



2715 Avenue I  
PO Box 1236  
Kearney NE 68848

Phone (308) 234-3000 V/TDD  
Fax (308) 237-3113

[www.kearneyhousingagency.com](http://www.kearneyhousingagency.com)  
[director@kearneyhousingagency.com](mailto:director@kearneyhousingagency.com)

## JANITORIAL AND UNIT TURNOVER SERVICES SOLICITATION

The Kearney Housing Agency is interested in receiving quotes for janitorial and unit turnover cleaning services at its owned and managed properties. A contract is expected to be executed March 1, 2024 for the term of one year, and may be renewed annually for the four years following.

Opportunities to tour the individual sites will be made by appointment only, by contacting Carrie Hardage at 308-234-3000 or [director@kearneyhousingagency.com](mailto:director@kearneyhousingagency.com).

If you are interested in providing these services, please return the completed bid document to the Kearney Housing Agency no later than Thursday February 15, 2024 at 5:00. The document can be submitted in person at the Kearney Housing Agency office, 2715 Avenue I OFC, Kearney NE 68847, by mail at PO Box 1236, Kearney NE 68848, or via email at [director@kearneyhousingagency.com](mailto:director@kearneyhousingagency.com).

Thank you for your interest in working with KHA.

Sincerely,

A handwritten signature in blue ink that reads 'Carrie Hardage'.

Carrie Hardage  
Executive Director

**WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.**

*Kearney Housing Agency does not discriminate on the basis of handicap, race, color, religion, sex, familial status, marital status, actual or perceived gender identity or sexual orientation, or national origin in the admission or access to, or treatment or employment in its federally assisted programs and activities.*

Equal Opportunity Housing

*The services of a Spanish speaking interpreter are provided to all applicants and residents with no cost to the applicant or resident.*





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**Location: 2715 Avenue I**

**Kearny Manor: Administration Building**

Weekly Schedule: A specific Day and Time will be scheduled (outside of regular office hours).

- Sweep/Mop/Scrub Bathrooms (2) Restock Supplies
- Vacuum/Dust - Lobby, Conference Room
- Sweep/Mop/Scrub – Break Room including Counter/Appliances
- Sweep/Mop/Scrub – Reception/bookkeeping area
- Vacuum Carpets
- Outside Entry Area
- Clean Common Areas Windows/ Doors
- Empty Trash

\$ \_\_\_\_\_

**East Laundry**

Weekly Schedule: A specific Day and Time will be scheduled.

- Sweep/Mop/Floor
- Wipe Down Machines, Table, all other surfaces
- Clean Windows/Doors
- Clean Outside Entry
- Dust Furnace, Pipes, Ceiling Fan and Vacuum Furnace Filter
- Empty Trash

\$ \_\_\_\_\_

**West Laundry**

Weekly Schedule: A specific Day and Time will be scheduled.

- Sweep/Mop/Floor
- Wipe Down Machines, Table, all other surfaces
- Clean Windows/Doors
- Clean Outside Entry
- Dust Furnace, Pipes, Ceiling Fan and Vacuum Furnace Filter
- Empty Trash

\$ \_\_\_\_\_

**Pavilion after the Congregate Meal**

Daily Schedule: Monday-Friday when Congregate Meal is served, the floor must be mopped starting at 1:00, completing by 2:00, move and replace chairs.

Sweep/Mop/Scrub Bathrooms (2) Restock Supplies \$ \_\_\_\_\_

**Location: 1712 East 39<sup>th</sup> Street**

**Autumn Village: Common Areas**

Weekly Schedule: A specific Day and Time will be scheduled (between 9:00a.m. -7:00 p.m.).

Sweep/Mop/Scrub Bathroom Restock Supplies

Vacuum/Dust - Community Room

Halls (2)

Sweep/Mop – Laundry

Entries (3)

Wipe Down Machines in Laundry, Table, all other surfaces

Kitchen including Counter/Appliances

Trash Room

Clean Common Areas Windows/ Doors

Clean Light Fixtures

Vacuum Carpets

Sweep Patios

Empty Trash

\$ \_\_\_\_\_

**Location: 50 Plaza Boulevard**

**Plaza Boulevard Apartments: Laundry**

Weekly Schedule: A specific Day and Time will be scheduled.

Sweep/Mop Floor

Wipe Down Machines, Table, all other surfaces

Empty Trash

\$ \_\_\_\_\_

**Plaza Boulevard Apartments: Office**

Monthly Schedule: A specific Day and Time will be scheduled.

Vacuum Floor

Wipe Down Machines, Table, all other surfaces

Empty Trash

\$ \_\_\_\_\_

**Location: 849 E 2<sup>nd</sup> Street, Minden NE**

**East View Court: Common Areas**

Weekly Schedule: A specific Day and Time will be scheduled  
Sweep/Mop/Scrub Bathroom (2) Restock Supplies  
Vacuum/Dust - Community Room  
Hall  
Exercise Room  
Sweep/Mop – Laundry & Office  
Entries  
Wipe Down Machines  
Kitchen including Counter/Appliances  
Clean Common Areas Windows/ Doors  
Vacuum Carpets  
Sweep Patios  
Empty Trash

\$ \_\_\_\_\_

**Location: 310 East 5<sup>th</sup> Street, Axtell NE**

**Windmill Manor Apartments: Common Areas**

Monthly Schedule: A specific Day and Time will be scheduled

Sweep/Mop/Scrub Bathroom Restock Supplies

Vacuum/Dust - Community Room & Sunroom

Hall

Entries

Sweep/Mop – Laundry

Kitchen including Counter/Appliances

Wipe Down Machines

Clean Common Areas Windows/ Doors

Sweep Patios

Empty Trash

\$ \_\_\_\_\_

**Location: 413 1<sup>st</sup> Street, Gibbon, NE**

**Colony Acres Apartments: Office Building**

Weekly Schedule: A specific Day and Time will be scheduled

**Office Building**

Mop/Clean bathroom replacing supplies

Vacuum/Dust - Hall

Entries

Mop/Clean – Laundry including machines

Wash Common Areas Windows/ Doors

Clean Carpets

Strip Wax Floors

Sweep Patios

Empty Trash

**Annex Building**

Vacuum/Dust -Hall

Entries

Mop/Clean – Laundry including machines

Wash Common Areas Windows/ Doors

Clean Carpets

Strip Wax Floors

Sweep Patios

Empty Trash

\$ \_\_\_\_\_

### Other Work

On an as-needed basis, when units are vacated – work shall include but is not limited to cleaning appliances – range, range hood, range hood filter, light fixtures, refrigerator, kitchen cabinets, bathroom and bathroom fixtures, cleaning carpets, mopping vinyl floors, stripping tile floors as needed.

Schedule: This will be scheduled with Maintenance to assure the units are ready in a timely manner. This work will be done within a 21-day window.

For the services rendered the hourly rate to be charged is \$\_\_\_\_\_per hour for rental units and the contractor agrees all extra work, in connection therewith, under the terms as stated in the Bid Specifications to furnish supplies and equipment, insurance, and other accessories and services necessary to complete the said services.

Owner will pay upon submission of the itemized invoices to Kearney Housing Agency, P.O. Box 1236, Kearney, NE 68848-1236

The contract shall be for effective March 1, 2024, for the term of one year. The contract may be renewed for a successive term of one year with satisfactory performance. The contract may be terminated by either party with a 30-day written notice.

Contact Person: Carl Beans, Maintenance Supervisor or Carrie Hardage, Executive Director

(1) Debarred Statement. Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Nebraska, or any local government agency within or without the State of Nebraska? Yes  No  If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status.

(2) Disclosure Statement. Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the Agency? Yes  No  If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status.

(3) Felony Disclosure. Has any principal(s) or any person(s) proposed to perform the work ever been convicted of a felony? Yes  No  If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status. PLEASE NOTE: The Agency reserves the right to not make award to any bidder that has staff who has been convicted of a felony if the Agency feels that doing such is in its best interests.

(4) Non-Collusive Affidavit. The undersigned party submitting this bid hereby certifies that such bid is genuine and not collusive and that said bidder entity has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, to fix overhead, profit or cost element of said bid price, or that of any other bidder or to secure any advantage against the Agency or any person interested in the proposed contract; and that all statements in said bid are true.

(5) The apparent successful bidder will direct its insurance broker or carrier to deliver directly to the Agency insurance certificates as follows:

- Workers Compensation Insurance: An original certificate evidencing the bidder's current industrial (worker's compensation) insurance carrier and coverage amount. (Note: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);
- General Liability Insurance: An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of \$1,000,000 each



occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses of any one person of \$5,000), with a maximum deductible amount of \$5,000.

(6) Bidder's Statement. The undersigned bidder hereby states that by completing and submitting this Form and all other documents within this bid submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Agency discovers that any information entered herein to be false, such shall entitle the Agency to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the bid submittal, the undersigned bidder is thereby agreeing to abide by all terms and conditions pertaining to this IFB as issued by the Agency, either in hard copy or on the eProcurement Marketplace, including an agreement to execute the attached Sample Contract form. Pursuant to all IFB Documents, this Form of Bid, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the Agency with the services described herein for the fee(s) entered within the areas provided pertaining to this IFB.

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Signature	Date	Printed Name
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Company	Phone Number
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KEARNEY HOUSING AGENCY

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