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REQUEST FOR QUOTES - SERVICES CONTRACT

BUILDING JANITORIAL CLEANING SERVICE FOR 5 STORY APTARTMENT BUILDING

Contract Number: 20-S-0002

PRE-BID MEETING

October 22, 2019 at 9:00 am.

QUOTES ARE DUE:

Monday, November 11, 2019 by 4 pm.

Contract Administrator:

Ron Haniuk

PH: 541-682-2583

[*rhaniuk@homesforgood.org*](mailto:rhaniuk@homesforgood.org)

**To view attachments properly, please download this request to your PC and
update your Adobe Reader to Adobe Reader DC.**

REQUEST FOR QUOTE

BUILDING JANITORIAL CLEANING SERVICE FOR 5 STORY APT. BUILDING

Homes for Good Housing Agency is seeking a qualified janitorial contractors. We are currently seeking quotes for janitorial cleaning at one of our apartment complexes known as Riverview Terrace located at 925 W. Main St. in Cottage Grove.

- All qualified professional, MBE and Section 3 firms are invited to participate in this solicitation.
- This contract can last a total of 2 years; 1-year contract with an option to renew for 1 year.
- General Conditions and Specifications of work apply to all work done on this contract.
- Please review HUD-5369-B Instructions to Offerors for Non-Construction Contracts, the HUD-5370-C General Condition for Non-Construction, and the Section 3 Form.
- HUD Determined Wage Rates apply to this request and can be found on page 4.
- Please review and complete the Independent Contractors Certification Form.
- All questions should be directed to the Contract Administrator Ron Haniuk. He may be contacted by Ph: (541) 682-2583 or Email: rhaniuk@homesforgood.org
- Quotes will be received until **Monday, November 11, 2019 by 4 pm.** on a copy of the quote forms provided.
Contractor can provide quote by either;
 - Hand deliver or mail to; 300 W. Fairview Drive, Springfield, OR. 97477, Attn. Ron Haniuk
Contract Administrator, Maintenance.
Or,
 - Email to: rhaniuk@homesforgood.org
- This Request for Quote can also be found at the following Homes for Good website;
<https://www.homesforgood.org/opportunities/contracts-and-vendors/bid-opportunities>

1) SCOPE OF WORK

The areas of work consists of but are not limited to; offices, breezeways, hallways, laundry rooms, bathrooms, lobbies, stairways and elevators. This work involves general janitorial cleaning, mopping, waxing, sanitizing, sweeping, emptying trash and recycling containers. Cleaning exterior of windows in the basement offices & community room, and the main entry doors will also be part of this contract. This contract includes routine, semi-monthly and annual cleaning tasks. The following documents are provided to give interested businesses more specific details regarding the site and this contract.

GENERAL CLEANING SPECIFICATIONS -



TWICE A MONTH CLEANING -



ANNUAL CLEANING -



GENERAL CONTRACT CONDITIONS -



BASEMENT AND FIRST FLOOR PLANS -



SQUARE FEET -



- It is expected that the Contractor will schedule around activities in the community room including resident lunch hours. All scheduling will be approved by the Property Manager.
- The Property Manager will make keys available to the Contractor.

AWARD OF CONTRACT:

This contract will be awarded to the lowest total quote submitted by a qualified bidder, based upon the total annual cost for the listed services. The Agency will evaluate the ability of the bidder's company to supply trained and experienced personnel and appropriate equipment for performing the required work. References submitted during the RFQ process may be interviewed and the sites reviewed/inspected for quality of service. HACSA reserves the right to not award to the lowest bidder based upon the ability of any firm to have ample employees to complete work in a timely manner, results of reference checks, and a review of the quality of work of the bidding Contractor.







The Agency may review any the following prior to selection of the Contractor:

- A job cost breakdown, work force availability, work history
- Previous contract performance with this Agency,
- Site review/inspection of Contractors current work.
- An evaluation of references and other non-Agency work history
- Applicable experience.

WAGE DETERMINATION

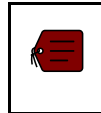
All work at this complex is subject to the HUD Determined Minimum Wage Rate payment requirements. See attachment below to ensure your bids are compliant with these rules.

The awarded Contractor will be required to read and/or complete;

HUD-5370-C General Condition for Non-Construction	
Section3 Form	
HUD Determined Wage Rate	
Current 2017-2018 Wage Rate	
The Independent Contractor Certification Form	
Drug Free Work Place	

INSTRUCTIONS TO BIDDERS

Please review “Instructions to Offerors, Click Here >



Quotes are Due: **Monday, November 11, 2019 by 4 pm.**

You can deliver quotes to;

Hand deliver or mail to; 300 W. Fairview Drive, Springfield, OR. 97477, Attn. Ron Haniuk, Contract Administrator, Maintenance.

Or,

Email to: rhaniuk@homesforgood.org

This Request for Quote can also be found at the following HACSA website;

<https://www.homesforgood.org/opportunities/contracts-and-vendors/bid-opportunities>

QUOTE FORMS

If you are unsure of the process or how to complete the BID Form, it is his/her responsibility to contact the Contract Administrator for clarification at, please contact Ron Haniuk at 541-682-2583 or email rhaniuk@homesforgood.org

BID FORM

VACATE CLEANING SERVICES

I/We, the undersigned, are familiar with the local conditions affecting the cost of the work, wage rates and with the Specifications, the Request for Quote, and any attachments as prepared by Homes for Good Housing Agency. I/We propose to furnish all labor, equipment and materials for janitorial services at 925 W. Main St, Cottage Grove Known as Riverview Terrace at the prices listed below.

INSTRUCTIONS: Enter a price in column (a) & (b) and the Total Cost for the services.

For your bid to be considered, you must include all information requested.

RIVERVIEW TERRACE	(a) COST		(b) TOTAL COST
BI-WEEKLY SERVICE	\$	X26	\$
ANNUAL CLEANING	\$	X1	\$
TOTAL ANNUAL COST →			\$

In submitting this quote, it is understood that Housing and Community Services Agency of Lane County reserves the right to reject any and all bids

Attached hereto is an affidavit in proof that the undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitting of proposals for the contract for which this proposal is submitted.

The quoting firm represents that **he [] has, [] has not**, participated in a previous contract or subcontract subject to the equal opportunity clause prescribed by Executive Orders 10925, 11114, or 11246 or the Secretary of Labor; that **he [] has, [] has not**, filed all required compliance reports; and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards. (The above representation need not be submitted in connection with contracts or subcontracts which are exempt from the clause.)

Certification of Non-segregated Facilities. By signing this quote, the quoting firm certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. He certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The quoted firm agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. He further agrees that (except where he has obtained identical certifications

from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that he will retain such certifications in his files; and that he will forward a notice to his proposed subcontractors as provided in the instruction to bidders.

Drug Free Environment Certification: By signing this bid, the bidder certifies that he will, or will continue to, provide a drug-free workplace while performing work at the contracted location, and will adhere and perform to the directions stipulated in the Special Conditions, item 18, Drug Free Work Place Requirement.

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

BIDDERS SIGNATURE
ATTESTING QUOTE AMOUNTS AND OTHER CERTIFICATIONS

NAME OF BIDDER (Company): _____

COMPANY OFFICIAL ADDRESS: _____

CITY: _____ ZIP: _____ Email: _____

COMPANY FEDERAL ID #: _____ PHONE #: _____

BY (Print Name): _____

TITLE: _____

SIGNATURE _____ DATE _____
(SIGN ORIGINAL ONLY)

Attachment: Three References for Similar Work:

(May include work previously provided for HACSA)

NAME OF COMPANY OR BIDDER: _____

REFERENCE #1:

NAME OF COMPANY: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE _____

PERIOD OF PERFORMANCE: From _____ to _____

DESCRIPTION OF WORK: _____

REFERENCE #2:

NAME OF COMPANY: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE _____

PERIOD OF PERFORMANCE: From _____ to _____

DESCRIPTION OF WORK: _____

REFERENCE #3:

NAME OF COMPANY: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE _____

PERIOD OF PERFORMANCE: From _____ to _____

DESCRIPTION OF WORK: _____

I attest that the information presented is true and accurate. Permission is granted for the HACSA to contact and/or review work with each of the above sites and companies.

Signature: _____

Attention: This page must be signed and submitted with Bid