



MCB INITIAL CLEAN OUT SERVICES RFP

DESCRIPTION OF SERVICES

The purpose of this solicitation is to provide MCB with initial clean out services at a competitive **flat rate** for all properties for the term of one year and any renewal periods agreed upon. MCB is contracted with HUD to manage and market all properties in the following states: Arizona and Nevada. The following description of services details the scope and content of services as it will apply to HUD properties for MCB.

Bidders should read the entire set of specifications carefully, as these will form the basis of the contractual agreement with MCB. Failure to comply with the specifications may provide grounds to nullify the contract agreement. Bids should reflect only the expected cost to MCB associated with clean outs congruent to the specifications listed herein.

REQUIREMENTS

Contractor Qualifications. During the period of this agreement, subcontractor agrees that it will utilize employees for the performance of duties pursuant to this Agreement that meet the following qualifications:

- (a) All subcontractors must be experienced in performing maintenance, janitorial, and securing as required by the scope of services;
- (b) It is preferred that the contractor be capable of covering the entire state; however, this is not a bid requirement; It is required that bidders give their geographic coverage by county;

Subcontractor Technical Requirements. During the period of this Agreement, Subcontractor agrees that it will maintain, at a minimum, the following performance and technical capabilities:

- (a) Subcontractor shall maintain an e-mail capability sufficient to handle the work capacity covered by this agreement, and must be able to receive initial clean out orders and order-related communications via email on a 24-hour basis;
- (b) Subcontractor shall have facsimile equipment sufficient to handle the work capacity covered by this agreement, and must be able to receive clean out orders and order-related communications via facsimile on a 24-hour basis;
- (c) Subcontractor shall be familiar with, and meet all computer security requirements mandated by the applicable provisions of federal law and regulations, and the HUD/MCB M&M prime contract;

(d) Subcontractor shall have digital camera equipment sufficient to handle the capacity covered by this agreement ;

(e) Subcontractor shall maintain proof of certifications and licenses required for performance of this subcontract agreement, and for all State's specific requirements.

(f) Subcontractor shall maintain insurance(s) that meets or exceeds the MCB Insurance Requirements. If multiple states are covered; the subcontractor shall maintain insurance coverage in all specific states meeting or exceeding MCB requirements. Subcontractor shall provide evidence of coverage to MCB every six months from the start of any contract award and will advise MCB of any changes of coverage failure to do so would be grounds for revocation of your agreement.

(g) Subcontractor hereby warrants that no current employee, consultant or subcontractor, has been convicted of a felony charge, either in State or Federal court, nor is any misdemeanor or felony charge stemming from facts relative to issues of fraud or moral turpitude, pending in any jurisdiction or before any tribunal;

(h) Subcontractor shall ensure that sufficient personnel are maintained and available for subcontractor to perform initial clean out services required by the scope of this Agreement;

CONTRACTOR TIMELINESS

(a) All clean outs must be completed within 48 hours of assignment. In extreme cases where 48 hours is not sufficient for completion MCB must be notified immediately. All hazardous, securing, and/or health and safety issues must be remediated within 24 hours of assignment (no exception).

GENERAL SUBCONTRACTOR RESPONSIBILITIES

Initial Clean Out. The subcontractor shall evaluate the premises and identify work required. Generally accepted professional clean out standards and methods shall be used. The purpose of the initial clean out is to ready the property for listing.

Subcontractor is required to clean out all premises to be covered in the contract. The subcontractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the clean out.

The clean out is to be completed within 48 hours of assignment. Notification of completion is to be electronically submitted with digital photos within 24 hours of completion.

At the time of clean out, subcontractor will, on an as needed basis, secure windows, doors, and other openings; abate health & safety hazards; remove debris; perform full janitorial services; winterization (as needed); repair or tarp roof and perform other general maintenance required to place the property in a safe and sanitary condition for marketing.

Clean out Specifications HUD Vacant Homes. As part of the clean out the contractor will provide the following services:

- **DEBRIS REMOVAL** Includes proper disposal while observing all local and environmental regulations. Debris removal includes both the interior and exterior of the property as well as garages, sheds, barns, utility rooms, crawlspaces, attics basements, and any other structures located on the property.

Debris is defined as window treatments. curtains, blinds, shades, etc.), building products, dishes or utensils, torn carpeting, carpet tack strips, cracked or torn linoleum, furniture or clothing, dead animals, yard debris, garbage, tires, batteries, paint, household cleaners, chemicals, all safety or environmental hazards, and when predetermined inoperable appliances and detached closet and interior doors. **Subcontractor is required to note any price changes on bid submission to the flat rate clean out based on debris variances.**

- **PERSONAL PROPERTY** owned by occupants or former occupants of HUD-owned properties will be removed at clean out only if the personal property represents an imminent health or safety hazard which is documented with photographs and has prior MCB approval.
- **JANITORIAL SERVICES** required are based on the conditions of the property and may include all interior rooms of the property. Subcontractors must broom clean and/or vacuum; dust windowsills; remove cobwebs; mop floors; remove all litter; clean ALL appliances inside and out, counters, backsplashes, cabinets; clean, sanitize, and deodorize bathrooms to include toilets, showers, sinks, tubs and back splashes.
- **SECURING AND BOARDING OF WINDOWS/DOORS** Windows and doors must be secured within 24 hours of discovery to prevent unauthorized entry and to protect against foreign elements. This is best achieved usually through boarding the opening. Reglazing or repair of the broken window is required in some areas. This will be a decision made by the MCB field office and ordered accordingly.

Cracked windows are not considered “broken” and the proper securing method is to apply water-resistant tape to the crack on both sides if accessible. Broken windows that are to be boarded must have the glass shards removed and any broken glass on the interior or exterior of the window must be swept up and removed from the property.

Boarding is only required for windows and secondary doors that cannot be adequately secured. Board-up only FIRST FLOOR openings. Approved boarding materials include Plywood (1/2” thickness); 3/8” or greater carriage bolt, nut, and washer; 2”x 4” wooden brace. The plywood boards are to be installed to the **exterior** of the window with two **interior**- 2”x4” supports that overlap the opening by 8” ; and 3/8” carriage bolts to mechanically secure the boarding. In instances that every window in the property is boarded it will be required to install a screened opening in the plywood for light and ventilation . In some instances doors that are not the main entry and do not offer the only access to an area within the property can be secured with wood block and 2”x4” barricade. In addition, main access doors that have been vandalized beyond repair or removed from the property can be replaced by a hinged plywood access door that is secured with hasp and padlock (A389). These methods are exceptions for extreme circumstances.

All windows/doors boarded must have Subcontractor’s name and date of service clearly labeled with paint or indelible marker on the board facing the interior of the property. The label must be legible and easily visible upon inspection.

- **ROOFING** including roof coverings, roof drainage systems, flashing, skylights and chimneys. Subcontractor is required to provide a minimal repair or tarping. Specifications for the repair and tarping will be provided after contract award. Please note that there may be extreme circumstances that the specifications may not apply and the Service Provider must supply a detailed bid with specifications of proposed repair or replacement.
- **PLUMBING** repairs to include capping of open drains and pipes. Removal of broken toilets, sinks, and tubs (if posted for removal by initial inspector) and capping all drains and open plumbing.
- **ELECTRICAL** repairs to include wire capping of all exposed wires and replacement of any missing or broken outlet or receptacle covers. Additional repair as needed to electric panel box to include installation of cover, screwing panel box shut, and replacing missing/open breaker slots. Securing of any low hanging or loose wiring.
- **INTERIOR AND EXTERIOR REPAIRS** as required to adequately secure, preserve and protect. The property is to be in “showable” condition at the completion of the clean-out. Additional repairs required as part of this agreement are as follows: handrail repair/replacement; step repair/replacement; and additional securing.

- **SWIMMING POOL/HOT TUBS/JACUZZI SECURING** as required by LOCAL ORDINANCE and HUD requirements. It is the obligation of the subcontractor to ensure that we are meeting HUD (Mortgagee Letter 2002-10) and local code requirements. This will include but not limited to draining (at 4ft), algae and mosquito treatment of remaining water, securing of fence, and cover installation (when applicable). Above ground pools that are in poor condition are to be considered as debris and removed with yard indenture filled to eliminate trip hazard.
- **DIGITAL PHOTOGRAPHS** including front of house with address, and must include before and after photos for all work completed.

Clean out Specifications for Custodial Properties. HUD does not hold title to custodial properties and therefore they are not offered for sale. By virtue of HUD's security interest they hold certain rights and responsibilities to ensure that the property is persevered and protected. Custodial properties will be assigned to contractor via work order with specific scope of services requested.

- **PERSONAL PROPERTY** cannot be removed unless it constitutes an imminent health and safety hazard and is included in the scope of services (MCB work order) provided.
- **DEBRIS REMOVAL** Includes proper disposal while observing all local and environmental regulations. Debris removal includes both the interior and exterior of the property as well as garages, sheds, barns, utility rooms, crawlspaces, attics basements, and any other structures located on the property.

Debris is defined as dead animals, yard debris, garbage, tires, batteries, paint, household cleaners, chemicals, and all safety or environmental hazards.

- **JANITORIAL SERVICES** are as indicated above for HUD Vacant Homes.
- **SECURING AND BOARDING OF WINDOWS/DOORS** as indicated above for HUD Vacant Homes.
- **ROOFING** as indicated above for HUD Vacant Homes.

RESPONSE TO RFP

As time is of the essence all bids must be received by 5:00 p.m. PST August 26, 2004

Bids may be faxed, mailed or emailed; to the attention of the Vendor Manager, Michaelson, Connor & Boul, Inc., 5312 Bolsa Ave. Huntington Beach, California 92649. Fax: 208-474-6610; E-mail: cleanoutrfp@mcbreo.com .

All bids must be submitted by the deadline on company stationery and include the State(s), Counties (if entire county is covered) and Zip-codes of proposed coverage area.