WARNER ROBINS HOUSING AUTHORITY
112 MEMORIAL TERRACE
WARNER ROBINS, GA 31093

REQUEST FOR PROPOSAL
APARTMENT MAKE READY 2027
(PRIMARY/SECONDARY)

The Warner Robins Housing Authority (WRHA) are currently accepting proposals for Apartment Make Ready (Unit Turn) for a one (1) year period with the option for two (2) one (1) year extensions. The Authority has 443 units of Public Housing.

Interested and qualified contractors who have successfully demonstrated their ability to paint and clean apartments are invited to submit proposals. **Small businesses, minority owned businesses and women owned businesses that are familiar with the SECTION 3 PROGRAM are encouraged to respond.**

Proposals will be received from Monday November 16, 2026, until Wednesday December 16, 2026 at 5:00 PM ET at 112 Memorial Terrace Warner Robins, GA 31093. Bid packets must be downloaded from our website at www.warnerrobinsha.com ALL BID PACKETS MUST BE RETURNED IN A SEALED ENVELOPE, WITH "PROPOSAL FOR APARTMENT MAKE READY" ON BOTH SIDES OF THE ENVELOPE. Unmarked packets or packets received prior to November 16, 2026, or after December 16, 2026, will not be considered. Successful bidders will be notified by phone and a follow-up letter. Bid results will be posted to OUR website after a contract or contracts have been signed.

The purpose of the Request for Proposal is to select one or more contractors for the type of service requested and to enter into an agreement for performance of apartment make ready services.

WRHA is an EEO/ADA compliant employer and 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 WRHA to do so. The attention of proposers 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. WRHA also reserves the right to award multiple contracts for services if it is in the best interest of the Housing Authority to do so.

Contractors may withdraw a proposal personally or either 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 NO PROPOSAL SHALL BE WITHDRAWN FOR A PERIOD OF THIRTY (30) DAYS subsequent to the opening of Proposals without consent of WRHA.

Any questions, clarifications, or request for a site visit may be directed to the attention of Robert Gidney at this email address rgidney@warnerrobinsha.com

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PROPOSAL REQUIREMENTS

SCOPE OF SERVICES

Contractor shall supply trained unit turn professionals to perform unit turning services as directed. The contractor will also provide all paint, caulking, all equipment and cleaning supplies associated with painting.

a. Patch surfaces to be painted as needed.
b. Clean all surfaces to be painted.
c. Apply painter's caulking in a continuous bead as needed.
d. Apply two coats of paint to all surfaces that are painted.
e. Remove all paint from all surfaces that are not to be painted, including but not limited to floors, electrical outlets, doorknobs etc…
f. Clean all appliances and surfaces in the kitchen.
g. Clean all fixtures, basins, toilets tubs and surfaces in the bathroom.
h. Clean out all utility closets / rooms.
i. Wash all windows.
j. Clean the surfaces of all exterior doors and storm doors.
k. Clean and mop all the stoops.
l. Buff, wax and seal all tile floors; replace tile and baseboard as needed.
m. Remove all trash, empty paint buckets, empty bottles of cleaning supplies from the apartment; they cannot be put in trashcans; they must be removed by the cleaning company.

Work Hours

The service hours for make ready work are 8:00 AM until 5:00 PM, Monday through Thursday. **Friday work may be authorized, if necessary, but only with prior approval.** The successful bidders must be able to complete services during this period; refrain from disturbing our Residents and leave the Community once services are completed. Contractors are to refrain from driving or parking on the lawn. All painters or workers must have shirts with the company name on it or a name badge. Short pants are not to be worn for safety reasons.

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INSURANCE

The Contractor shall procure, at its own expense, and keep in full force during the term of this Service Agreement, Comprehensive, Automobile Liability Insurance, and Workmen's Compensation as follows:

(a) Automobile Liability on owned and non-owned motor vehicles used in connection with this Agreement and shall contain a limit of bodily injury of at least $500,000 per person and a total limit per occurrence of at least $500,000 and property damage limit of $500,000 per accident.

(b) Commercial General Liability with a combined single limit for bodily injury of not less than $1,000,000 injury and $500,000 property damage per occurrence to protect the Contractor against claims for bodily injury or death and damage to the property of others.

(c) Worker's Compensation shall be maintained in accordance with the State of Georgia requirements.

The Housing Authority shall be named as an additional insured on each policy. The Contractor shall furnish WRHA (annually) certificates of insurance.

SELECTION CRITERIA

Service providers shall provide a company profile; number of employees; and the names of key personnel to contact for emergency purposes.

Selection will also be weighted as follows:

Criteria	**Percent Weight**
Unit Painting Cost	40%
Availability as needed	30%
Company Profile	15%
References	15%

Bidders are to ensure that they are capable of supplying services in sufficient quantity and quality as needed to meet demand. Pre-qualifications shall include but not limited to, number, capacity, and experience in servicing developments of a similar size.

The proposal will be awarded to the company or companies submitting the most competitive proposal that includes price, qualifications and responsive service, and meets all the requirements and specifications.

Monthly statements will be mailed to **WRHA to the Director of Facilities Maintenance, Mr. Robert Gidney. Each invoice should detail the cost per service performed. A separate statement for each site (properly identified) is required for WRHA's accounting and consumption records.** Invoices will be paid by WRHA monthly.

The bidder is solely responsible for the employment, uniform identification, control and conduct of his employees during this contract. January 4, 2027 until January 3, 2028; for a period of one (1) year with the option for two one (1) year extensions. In the event the bidder does not perform the services as specified herein to the satisfaction of WRHA, the Authority reserves the right to cancel the contract at any time for cause, by giving at least fifteen (15) days written notice of the intent to cancel this contract.

SUBMITTAL REQUIREMENTS

Each Contractor must provide a list of references to include address and phone numbers. All HUD forms and Agency forms must be completed prior to the signing of a contract.

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In submitting this proposal, the undersigned agrees:

(a) That the Owner reserves the right to waive irregularities, to reject proposals and to award the Contract to the most qualified contractor, should it be in the best interest of the Owner to do so;

(b) That in the event the contractor does not perform the services as stipulated in the contract to the satisfaction of the Warner Robins Housing Authority. The Authority may cancel the contract at anytime by giving at least fifteen (15) days written notice of the intent to cancel the contract; and

(c) The contractor shall be responsible for the employment, control and conduct of his employees during the course of the contract.

The undersigned hereby designates his business structure and location:

Contractor is: (check one)

Sole Proprietor ( ) Partnership ( ) Corporation ( )

If the Contractor is a Sole Proprietor, state the following:

Name(s) of Partners:

_____ _____ _____

If the Contractor is a Corporation, state the following:

Organized under the laws of the State of _____

Name(s) and title(s) of officers authorized to sign the contract:

_____ _____ _____

The Proposal is authorized and submitted by:

_____ _____
(Name of Firm) Authorized Official (Please Print)

_____ _____
(Signature) (Title)

_____
(Date)

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(Seal and attest Seal if Proposal is submitted by a Corporation)

PROPOSAL SHEET

Cost to make ready a one bedroom apartment (400) **$**_____

Cost to make ready a one bedroom apartment (560') **$**_____

Cost to make ready a two bedroom apartment (891') **$**_____

Cost to make ready a three bedroom apartment (1,080') **$**_____

Cost to make ready a four bedroom apartment (1,323') **$**_____

Cost to make ready a five bedroom apartment (1,560') **$**_____

Proposal submitted by: _____

Company Name: _____

Email Address: _____

Company Phone Number: _____

Date: _____