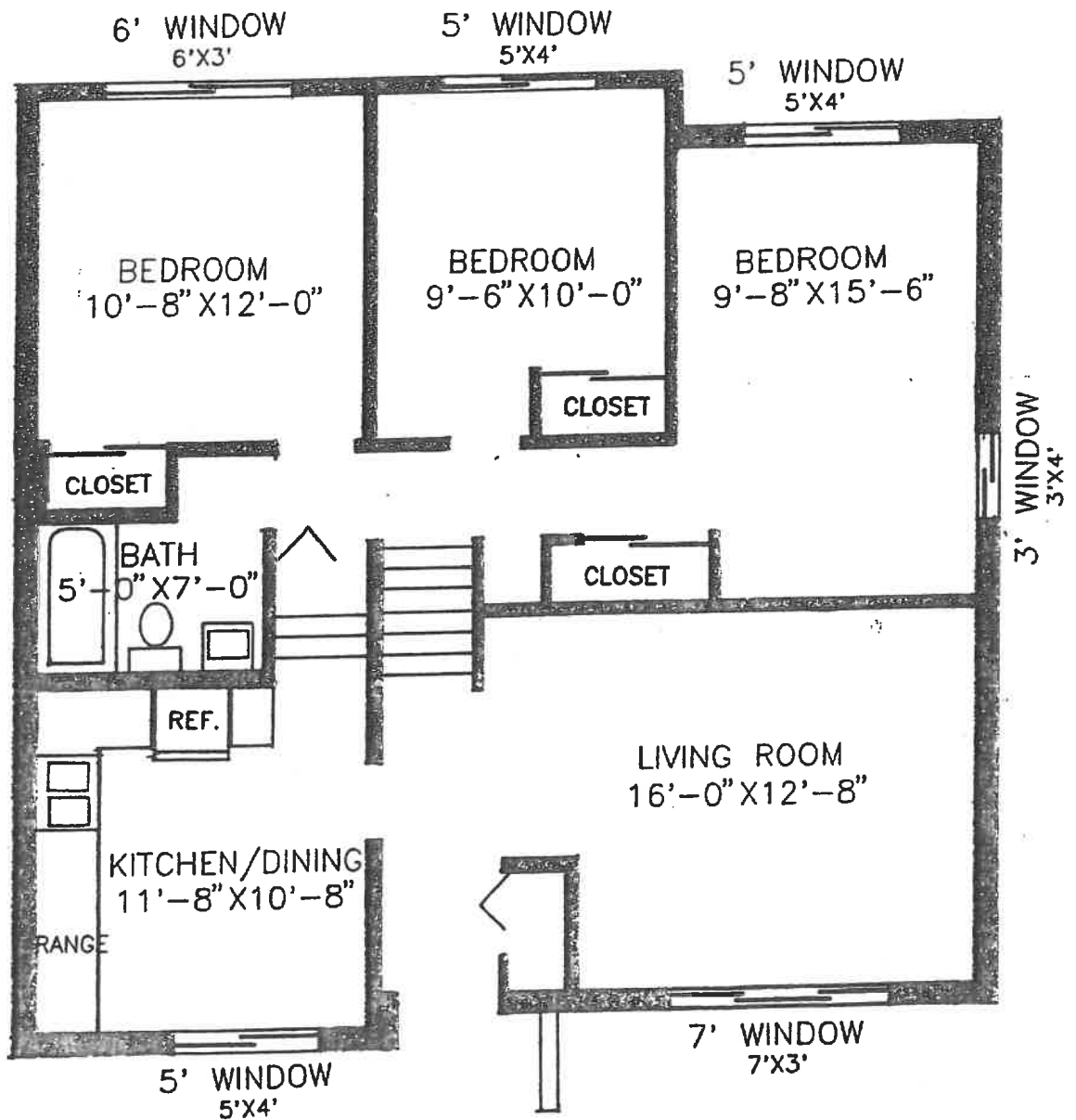
DUPLEX 2BR

R12 2
740 sq ft



DUPLEX 3BR

RD 3
930. S.F.F.L



DUPLEX 4BR

1140 S. F. J

H. G. R.

