

ALACHUA COUNTY HOUSING AUTHORITY

REQUEST FOR PROPOSAL

**FOR
Unit Cleaning 2025**

Issue Date: Thursday March 6, 2025

Due Date and Time: **Tuesday April 1, 2025 @ 12:00 noon EST**

Send Proposals To: Alachua County Housing Authority
Attn: Ronald Hall, Director of Operations
703 NE 1st St
Gainesville, FL 32601

Inquiries: Attn: Ronald Hall, Director of Operations
(352) 372-2549 ext 512
ron@acha-fl.com

**REQUEST FOR PROPOSALS
Unit Cleaning 2025**

The Alachua County Housing Authority is currently soliciting proposals for “Unit Cleaning” on an ‘as needed’ basis for a one year period with the option for one year extensions up to five total years.

PROPOSALS will be received until **Tuesday April 1, 2025 @ 12:00 noon EST** at ACHA’s Office located at 703 NE 1st St Gainesville, FL 32601. **No proposals received after this date and time will be accepted.** It will be the responsibility of the contractor to see that their proposal is in the office by the specified time and date. ACHA is not responsible for delays in the delivery of your proposal. Award of one or more contracts will be announced by ACHA as soon thereafter as is practicable. Proposals must be submitted in a **sealed envelope clearly labeled on the outside “Unit Cleaning 2025” to the attention of Ronald Hall, Director of Operations 703 NE 1st Street Gainesville, FL 32601.**

ACHA reserves the right to reject any or all proposals, to waive any informality in the specifications or proposal process or to cancel in whole or in part this Request for Proposal if it is in the best interest of ACHA to do so. The attention is directed to the fact that the proposed work will be financed in whole or in part with Federal Funds, and therefore, all applicable Federal Statues, ruling and regulations will apply. ACHA also reserves the right to award multiple contracts for services if it is in the best interest of the Authority to do so.

Proposal may be withdrawn personally by written request at any time prior to the scheduled closing time of receipt of proposals. **NO PROPOSAL SHALL BE WITHDRAWN FOR A PERIOD OF THIRTY (30) DAYS** subsequent to the opening of Proposals without consent of ACHA.

Any questions or clarifications may be directed to the attention of Ronald Hall, Director of Operations ron@acha-fl.com by the **question deadline of Tuesday March 25, 2025 @ 12:00 noon.**

Evaluation Criteria

Proposals will be evaluated by ACHA using the following point scale:

<u>Criteria Value</u>	<u>Maximum Point</u>
1. Business Profile & Experience	20
2. Past Performance (List of existing/prior contracts and references)	20
3. Section 3 Business Concern	10
4. Pricing	<u>50</u>
Total	100

PROPOSAL REQUIREMENTS

Unit Cleaning 2025

PURPOSE:

It is the expressed intent of this formal Request for Proposal (RFP) to acquire one or more professionals (aka “awardee” or “contractor”) to provide unit cleaning on an ‘as needed’ basis as listed in this RFP for the Alachua County Housing Authority (hereinafter “ACHA” or “Authority”) in accordance with specifications and conditions herein. The awardee(s) will enter into an Indefinite Quantity Indefinite Delivery “IDIQ” contract with the ACHA.

SCOPE OF WORK:

The selected Contractor(s), under the terms of a performance-based contract, will be required to assist in the preparation of units for new tenants. Time is of the essence and quick turnover of these units is critical. We are looking for vendors with the capacity to turn a unit quickly while meeting high standards in returning the unit to a like-new condition. Unit cleaning should be completed within two calendar days or less as coordinated with authority staff. For the purpose of this proposal, “Calendar Day” shall include working on Saturday, Sunday, and holidays unless deemed by the Authority to be disruptive to the normal operations of the Agency or other residential units. The Awardee(s) shall perform all required work and shall furnish all professional & skilled services, supervision, labor, materials, tools, equipment, insurance and all else required to provide services as requested.

Janitorial Services

The first step in preparing a unit for a new occupant is to complete janitorial services, cleaning, and sanitizing. All surfaces must be wiped off or washed cleaned. This includes, but is not limited to, food, grease, webs, dust, dirt, insects, insect eggs, and feces. Special considerations for cleaning services include:

- 1) Bathroom
 - a) Non-abrasive cleaners shall be used to remove soap scum, mildew, calcium deposits from tub, commode, shower, sink and ceramic tile, etc.
 - b) Clean and disinfect all bathroom fixtures (faucets, sink, toilet, bathtub, handles, knobs, etc.)
 - c) Mirror, medicine cabinet, counter, vanity, exhaust fan, and all other surfaces shall be cleaned.
 - d) Cabinets, drawers, and hinges shall be cleaned and free of debris
- 2) Flooring
 - a) VCT and Ceramic Flooring
 - i) Sweep or vacuum flooring to remove dust, dirt and grime; scrape gunk as needed
 - ii) Strip floors using buffer
 - iii) Clean all corners
 - iv) Clean baseboards and cove base throughout unit
 - b) Ceramic Flooring
 - i) Sweep or vacuum flooring to remove dust, dirt and grime; scrape gunk as needed
 - ii) Mop floors using mild detergent and water

- iii) Rinse thoroughly while mopping up excess water and allow to air dry
- c) Vinyl plank Flooring
 - i) Sweep or vacuum flooring to remove dust, dirt and grime; scrape gunk as needed
 - ii) Wet-clean the floor using a damp mop and a vinyl-safe floor cleaner
 - iii) Rinse as needed and let air dry – DO NOT OVER WET VINYL PLANKS
- d) Carpet Flooring
 - i) Vacuum carpets including corners of all areas
 - ii) Spot and stain removal with over the counter cleaners as needed
- e) Hardwood and Parquet Flooring
 - i) Sweep or vacuum flooring to remove dust, dirt and grime; scrape gunk as needed
 - ii) Mop with water and cleaner specifically designed for Hardwood or Parquet flooring
 - iii) Rinse thoroughly while mopping up excess water and allow to air dry
- 3) Kitchen
 - a) Stove (we use both electric and gas stoves in our units)
 - i) Clean the outside of the stove with degreasing soap or an all-purpose cleaner
 - ii) Use the degreasing soap or an all-purpose cleaner on the knobs, handles and grates
 - iii) Use oven cleaner for the inside of the oven door, oven compartment, broiler and pan
 - iv) Clean drip pans and vent filter
 - v) Clean range hood
 - b) Refrigerator (we use frost free refrigerators)
 - i) Clean interior and exterior of refrigerator using an all-purpose cleaner or any other cleaner that does not harm coating or gaskets
 - ii) Pull out and clean excess dust from bottom of refrigerator and rear coil
 - c) Kitchen walls (if not painted during unit turn)
 - i) Clean walls of excess dirt, grease, grime and smoke including behind refrigerator and stove
 - d) Cabinets/Sinks/Countertops
 - i) Vacuum out all cabinets and drawers
 - ii) Wipe down the interior and exterior of all cabinets and drawers with mild soap and water or an all-purpose cleaner designed for cabinets
 - iii) Clean sink and countertops with mild soap and water or an all-purpose cleaner
 - iv) Drawer hinges and tracks should be free of debris
 - e) Fixtures and Globes
 - i) Clean all interior and exterior light fixtures, light shades, globes, switch/outlet covers and switches/outlets
 - f) Doors, Windows and Window Frames (if not painted during unit turn)
 - i) Clean all windows, doors, frames, and seals.
 - ii) Clean the interior and exterior of all entry doors
 - iii) Clean all door knobs
 - g) Miscellaneous
 - i) Clean all closet rods
 - ii) Wipe down and clean exterior of water heater
 - iii) Wipe down and clean exterior of HVAC unit
 - iv) Remove all trash

NOTE: Notify Authority staff of any missing or broken parts to appliances, cabinets, etc.

UNIT CLEANING SCOPE OF WORK CHART	
KITCHEN:	STORAGE AND CLOSETS:
Cabinets empty and clean inside	Closet rods dusted & cleaned
Drawers empty and clean inside	Wipe the top and body of hot water heater clean
Exterior of cabinets and drawers cleaned	Shelves cleaned
Exterior of cabinets and drawers polished	Floors swept and mopped
Counters cleaned and disinfected	LIVING ROOMS/FAMILY ROOM:
Backsplash areas cleaned	Baseboard dusted & cleaned
Oven cleaned interior and exterior	Doors cleaned
Stovetop cleaned	Windows seal, glass, and wood doors cleaned
Drip pan cleaned	Doors and window tracks cleaned
Dishwasher interior and exterior cleaned	Blind and window coverings cleaned
Refrigerator drawers and shelves cleaned	Floors swept and tile mopped and cleaned
Freezer interior cleaned	Floors vacuum (if applicable)
Refrigerator interior and exterior cleaned	All light fixtures cleaned
Under stove and refrigerator cleaned	Stair railing cleaned (if applicable);
Top of refrigerator cleaned	BATHROOMS:
Vent hood cleaned and checked	Medicine cabinet cleaned
Light lens cleaned	Under sink cleaned out & scrubbed
Light fixture removed and cleaned	Drawers cleaned out and scrubbed
Shelves dusted and cleaned	Exhaust fan vent cover cleaned
Sink cleaned and disinfected	Counters cleaned & disinfected
Faucet and handles cleaned and disinfected	Sink drain stopped checked & cleaned
Floor swept, cleaned, and mopped	Faucet & handle cleaned
Interior window, tracks and window seals cleaned	Toilet base & bowl checked, and cleaned
BEDROOMS:	Toilet Seat cleaned & disinfected
Baseboard dusted and cleaned	Mirrors cleaned
Doors cleaned	Light fixture globes or lens cleaned
Window seal, glass, and wood doors cleaned	Light fixture base cleaned
Doors and window tracks cleaned	Tub drain cleaned and checked
Air vents cleaned	Shower & tub cleaned and disinfected
Blind and window coverings cleaned	Windows seal and glass cleaned
Floors swept and mopped cleaned	Floor swept, mopped, disinfected, and cleaned
Floors vacuum clean	

Site Examination:

Before submitting a proposal, the contractor(s) shall carefully examine available sites and units to become fully familiarized to the existing conditions and limitations. **Responsibility of visiting sites rests with the Contractor.** Interior site visits of available units may be arranging prior to RFP submission deadline by contacting the Director of Maintenance Robert Cortes at 352-372-2549 ext522 or the Maintenance Clerk Amanda Gill at 352-372-2549 x518.

TERMS AND CONDITIONS:

HUD Requirements - Forms:

The Awardee agrees to comply with the terms and conditions of the following documents. These documents can be located on the ACHA website www.acha-fl.com/procurement. The highlighted forms will need to be signed and returned with your proposal.

General

- Insurance Requirements For Contractors
- Legally Required Statement and Provisions Regarding Access to Records
- ACHA unit locations and measurements
- Form HUD-52158 Maintenance Wage Rate (updated annually)
- Table 5.1 of HUD Procurement Handbook 7460.8 REV2 Mandatory Contract Clauses for Small Purchases Other Than Construction
- Form HUD-5369-B Instructions to Offerors - Non Construction Contracts;
- Form HUD-5370-C Section II General Conditions for Non-Construction Contracts with Maintenance Work
- Business Profile
- Pricing Sheet
- Form of Non-Collusive Affidavit;
- Form HUD-2992 Certification Regarding Debarment and Suspension;
- Form HUD-50070 Certification for a Drug Free Workplace;
- Form HUD-5369-A Representations, Certifications and Other statements of Bidders Public and Indian Housing Programs;
- Section 3 Form and Explanation (only return if claiming a Section 3 preference)

STATEMENTS:

Non-Discrimination and Equal Opportunity:

The Contractor and ACHA agree that in the performance of this Agreement they will abide by all applicable federal non-discrimination and equal opportunity provisions as set forth in 29 CFR Part 37. By submitting a proposal, the contractor certifies to ACHA that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended. More information can be found at the US Department of Labor website: <https://www.ecfr.gov/current/title-29/subtitle-A/part-37>

Immigration Reform and Control Act of 1986:

By submitting a proposal, the Contractor certifies that they do not, and will not during the performance of the contract for goods and services with ACHA, violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

Liability:

The said Contractor hereby finds himself and his successors to indemnify and save harmless ACHA and its officers, agents, or employees from all suits and actions of every name and description brought against it or them and all costs or damages to which it or they may be put, on account of, or by reason of any injury or alleged injury to the person or property of another resulting from negligence or carelessness in the performance of the work or in guarding the same or from any

improper materials used in its construction or by, or on account of any act or omission of the Contractor or his agents; and that the whole or so much of the monies due to the Contractor, under and by virtue of this Contract, as shall or may be considered necessary by the ACHA, shall and may be retained until all such suits and claims for damages as aforesaid shall have been settled and evidence to that effect furnished to the satisfaction of the ACHA. The said Contractor further agrees to indemnify and save harmless the ACHA against any and all claims, suits or demands that may accrue to be suffered by, or adjudicated against it by reason of any injury sustained by an employee in and about the said work under and pursuant to the provisions of the Workman's Compensation Law or any amendments thereto, and the Contractor shall produce certificates or other satisfactory evidence of ample protection against such liability.

Property Damage:

It is further agreed that should any damage be done to public or private property, in consequence of any act or omission on the part of the Contractor or his employees or agents in carrying out the Contract, then the Contractor shall make such repairs as necessary in consequence thereof, at their own expense and to the satisfaction of the ACHA representative; and in case of their failure to do so promptly, then the said repairs may be made by the ACHA representative and the expense thereof shall be deducted out of any monies due or to become due to the Contractor under the Contract. Permits shall be obtained to perform the work when required. The contractor shall be responsible to ensure that permission is granted from the owner of adjacent properties if access is necessary.

Sex Offender/Predator and Convicted Felons

In a continued effort to provide decent safe and sanitary housing for our residents, the Alachua County Housing Authority has implemented a policy that it does not allow Registered Sex Offenders and Predators to work on any public housing site. This includes a restriction on contractors whom perform work under an arrangement with the Authority. We ask that you help us maintain our resident's safety by cooperating with this policy. Should we find a contractor in violation of this policy, efforts will be made to abate the situation first. Any subsequent violations may result in cancelation of the contracted work. It is the responsibility of the contractor to inform the Authority of any Sex Offender/Predator or Convicted Felon under his employment.

SPECIAL CONDITIONS:

Inspection of Work:

An ACHA representative will inspect all work prior to acceptance and payment. Payment may be withheld or delayed if work is not acceptable.

Change Orders:

ACHA may order extra work, or make changes by altering, adding to, or deducting from the work with the contract sum being adjusted accordingly. All such orders and adjustments shall be in writing and such work shall be executed under the conditions of the original contract. No modification of the terms of the contract shall be made except by written amendment or a change order and shall be executed by both the Contractor and the Authority. Contractor shall not perform additional work unless authorized to do so in writing by the Director of Maintenance. If

contractor performs any work outside of this contract, contractor does so at their own risk. Failure to get prior approval for a change order may cause it to be denied. Any request for a change order that is not reasonably priced will not be approved.

Compliance with Regulations:

The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, rules or regulations, and without such notice to ACHA, shall bear all costs arising there from.

Invoicing/Payment:

Statements should be delivered to ACHA, 703 NE 1st ST Gainesville, FL 32601; Attn: Accounting. Invoice should contain a Task Order signed by the Director of Maintenance and Contractor detailing the work assigned and associated cost. A separate statement for each work site (properly identified) is required for ACHA's accounting. The Authority will make payment on a net-30 basis.

Sub-Contracting:

It is further agreed that the Contractor will give his attention constantly to the faithful performance of the work specified herein or any extra work in connection therewith; that he will not transfer, convey, sub-let or otherwise dispose of the Contract or his right, title or interest in or to the same or any part hereof, without the previous consent in writing of the said ACHA; and that he will not assign, by power of attorney, or otherwise, any of the monies due or to become due and payable under this Contract, unless by and with the consent in writing of the said ACHA. If the Contractor shall without such previous written consent, assign, transfer, convey, sub-let or otherwise dispose of the Contract or his right, title or interest therein, or any of the monies to become due under the Contract, to any other person, company or corporation, the Contract, or his right, title or interest therein, or any of the monies to become due under the Contract may, at the option of the ACHA, be revoked and annulled and the ACHA shall thereupon be relieved and discharged from all liability and obligations growing out of the same to the Contractor and to his assignee or transferee; provided that nothing herein contained shall be construed to hinder or prevent an assignment by the Contractor for the benefit of his creditors, made pursuant to the statutes of the State of Florida; and no right under the contract or to any money to become due hereunder shall be asserted against the ACHA, in law or in equity, by reason of any so-called assignment of the Contract or any part thereof; or any monies to become due hereunder, unless authorized as aforesaid by the written consent of the ACHA.

Insurance

See ACHA Insurance Requirements for Contractors

The ACHA shall be named as both "Additional Insured" and "Certificate Holder" as so endorsed on each policy. The Contractor shall furnish ACHA (annually or as changes arise) updated certificates of insurance. The Contractor certifies that they will maintain in full force and affect these insurance coverages' during the entire term of the contract and that insurance companies authorized to sell insurance in the State of Florida will provide all insurance coverage.

Permits & Licenses:

Contractor shall provide ACHA with a copy of its current Business License and Taxpayer's Identification Number and Certification. When necessary, contractor shall make all necessary applications for permits and licenses of a temporary nature, which are required for the execution of the work.

Special Contract Requirements – Section 3:

See Section 3 Form and Explanation if Claiming Section 3

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 W.S.C. 170lu (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.

1. The Contractor is responsible for making every effort to ensure that employees from ACHA Section 3 residents have first right of refusal when hiring new employees under this contract.
2. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by the 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 135 regulations.
3. The contractor agrees to send to each labor organization or representative of 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.
4. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate actions, 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 part 135. 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 part 135.
5. 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 part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

6. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
7. With respect to work performed in connection with Section 3 covering 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 an 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 and Section 7 (b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

Protection of Work, Property and Persons:

The Contractor shall adequately protect the work, adjacent property, and the public and shall be responsible for any damage or injury caused by him or his authorized agent's act or neglect.

CONTRACT SPECIFICATIONS:

Term of Contract:

It is the intent of ACHA to formulate a written contract for the services requested with services commencing on a date set forth in the contract and shall continue for a one (1) year period with the option on the part of ACHA for one (1) year extensions up to five (5) total years under contract.

Termination of the Contract for Cause:

If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of the Contract, ACHA shall thereupon have the right to terminate the Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Contractor under the Contract shall, at the option of ACHA, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

Notwithstanding the above, the Contractor shall not be relieved of liability to ACHA for damages sustained by the Authority by virtue of any breach of the Contract by the Contractor, and ACHA may withhold any payments to the Contractor for the purpose of setoff until such time as the exact amount of damages due the Authority from the Contractor is determined.

Termination for Convenience of Authority:

ACHA may terminate the Contract at any time by a notice in writing from the Authority to the Contractor. If the Contract is terminated by ACHA as provided herein, the Contractor will be paid an amount which bears the same ratio to the total compensation as the services actually and satisfactorily performed bear to the total services of the Contractor covered by the Contract, less payments of compensation previously made.

Default:

In case of failure on the part of the Contractor to deliver goods or services in accordance with the contract, the Authority, after due oral or written notice to the Contractor, may procure the required goods or services from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Authority may have.

Award of Contract:

Award will be made based on the selection criteria. Each "Request for Proposal" will be considered individually. The quality of services to be supplied, their conformity with the specifications, their suitability to the requirements of ACHA, past work experience, and the delivery terms will be taken into consideration. Price shall be considered, but need not be the sole determining factor. ACHA may cancel this Request for Proposal or reject proposals at any time prior to an award. Should ACHA determine, in writing and in its sole discretion, that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated.

WORK SCHEDULE:

- The Contractor shall plan a schedule of work with the ACHA's Director of Maintenance, and adhere to the Work Schedule and subsequent timeline provided within this document. Care shall be exercised by the Contractor to minimize the inconvenience and danger to residents, and personnel.
- Work will be performed during regular ACHA site hours of 7:30 A.M. to 5:00 P.M., Monday through Friday unless arranged otherwise.
- Work on weekends and ACHA holidays will not be permitted without prior approval from the ACHA Project Manager or other ACHA authorized representative.
- The Authority has several units with septic tanks and drainfields. Contractor shall not use sinks, tubs, toilet, etc. for rinsing or disposing of cleaners or any other chemicals.

SUBMITTAL REQUIREMENTS

Failure to submit all information requested may result in ACHA requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals, which are substantially incomplete or lack key information, may be rejected by ACHA at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

THE FOLLOWING FORMS ARE TO BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

Business Profile Contractors may provide up to three references for similar projects. Include company name and name and phone number of individual from those companies who can verify contractual data.

Pricing Sheet Please fill out your best pricing in the corresponding areas.

HUD Forms

- Form of Non-Collusive Affidavit
- Form HUD-2992 Certification Regarding Debarment and Suspension
- Form HUD-50070 Certification for a Drug Free Workplace
- Form HUD-5369-A Representations, Certifications and Other Statements of Bidders Public Housing Programs
- Section 3 Form if claiming a Section 3 Preference

Please also include the following items:

- Copy of business license
- FEIN number
- Proof of General Liability and Workman's Compensation Insurance
 - If exempt from Workman's Compensation, provide documentation of exemption

PROPOSALS will be received until **Tuesday April 1, 2025 @ 12:00 noon EST** at ACHA's Office located at 703 NE 1st St Gainesville, FL 32601. **No proposals received after this date and time will be accepted.** It will be the responsibility of the contractor to see that their proposal is in the office by the specified time and date. ACHA is not responsible for delays in the delivery of your proposal. Award of one or more contracts will be announced by ACHA as soon thereafter as is practicable. Proposals must be submitted in a **sealed envelope clearly labeled on the outside "Unit Cleaning 2025" to the attention of Ronald Hall, Director of Operations 703 NE 1st Street Gainesville, FL 32601.**