

EXHIBIT 4 – HOUSEKEEPING

Property Addresses located in Estes Park CO 80517:

The Cleave Street Apartments, 157 Cleave Street

The Falcon Ridge Apartments, 1629 Soaring Circle

The Talons Pointe Apartments, 1715 Redtail Hawk Drive

The Lone Tree Village Apartments, 1310 Manford Avenue

The Peak View Apartments, 1551 & 1553 South Saint Vrain Ave

The Pines Apartments, 1155 South Saint Vrain Avenue

Projected Start Date: At the time of Executed Contract

Projected Completion Date: December 31, 2023

Contracted Amount: As Listed

SCOPE OF WORK

Bid Item: Housekeeping services for properties owned and/or managed by the Estes Park Housing Authority.

All prices shall exclude taxes. Contractor shall furnish all cleaning materials and equipment needed to complete each job. All work shall comply with all local, State and Federal Laws including the Environmental Protection Agency (EPA).

Scheduled work shall accommodate a five (5) day rehab schedule of vacant units. Scheduled work shall have a response requirement of 72 hours and emergency work shall have a response time of 2 hours.

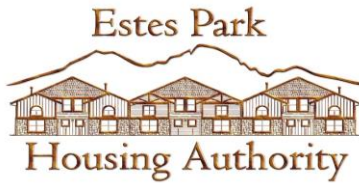
The work to be performed under this Bid shall include all services generally performed by the contractor's usual cleaning operations; including, but not limited to the following:

1. Wash interior & exterior windows. Remove all foreign items, i.e., Scotch tape, etc.
2. Wash walls when requested.
3. Mop floors.
4. Clean walls, ceilings, light fixtures, wall plates, heating vents and registers.
5. Clean interior and exterior of cabinets. Remove any paper lining from shelves or drawers.
6. Oil kitchen cabinets and all doors, wash only if painted.
7. Clean and oil all passage and entry doors; wash only if painted.
8. Clean tub, tile, sink, medicine cabinet and toilet in bathrooms.
9. Clean range, oven, range hood, refrigerator, dishwasher, microwave, washer, dryer. Ranges, refrigerators, washers, and dryers are to be pulled out – surface cleaned, cleaned inside, behind and under appliance.
10. Clean all kitchen countertops and sink.

11. Clean all bath countertops, sink, toilet, bathtub & shower.
12. Clean all rods and shelves in closets.
13. Vacuum carpets.
14. Clean and/or remove spider web/fly specs from ceilings and walls.
15. Clean all window blinds.
16. Clean inside furnace room & storage room.

CLEANING BID ITEMS	WITH WALLS	WITHOUT WALLS
One Bedroom Apartment	\$	\$
Two Bedroom Apartment	\$	\$
Three Bedroom Apartment	\$	\$
One Bedroom with Interior Stairs	\$	\$
Two Bedroom with Interior Stairs		
Three Bedroom with Interior Stairs	\$	\$

Optional 2nd and 3rd year Price Increase _____



BID CERTIFICATION
THIS COMPLETED PAGE MUST BE RETURNED WITH PROPOSAL

THE UNDERSIGNED BIDDER, having familiarized himself with the Work required by this Invitation to Bid, the site where the Work is to be performed, local conditions, laws, regulations and other factors affecting the performance of the Work, and having satisfied himself of the completeness and adequacy of the information contained in the Invitation to Bid, and the expense and difficulties attending the performance of Work,

HEREBY PROPOSES AND AGREES, if this Bid is accepted, to enter into an Agreement to perform all Work as described in the Invitation to Bid, or as may be required by the Owner or the Estes Park Housing Authority; and to assume all obligations, duties and responsibilities necessary to the successful completion of the Work; for the **UNIT PRICED FEE** defined herein:

THE UNDERSIGNED BIDDER hereby certifies (a) that this Bid is genuine and is not made in the interest of, or in behalf of, any undisclosed person, firm or corporation, and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; (b) that he has not directly or indirectly induced or solicited any other Bidder to put in a false or sham Bid; (c) that he has not solicited or induced any person, firm or corporation to refrain from bidding; (d) that he has not sought by collusion to obtain for himself any advantage over any other Bidder or over Owner; and (e) that the price or prices quoted in the Bid are fair and proper and are not tainted by a collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder.

THE UNDERSIGNED BIDDER acknowledges the bid price is a **UNIT PRICED FEE** inclusive of all professional services, materials, labor, travel, and incidental costs to

Housekeeping Services

THE UNDERSIGNED BIDDER understands additional costs for Work will not be allowed under the terms of the agreement between the Bidder and the Owner, except as specifically requested and approved by the Owner. Lack of coordination between the Bidder and any other consultant, lack of knowledge concerning the requirements of the Estes Park Housing Authority to achieve an approved work product, lack of information to produce an approved work product and/or the incorporation or lack of incorporation of any information from any relative source which may cause additional work on the part of the Bidder shall not be a condition for assessing additional charges to the Owner. This does not prevent the Bidder from claiming reimbursement from any other consultant whose information may have resulted in additional costs to the Bidder in the performance of his/her responsibilities.

THE UNDERSIGNED BIDDER acknowledges the right of the Owner to reject any or all Bids submitted, and to waive any informalities and irregularities therein. This Bid shall remain open and shall not be withdrawn for a period of sixty (60) days from the due date of the Invitation to Bid.

Submitted on this _____ day of _____, 20 ____

BY: _____

TITLE: _____

COMPANY NAME: _____