

Request for Proposals (RFP) **Cleaning Services**

The Dickson Housing Authority Fund Inc. (DHA Fund) is accepting proposals from qualified and experienced firms or individuals to provide commercial cleaning services for DHA fund properties located in Dickson County, Tennessee.

Proposal Submission Deadline

Proposals must be received no later than: Wednesday, July 8, 2026, at 4:00 P.M.

Submit proposals by mail or email only to:

Attn. Avey Barrett, AP/ Program Specialist
Dickson Housing Authority
333 Martin Luther King Jr. Blvd.
Dickson, TN 37055

Email: avery.barrett@dicksonhousing.gov
Subject Line: Cleaning Services- DHA Fund RFP

Telephone or verbal proposals will not be accepted.

Contract Term

DHA intends to award a two (2) year contract, with the option to extend for one (1) additional year based on satisfactory performance. Services are anticipated to begin on July 27, 2026.

About DHA Fund

The Dickson Housing Authority is a public housing agency organized under the Housing Authorities Act of Tennessee. DHA Fund owns 45 housing units in Dickson County.

Statement of Services

The Contractor will clean 45 Fund units located at various unit locations, upon tenant move outs:

- Clean and dust all horizontal surfaces including but not limited to counters, light fixtures and windowsills.
- Deep Clean all bathrooms: bathroom tubs, sinks and toilets with proper cleaners and toilet brushes. Mirrors will be cleaned with a glass cleaner. Clean interior and exterior of cabinets. Thoroughly wash bathroom floors.
- Deep Clean all kitchen areas wiping countertops with proper cleaners, wiping of kitchen sinks, exterior and interior of cabinets and appliances.
- Clean windowsills in all bedrooms
- Vacuum and wash all floors throughout the units.
- Remove trash to designated areas.

Contractors must maintain professional appearance, follow all DHA Fund schedules and policies, and comply with all applicable federal, state, and local regulations.

Proposal Requirements

Proposals must include:

- Company information and references
- Tennessee business license
- Proof of insurance (\$1,000,000 minimum liability coverage)
- Safety program information
- Pricing proposal (Exhibit A)

Questions

Questions regarding this RFP should be directed to:

Avery Barrett, AP/Program Specialist

Dickson Housing Authority

931-688-1575

Questions must be submitted no later than July 1, 2026.

Evaluation

DHA Fund reserves the right to reject any or all proposals and award the contract in the best interest of the Authority. Proposals will be evaluated based on qualifications, experience, references, responsiveness, and cost.

Insurance Requirements

The awarded contractor must maintain general liability, professional liability, and workers' compensation insurance throughout the contract term.

Development Locations

Services may be required at the following DHA Fund properties:

- Suggs St.
- Hughes St.
- East Railroad
- Martin Luther King Jr. Blvd

Important Dates

Event	Date
RFP Issued	June 17, 2026
Questions Due	July 1, 2026
Proposal Deadline	July 8, 2026 – 4:00 P.M.
Award Notification	July 15, 2026
Contract Begins	July 27, 2026
Contract Ends	July 28, 2028

By submitting a proposal, the proposer agrees to comply with all DHA Fund requirements.

Proposed Pricing Schedule

The proposer shall provide pricing for each contract year listed below. Pricing shall include all labor, supervision, equipment, cleaning supplies, transportation, insurance, and any other costs associated with providing the required cleaning services.

Unit Size / Service Type	2026-2027	2027-2028	Optional Extension 2028-2029
Efficiency Unit	\$	\$	\$
1 Bedroom Unit	\$	\$	\$
2 Bedroom Unit	\$	\$	\$
3 Bedroom Unit	\$	\$	\$
4 Bedroom Unit	\$	\$	\$
5 Bedroom Unit	\$	\$	\$
Common Area Cleaning (if applicable)	\$	\$	\$
Additional Hourly Services	\$	\$	\$

Pricing Requirements

- Prices shall remain firm for each contract year.
- Any additional services not listed above must be identified separately.
- DHA Fund Inc. reserves the right to negotiate pricing prior to contract award.
- All pricing must include applicable labor, materials, equipment, insurance, and overhead costs.
- Itemized invoices specifying the development location will be required for payment.

Authorized Representative: _____

Company Name: _____

Signature: _____

Date: