

Request for Sealed Proposals

Reading Housing Authority (RHA) will receive sealed proposals for **Professional Cleaning Services at Various RHA Offices 2026** until **11:00 am (EST)** on **Monday, January 26, 2026**, on contracts@readingha.org or delivered to **400 Hancock Blvd, Reading PA 19611** at which time all proposals will be opened.. Proposals received after this time will not be considered.

Site visits can be arranged with RHA staff to anyone who desires an on-site visit.

Copies of proposal documents are available to qualified contractors via request to contracts@readingha.org or on our website: www.readingha.org/business-partners/

Questions about job scope, HUD forms, proposal forms, etc., can be emailed to Administrative Officer, Steve Notario at contracts@readingha.org.

Advertisement Dates

Dec 26 – Friday

Dec 29 – Monday

Dec 30 – Tuesday

REQUEST FOR PROPOSALS (RFP)

PROFESSIONAL CLEANING SERVICES FOR READING HOUSING AUTHORITY

Date of Announcement: Dec. 26, 2025

Date of Submission Deadline: Jan. 26, 2026

Request for Proposals:

Reading Housing Authority (RHA) will receive sealed proposals for **Professional Cleaning Services at Various RHA Offices 2026** until **11:00 am (EST) on Monday January 26, 2026**, on www.pennbid.net at which time all proposals will be opened on www.pennbid.net. Proposals received after this time will not be considered.

Copies of proposal documents are available to qualified contractors at pennbid.net.

Questions about technical specifications can be asked email at contracts@readingha.org. Questions about HUD forms, proposal forms, etc. can be emailed to Administrative Services Officer, Steve Notario at contracts@readingha.org.

Overview

Reading Housing Authority (RHA), 400 Hancock Boulevard, Reading, PA is seeking proposals to provide Professional Office Cleaning Services for nine RHA locations.

- Glenside Homes (1 Admin. Bldg.) - 1301 Schuylkill Avenue, Reading, PA 19601
- Oakbrook Homes (1 Admin. Bldg.) – 502 McClellan., Reading, PA 19611
- Central Admin. Bldg. - 400 Hancock Boulevard, Reading, PA 19611

Reading Housing Authority (RHA) is a local government agency charged with administering the federal Public Housing and Housing Choice Voucher Programs for the City of Reading while also serving in the capacity of property manager, service provider and partner entity in a variety of other programs. The mission of the agency is to *provide a foundation for people to find a home of hope and achieve their aspirations*.

The successful candidate shall be awarded a 1-year contract, with the opportunity for up to two consecutive 1-year contract renewals as determined by mutual agreement.

Contract renewals will follow the same specifications and instructions with the original signed contract and as required by the original solicitation.

Reading Housing Authority (RHA) encourages all proposers to review the provided weblinks concerning regulations of Section 3 of the Department of Housing and Urban Development Act of 1968, prior to submitting a proposal. It is the goal of RHA to the best possible and greatest extent feasible to meet these regulations.

Information will also be available on the RHA website, www.readingha.org.

- FHEO Documents <https://www.hud.gov/sites/dfiles/FHEO/documents/Section3rule092820.pdf>
- Frequently Asked Questions https://www.hud.gov/sites/dfiles/documents/19580_SECTION3.PDF
- Income Limits <https://www.huduser.gov/portal/datasets/il.html>

Statement of Work/Minimum Deliverables

The contractor shall:

- Provide cleaning services of Administration Offices twice a week.
- Cleaning services must be performed between the hours of 5:30 pm and 10:00 pm. These hours may vary on a limited exception only, mutually agreed upon basis, between the contractor and RHA.
- Supply all janitorial products to include trash liners, hand soap and sanitizer, hand towels, toilet paper, general purpose cleaner and sanitizer, glass cleaner, and floor cleaner.
- Inspect RHA janitorial equipment monthly and submit a quote on any repairs which need to be made. The use of RHA equipment includes upright vacuums, floor machines and auto scrubbers.
- Submit all invoices for performed services with the hours allotted to each location. Invoices must show total labor hours, while separating labor hours performed by Section 3 workers and Targeted Section 3 workers.
- Provide a supervisor or lead persons to which all concerns may be directed.
- Use all cleaning products in accordance with label directions and as approved by the Environmental Protection Agency.
- Submit a list of all materials and pricing to be used on Reading Housing Authority premises. Contractor must also submit Material Safety Data Sheet information on all listed materials.
- Provide all services listed in the Technical Specifications section of this Request for Proposal.

Submission and Award

At a minimum, the submission shall address the following questions:

- Describe your overall qualifications to deliver the requested services.
- Describe your proposed staffing structure for requested services, including staff experience to deliver the requested services.
- Describe how complaints, requests for additional services, and customer service issues will be addressed.
- Provide assurance that requested services will be performed during the hours of 9:00pm and 6:00am.
- Include description and details on janitorial products that will be used to perform requested services.
- Show evidence of successfully performing quality service at equally sized facility, including references. (References should include contact information.)
- Provide monthly and annual cost for each location according to the Unit Prices section of the attachment.
- Provide monthly and annual total of labor hours performed by Section 3 workers and Targeted Section 3 workers according to the regulations of Section 3 of the U.S. Department of Housing and Urban Development Act of 1968.

Proposals must contain the following required form(s). Failure to include these form(s) may result in the discarding of the proposal.

- Form HUD-5369-C, Certifications and Representations of Offerors – Non-Construction Contract https://www.hud.gov/sites/documents/DOC_12132.PDF
- Non-Collusive Affidavit <https://www.readingha.org/doing-business-with-rha/>

The following documents are for informational purposes:

- Form HUD-5369-B, Instructions to Offerors – Non-Construction <https://www.hud.gov/sites/documents/5369-B.PDF>
- Form HUD-5370-C, General Conditions for Non-Construction Contracts I & II https://www.hud.gov/sites/documents/DOC_12587.PDF
https://www.hud.gov/sites/documents/DOC_12588.PDF

Proposals will be rated by a selection committee against the following criteria, with the maximum possible points being 150. RHA selection committee will give preference to proposers that are registered as a Section 3 Business Concern or propose more than 50% of the total annual labor hours in accordance with the regulations of Section 3 of the Department of Housing and Urban Development Act of 1968.

Each criterion will be given a weight, and proposal will be judged on how well they meet that criteria, with the rating multiplier of Low (1 point), Medium (2 points) and High (3 points). Proposers who fail to address a criterion in their proposal will receive a 0-point score for the item. The criterion areas for this RFP are as follows:

		Multiplier	Weight
1	Labor hours in accordance with Section 3 Regulations	0, 1, 2, 3	15
2	Past experience, qualifications, and reference feedback	0, 1, 2, 3	8
3	Quality of janitorial products	0, 1, 2, 3	7
4	Staff experience and qualifications	0, 1, 2, 3	10
5	Cost of Service	0, 1, 2, 3	10

Proposers may be invited for oral discussion concerning elements of the proposal, negotiation of pricing and overall costs, and invitation for revision(s) prior to the final selection. RHA reserves the right to award the contract to the proposer who represents the best overall value and likelihood of assisting the agency in meeting its stated goals and to reject any or all responses to this RFP. RHA anticipates that a contract for the successful proposer will be issued on or around March 1, 2026.

Miscellaneous

RHA is a smoke-free campus. Contractors and vendors are expected to abide by these requirements.

The successful proposer will be entrusted with RHA issued keys and key access to RHA locations. During the contracted period, contractors and vendors will be held responsible for any damages, theft, or loss, up to and including the cost of replacing cylinders, locks, keys, etc. as the result of key loss.

REQUEST FOR PROPOSAL DOCUMENTS: Professional Cleaning Services

Reading Housing Authority

LOCATION INFORMATION

Central Admin Building
(Willis Center for Administration)
400 Hancock Blvd
Reading, PA 19611

South Campus Admin Building
(Oakbrook)
502 McClellan St
Reading, PA 19611

North Campus Admin Building
(Glenside)
1301 Schuylkill Ave
Reading, PA 19601

UNIT PRICES

LOCATION	MONTHLY COST	ANNUAL COST
Central Admin Building		
South Campus Admin Building		
North Campus Admin Building		

WEEKLY HOUR ALLOTMENT BY LOCATION

LOCATION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL
Central Admin Building						
South Campus Admin Building						
North Campus Admin Building						

FIXTURE COUNT

LOCATION	SINKS	TOILETS	URINALS
Central Admin Building	10	6	2
South Campus Admin Building	3	3	1
North Campus Admin Building	3	2	0

REQUEST FOR PROPOSAL DOCUMENTS: Professional Cleaning Services

Reading Housing Authority

EXTENT OF SERVICES

REGULAR SERVICES *General, Private Offices, Lobby, Lounge*

		1X PER WEEK	2X PER WEEK	1X PER MONTH
1	Empty wastebaskets.		X	
2	Dust all furniture, including desks, chairs, tables.		X	
3	Dust all exposed filing cabinets, bookcases, and shelves.		X	
4	Dust all telephones.		X	
5	Clean and sanitize telephones.		X	
6	Clean and sanitize fountains.		X	
7	Low dust all horizontal surfaces to hand height (70"), including sills, ledges, moldings, shelves, picture frames, ducts, radiators, etc.	X		
8	High dust above hand height all horizontal surfaces, including shelves, moldings, ledges, and HVAC vents.	X		
9	Spot clean desktops.		X	
10	Spot clean reception lobby glass, including from door and any other partition or door glass.		X	
11	Clean entire interior glass in partitions and doors.		X	
12	Dust window blinds.			X
13	Remove dust and cobwebs from ceiling areas.	X		
14	Dustmop resilient and hard floors or vacuum carpeted floors in traffic lanes, <u>including stairs, landings, and underneath desks.</u>		X	
15	Damp mop resilient and hard floors, <u>including stairs, landings, and underneath desks.</u>		X	
16	Spot clean spills and stains on carpeted and resilient floors, <u>including stairs, landings, and underneath desks.</u>		X	
17	Vacuum furniture.	X		
18	Spot clean furniture.	X		
19	Clean base boards.	X		
20	High dust corners.	X		
21	Clean windows.	X		
22	Deep clean.			X

REQUEST FOR PROPOSAL DOCUMENTS: Professional Cleaning Services

Reading Housing Authority

REGULAR SERVICES <i>Washrooms</i>		1X PER WEEK	2X PER WEEK	1X PER MONTH
1	Clean, sanitize, and polish all vitreous fixtures, including toilet bowls, urinals, and hand basins.		X	
2	Clean all glass and mirrors.		X	
3	Empty all containers and disposals, insert liners as required, and spot clean & sanitize container		X	
4	Empty and sanitize interior of sanitary container.		X	
5	Spot clean all walls, doors, and partitions.		X	
6	Refill all dispensers to normal limits (napkins, soap, tissue, towel, liners, seat holders, and cups)		X	
7	Low dust all horizontal surfaces below 36", including sills, moldings, ledges, shelves, frames, ducts, and heating outlets		X	
8	High dust above hand height all horizontal surfaces, including shelves, ledges, and moldings.		X	
9	Sweep, damp mop, and sanitize hard floor.		X	

REGULAR SERVICES <i>Eating Areas</i>		1X PER WEEK	2X PER WEEK	1X PER MONTH
1	Damp clean and sanitize countertops, tabletops, seats & backs of chairs, and exterior of appliances.		X	
2	Damp clean pedestals or legs.	X		
3	Clean, polish, and refill napkin holders.	X		
4	Empty all containers & disposals and spot clean exterior.		X	
5	Clean and sanitize drinking fountain.		X	
6	Spot clean doors, frames, light switches, kick & push plates, handles, walls, and interior glass.		X	
7	Low dust (below 36") and high dust (above 72") all horizontal surfaces.		X	
8	Clean entire interior glass in windows, partitions, and doors.		X	
9	Dust mop resilient and hard floors.		X	
10	Damp mop resilient and hard floors.		X	
11	Vacuum carpeted floors in their entirety.		X	

REQUEST FOR PROPOSAL DOCUMENTS: Professional Cleaning Services

Reading Housing Authority

GENERAL

		1X PER WEEK	2X PER WEEK	1X PER MONTH
1	Notify building contact of any irregularities (i.e. defective plumbing, unlocked doors, lights left on, inventory requirements, restroom supplies, etc.).		X	
2	Turn off all lights except those to be left on, close windows & lock all doors, and report evacuation of building to security organization.		X	
3	Customer service visits.			X
4	Formal customer review.			X
5	Review/check communication log.	X		

SPECIAL CONDITIONS

1. **PROPOSALS:** All proposals must be submitted in email to contracts@readingha.org or delivered in person to 400 Hancock Blvd, Reading PA 19611
2. **CONTRACT DATES:** The start date is estimated to begin August 1, 2021, after approval is received from the Reading Housing Authority Board of Commissioners.
3. **VISIT TO SITE:** Contractor shall visit the sites and familiarize itself with all conditions and limitations. The submission of a proposal is evidence that such an examination has been made and later claims or difficulties encountered that could have been foreseen if an examination had been made will not be recognized.
4. **WORKING HOURS:** Service under these specifications shall be performed after normal RHA working hours. Those hours specifically being **5:00 p.m. thru 10:00 p.m.** Sunday through Saturday.
5. **SANITARY FACILITIES:** The RHA will provide the contractor with facilities on this contract.
6. **WORKMANSHIP AND CLEAN UP:** Work shall be performed in strict accordance with the covenants, terms and conditions of this Contract. All workmanship shall be first class following accepted trade standards.
7. **SAFETY REQUIREMENTS:** Maintain project in accord with local safety codes. Hazard Control – store volatile wastes in covered metal containers and remove from premises daily. Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
8. **SMOKING POLICY:** Smoking is prohibited on any property owned and operated by Reading Housing Authority in conjunction with the Public Housing Program. “Smoking” means inhaling, burning or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including water pipes (“hookahs”). “Smoking” also includes the use of an electronic smoking device (“e-cig”) which creates an aerosol or vapor, in any manner or form, including by use of materials for “vaping”.
9. **PARKING:** Parking is limited at these locations therefore designated parking cannot be assigned.
10. **TERMS OF PAYMENT:** The RHA shall make payments approximately every 30 days as acceptable invoices are submitted by contractor. RHA will process payment within 30 days of approval of payment requests.
11. **INSURANCE:** The RHA is to be added as an additionally named insured to the Contractors & Sub-Contractors Comprehensive General Liability of no less than \$1,000,000.00 and Automobile Liability Coverage of \$500,000.00.
12. The contractor is responsible for all damage or loss by fire, theft or otherwise, to their materials, tools, equipment and consumables, left on RHA property by the Contractor.

13. All disputes between the parties shall be resolved in accordance with the HUD General Conditions Form 5370.
14. This Agreement is considered a non-exclusive Agreement between the parties.
15. This Agreement is deemed to be under and shall be governed by, and construed according to, the laws of the State of Pennsylvania.
16. Any litigation arising out of this Agreement shall be had in the Courts of Berks County, Pennsylvania
17. **Questions:**

Regarding HUD Forms:

Steve Notario, **Administrative Officer** , 610-775-9430 x 1115,
contracts@readingha.org

Regarding technical information, site visits and existing conditions:

**Rory Ulrich, Maintenance Superintendent, 610-775-4813 x 1120 or contracts
@readingha.org.**

**Reading Housing Authority
NON-COLLUSIVE AFFIDAVIT**

Note: Failure to submit this affidavit by the date specified in this solicitation may render the bid nonresponsive. No contract award will be made without a properly executed affidavit.

By submission of this bid or offer, each Vendor and each person signing on behalf of any Vendor certifies, and in the case of joint bids or offers each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief.

1. The prices in this quotation have been arrived at independently without collusion, consultation, communications, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder/offeror or any competitor;
2. Unless other wise required by law, the prices which have been offered in this bid/offer have not been knowingly disclosed by the bidder/offeror and will not knowingly be disclosed by the bidder/offeror, directly or indirectly to any other bidder/offeror or to any competitor;
3. No attempt has been made or will be made by the bidder/offeror to include any other person, partnership or corporation to submit or not to submit a bid/offer for the purpose of restricting competition;
4. No employee or Board member of the Reading Housing Authority or their consultants have received or will receive any payment or any other form of financial compensation from the bidder/offeror as a result of award of a contract or promise of award to the bidder/offeror.

Name: _____

Signature: _____

Title: _____

Company Name: _____

Date: _____

Subscribed and sworn to before me _____

This _____ day of _____, 20____.

My Commission expires _____, 20____.

Certifications and Representations of Offerors

Non-Construction Contract

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

- (1) ☐ has, ☐ has not employed or retained any person or company to solicit or obtain this contract; and
- (2) ☐ has, ☐ has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

- (a) ☐ is, ☐ is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b) ☐ is, ☐ is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c) ☐ is, ☐ is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- | | |
|---|---|
| ☐ Black Americans | ☐ Asian Pacific Americans |
| ☐ Hispanic Americans | ☐ Asian Indian Americans |
| ☐ Native Americans | ☐ Hasidic Jewish Americans |

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);
(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

- (iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:
 - (i) Award of the contract may result in an unfair competitive advantage;
 - (ii) The Contractor's objectivity in performing the contract work may be impaired; or
 - (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.
- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.
- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Signature & Date:

Typed or Printed Name:

Title: