



Routine Professional Janitorial Services

CONTRACT #: 22-P-0037

Bids Due

Tuesday, September 20th, 2022 at 4:00 p.m.

Voluntary Pre-Bid Meeting

Thursday, September 8th, 2022 at 4:00 p.m.

<https://us02web.zoom.us/j/82429197412>

Bid Opening

Tuesday, September 20th, 2022 at 4:15 p.m.

Homes for Good
100 W. 13th Ave
Eugene, OR 97408

Solicitation Coordinator

Jasmine Leary

PH: (541) 682-2501

Email: jleary@homesforgood.org



REQUEST FOR QUOTE:

The Homes for Good Housing Agency is now accepting bids from qualified professional janitorial businesses for routine professional janitorial cleaning at eight (8) Agency-managed sites:

These sites are:

1. Lindeborg Place, 840 Holly St., Junction City, OR 97448
2. Cresview Villa, 350 S. 2nd St., Creswell, OR 97426
3. Riverview Terrace, 925 W. Main St., Cottage Grove, OR 97424
4. McKenzie Village, 300 W. Fairview, Springfield, OR 97477
5. Fairview (Central Maintenance), 300 W. Fairview, Springfield, OR 97477

PLEASE NOTE: NUMBERS 1 THROUGH 5 HAVE APPLICABLE WAGE RATES

6. Firwood Apartments, 2111-2139 W. 12th Ave, Eugene, OR 97402
 - This contract is for *1-year, with two-1-year options to renew for a total period of 3 years, with a not to exceed total contract value of \$150,000.00*. A labor and material rate increase may be discussed within the first three (3) months of each calendar year only if materials and/or labor have increased.
 - Homes for Good, at its sole discretion, reserves the right to award this contract to more than one firm if it is determined a demand exists.
 - General Conditions and Specifications of work apply to all work done on this contract.
 - All Qualified contractors, all Minority Business Enterprises and Section 3 businesses are encouraged to participate in this solicitation.
 - Please review the linked forms.
 - HUD Determined Wage Rates apply to this request and can be found below.
 - Please review and complete the forms located at the end of this packet
 - All questions should be directed to the Solicitation Coordinator

SCOPE OF WORK:

The request is for professional janitorial service to clean areas as described in this request and consists of but are not limited to, offices, hallways, bathrooms, lobbies, stairways, elevators, and shared community spaces. The scope involves general janitorial cleaning, mopping, waxing, sanitizing, sweeping, and emptying trash and recycling. The chosen contractor and employee(s) should be well training, familiar with the trade and industry standards, have professional appearance and works well with people. List under "Attached Documents" are more specific details regarding the sites, specifications, and contract.

WAGE RATE DETERMINATION:

There will be applicable Minimum Wage Rates for sites numbered 1 through 5 as listed above that are established by HUD Department of Labor Relations for all work performed under this contract. There will be no minimum wage rates required for numbers 6 through 8 as listed above.

QUALIFICATIONS:

REFERENCES: A minimum of three references must be supplied by a low bidder, along with information regarding the owners and work force available, and longevity and history of business.



The Agency may verify and visit the three referenced sites. The Agency may choose to not award a contract based upon these reference checks or other pertinent information. If this occurs, then the next lowest bidder may be considered.

AWARD OF CONTRACT:

This contract will be awarded to the qualified bidder offering the best value for this Agency. Best Value includes but is not limited to lowest price submitted by a qualified bidder, ability of the bidder's company to supply trained, licensed, and experienced personnel, references, appropriate equipment for performing the required work, employees available.

Qualified bidders may be contacted for an informal interview for more detailed information and confirmation of quoted information. Homes for Good reserves the right to not award any firm if it is in the best interest of this Agency to do so or based upon the results of credit and reference checks, review of the quality of work of the bidding Contractor.

Homes for Good reserves the right to reject any, and all bids not in compliance with the described public bid requirements and may reject for good cause or waive any informality in bids received whenever such rejection or waiver is in the public interest to do so. The Agency complies with State and Federal laws and regulations relating to discrimination and employment, including the Americans with Disabilities Act (ADA 1990).

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

- A job cost breakdown, work force availability, work history.
- Number of anticipated work hours per week/month.
- 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.

ADDITIONAL WORK:

During the awarded contract period, Homes for Good may request additional work and the Contractor will be asked to provide a cost for that work. This Agency may or may not authorize such additional work to the awarded contractor and reserves the right to use another Contractor.

INSURANCE COVERAGE REQUIREMENTS

At signing of contract, the awarded Contractor is required to provide the Agency with Certificates of Insurance showing the following Insurance is in force and will insure all operations under this contract: Contractors shall not cancel, materially change, or not renew insurance coverage's during the period of this contract. Any insurance bearing any adequacy of performance shall be maintained after completion of the contract for the full warrant/guarantee period.

Nothing contained in the insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from the Contractor's operation under a contract with Homes for Good.



GENERAL CONTRACTOR

(1) *WORKERS' COMPENSATION, in accordance with State Law. The general Contractor, its subcontractor, and all employers working under the contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, or otherwise be exempt under ORS 656.126.*

(2) *AUTOMOBILE LIABILITY, for owned and non-owned motor vehicles used on the site or in connections therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.*

(3) *COMMERCIAL GENERAL LIABILITY, and Professional Liability: the minimum limit of liability shall be \$1,000,000 per occurrence written, with a combined single limit for bodily injury and property damage.*

The General Contractor's General Liability policy shall name the Agency as "Additional Insured" for this project, with an attached Endorsement Page, showing the additional insured as;

Homes for Good Housing Agency
100 West 13th Avenue, Eugene, OR 97401

PLEASE READ THE ATTACHED DOCUMENTS

- [Drug Free Workplace Requirement](#)
- [HUD 5369 – B: Instructions to Offerors – Non-Construction](#)
- [HUD 5370 – C: General Conditions for Non-Construction Contracts](#)
- [HUD Determined Wage Rate](#)
- [Cleaning Specifications](#)
- [General Contract Conditions](#)
- [Homes for Good Site Location Property Contacts](#)

PLEASE COMPLETE THE FOLLOWING FORMS

- *Bid Forms*
- *Independent Contractor Certification Form*
- *Section 3 Clause and Certification Form*
- *Reference Sheet*
- *Bidder Attestation*



BID FORMS

The undersigned, having familiarized [] themselves with the local conditions affecting the cost of the work, and with the Specifications including, Invitation for Bid, Instructions to Bidder, this Bid, Contract Specifications, the General Conditions, the Description of the Work, and Addenda, if any thereto, as prepared by Homes for Good and on file at: 100 West 13th Avenue, Eugene, OR 97401, hereby propose to furnish all labor, equipment, and materials for the **Routine Professional Janitorial Services** as detailed in the Request for Proposal and listed herein.

In submitting this (these) bid(s), it is understood that the right is reserved by the Homes for Good Housing Agency to reject any, and all bids. If written notice of the acceptance of this bid is mailed, telegraphed, or delivered to the undersigned within 30 days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form and furnish the required bond (if any) within ten (10) days after the contract is presented to them for signature.

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.

PLEASE REVIEW INSTRUCTIONS TO BIDDERS

When the proposing firm is unsure of the process or forms completion, it is their responsibility to contact the Solicitation Coordinator for clarification.

INSTRUCTIONS TO BIDDERS

Routine Professional Janitorial Services

When preparing the total bid, carefully review all the requirements per site. Work includes all labor, equipment, and materials.

The bid forms included in the next section must be completed in-total for a bid to be considered responsive. You can submit forms in-person prior to the due date and time. You may also send in your proposal in an envelope marked as: *Contract #: 22-P-0037 Routine Professional Janitorial Services*. Addressed to 100 West 13th Avenue, Eugene, OR 97401., Attn: Jasmine Leary. (No faxed bids).

Bidder will record a fee per service for all work to be performed. Bids must accurately reflect the cost of performing the work, and be based upon the specifications, and any minimum HUD Determined or other minimum wage rate payment requirements.



Quote Form

- Column 2 indicates each sites preferred cleaning frequency
- Calculate the estimated cost for a singular cleaning occurrence based off the preference specification (i.e.: how much does it cost to complete all the tasks for a singular weekly, bi-weekly, monthly, quarterly, or annual visit)
- Multiply the Column 3 by the number indicated in Column 4

SITE (1)	SITE FREQUENCY (2)	COST (3)	ANNUAL COST (4)
Lindeborg Place 840 Holly St. Junction City, or 97448	Monthly		(x12) =
	Quarterly		(x4) =
	Annually		(x1) =
Cresview Villa 350 S. 2 nd St. Creswell, OR 97426	Quarterly		(x4) =
	Annual		(x1) =
Riverview Terrace 925 W. Main St. Cottage Grove, OR 97424	Bi-Weekly/Weekly		(x26) =
	Annually		(x1) =
McKenzie Village 300 W. Fairview Springfield, OR 97477	Weekly		(x52) =
	Quarterly		(x4) =
	Annually		(x1) =
Fairview Central Maintenance 300 W. Fairview Springfield, OR 97477	Weekly		(x52) =
	Quarterly		(x4) =
	Annually		(x1) =
Firwood Apartments 2111-2139 W. 12 th Ave Eugene, OR 97402	Quarterly		(x4) =

[See next page]



The proposer represents that they [] have, [] have 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 they [] have, [] have not, filed all required compliance reports; and those 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 proposal, the proposer certifies that they do not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not permit their employees to perform their services at any location, under their control, where segregated facilities are maintained. They certify further that they will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they will not permit their employees to perform their work at any location, under their control, where segregated facilities are maintained. The proposer 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. They further agree that (except where they have obtained identical certifications from proposed subcontractors for specific time periods) they 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 they will retain such certifications in their files; and that they will forward a notice to their proposed subcontractors as provided in the instruction to proposers.

Drug Free Environment Certification: By signing this proposal, the proposer certifies that they 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 Workplace Requirement.

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



INDEPENDENT CONTRACTOR CERTIFICATION FORM

NOTE: Oregon law, ORS 701.075, requires your business to qualify as an independent contractor (demonstrate that you are in business for yourself and not an employee) in-order to be registered with the Construction Contractors Board (formerly called the Builders Board).

You can qualify as an independent contractor by certifying that you meet all the following standards as required by ORS chapters 310, 316, 656, 657, 670 and 701;

- (1) You provide labor and services free from direction and control, subject only to the accomplishment of specified results.
- (2) You are responsible for obtaining all assumed business registrations or professional occupation licenses required by state or local law.
- (3) You furnish the tools or equipment necessary to do the work.
- (4) You have the authority to hire and fire employees to perform the work.
- (5) You are paid on completion of the project or based on a periodic retainer.
- (6) You are registered with the Construction Contractors Board (as required).
- (7) You filed Federal and state income tax returns for the business for the previous year if you performed labor or services as an independent contractor in the previous year.
- (8) You represent to the public that you are an independently established business, by indicating **that you meet four (4) or more of the following:**

- _____ A) You work primarily at a location separate from your residence.
- _____ B) You have purchased commercial advertising, business cards, or have a trade association membership.
- _____ C) You use a telephone listing and service separate from your personal residence listing and service.
- _____ D) You perform labor or services only pursuant to written contracts.
- _____ E) You perform labor or services for two or more different persons within a period of one year.
- _____ F) You assume financial responsibility for defective workmanship and breach of contract, as evidenced by performance bonds or liability insurance coverage.

I hereby certify that the above information is correct.

Signature: _____ Date: _____
(Owner, partner, or corporate officer)

Entity: _____



SECTION 3 COMPLIANCE

In order for Homes for Good to meet the requirements of Section 3 documentation, each contractor is requested to certify whether or not they are a Section 3 business concern. Information in this section will assist in making that determination. Please complete and submit to Homes for Good as appropriate. The purpose of 'Section 3' is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted project covered by Section 3, shall, to the greatest extent feasible, be directed to low – and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

Work to be performed under a Homes for Good contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S. 1701u (Section 3).

In such case as the Award is not from a Formal Bid Process, the contractor will be required to complete the form and submit it with the contract documents.

- A. The work to be performed under this contract is subjected to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD regulations in 24 CFR part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of the workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause and will post copies of the notice in conspicuous places at the work site where both employee and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions, and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled
 1. after the contractor is selected but before the contract is executed, and
 2. with persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.
- F. Noncompliance with HUD's regulations in 24CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.



- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination, and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible:
1. preference and opportunities for training and employment shall be given to Indians, and
 2. preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises.

Parties to this contract will be required to comply with the provisions of Section 3 of Housing and Urban Development Act of 1968 as amended (herein referred to as Section 3 requirements). Such provisions require that economic opportunities generated by HUD financial assistance shall, to the greatest extent feasible, be given to low income residents of the metropolitan area in which the project is located and to businesses that provide economic opportunities for these persons.

Contracts exceeding \$1.00 are considered "Section 3 Covered Contracts" and are thus subject to the provisions contained in 24 CFR Part 75. Bids or proposals exceeding \$1.00 must include an indication of whether or not the firm submitting the bid or proposal is a "Section 3 Business Concern"



SECTION 3 CLAUSE & CERTIFICATION FORM

Examples of efforts to offer training and employment opportunities to Section 3 residents include, but is not limited to, practices like those listed here. Please check those that apply to your company.

- Establishing training programs, which are consistent with the requirements of the Department of Labor, for public housing residents and other Section 3 residents in the building trades.
- Advertising the training and employment positions available by distributing flyers (which identify the positions available and the application process) to every occupied dwelling unit in the housing development where the funds are to be expended.
- Advertising the training and employment positions by posting flyers (which identify the positions available and the application process) in the common areas or other prominent areas of the housing development or developments.
- Posting job descriptions with transitional housing in the service area of the Section 3 covered project.
- Contacting Resident councils with employment opportunity information and request their assistance in notifying residents of training and employment opportunities.
- Sponsoring a job informational meeting to be conducted by Homes for Good or contractor representative at a location in the housing development.
- Arranging assistance in completing job applications and conducting job interviews for residents of the housing development or developments where the project is located.
- Arranging for a location within the development or developments where completed applications may be delivered to and collected by a recipient or contractor representative.
- Contacting agencies administering HUD Youthbuild Programs for their help in recruiting applicants.
- Consulting with State and local agencies administering training programs funded through JTPA or JOBS, probation and parole agencies, unemployment compensation programs, community organizations and other officials or organizations to assist with recruiting Section 3 residents for training and employment opportunities.
- Advertising the jobs to be filled through the local media.
- Employing a job coordinator to match contractor needs with eligible and qualified Section 3 residents.
- Where there are more qualified Section 3 residents than there are positions to be filled, maintaining a file of eligible qualified Section 3 residents for future employment positions.
- Undertaking job counseling education and related programs in association with local educational institutions.
- Undertaking continued job training efforts to ensure that the continued employment of Section 3 residents previously hired for employment opportunities.



INSTRUCTIONS.

In order for Homes for Good to meet the requirements of Section 3, each contractor is asked to certify whether or not they are a Section 3 business concern. The following information will assist in making that determination. After reviewing the information, please complete the certification at the bottom of the page which states that you are or are not a Section 3 Contractor.

Section 3 of the Housing and Urban Development Act of 1968 states that, to the greatest extent feasible, opportunities for training and employment should be given to very low/low income residents of the HUD-assisted project area. In the case of a Section 3 Certified business, should a job opening occur as a result of this contract, "a good faith effort" must be made to hire and/or train lower-income persons.

A SECTION 3 BUSINESS CONCERN IS...

- a. That is 51% or more owned by Section 3 residents; or
- b. Whose permanent, full-time employees include persons, at least 30% of whom are currently Section 3 residents or, within three (3) years of the date of first employment with the business concern, were Section 3 residents; or
- c. That provides evidence of a commitment to subcontract in excess of 25 percent (%) of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth above.

A SECTION 3 RESIDENT IS...

- a. A public housing resident; or
- b. An individual who resides in the metropolitan area in which the Section 3 covered assistance is expended, and who is low-income person or a very low-income person. The following income limits are considered low or very low-income persons

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extra Low Income	\$16750.00	\$19150.00	\$23030.00	\$27750.00	\$32470.00	\$37190.00	\$41910.00	\$46630.00
Very Low Income	\$27900.00	\$31850.00	\$35850.00	\$39800.00	\$43000.00	\$46200.00	\$49400.00	\$52550.00
Low Income	\$44600.00	\$51000.00	\$57350.00	\$67300.00	\$68800.00	\$73900.00	\$79000.00	\$84100.00

COMPLETE AND SUBMIT THE FORM ON THE NEXT PAGE WITH DOCUMENTS



100 West 13th Avenue, Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411



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HAVING READ THE SECTION 3 CLAUSE, I HEREBY CERTIFY THAT **I AM []** OR **AM NOT []** A SECTION 3 BUSINESS CONCERN AND THAT I WILL TAKE STEPS TO THE "GREATEST EXTENT FEASIBLE" TO OFFER TRAINING AND EMPLOYMENT OPPORTUNITIES THAT MAY ARISE FROM THIS PROJECT TO SECTION 3 RESIDENTS:

NAME OF COMPANY: _____

NAME OF SIGNER: _____
(PLEASE PRINT)

SIGNATURE: _____ DATE: _____

COMPLETE AND SUBMIT THIS FORM WITH DOCUMENTS



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THREE REFERENCES FOR SIMILAR WORK
(May include work previously provided for Homes for Good)

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 Homes for Good to contact and/or review work with each of the above sites and companies.

Signature: _____

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BIDDER SIGNATURE
ATTESTING QUOTE AMOUNTS AND OTHER CERTIFICATIONS

NAME OF BIDDER (Company): _____

COMPANY OFFICIAL ADDRESS: _____

CITY: _____ ZIP: _____

COMPANY FEDERAL ID #: _____ PHONE #: _____

PRINT NAME: _____ TITLE: _____

SIGNATURE _____ DATE _____
(SIGN ORIGINAL ONLY)

For your bid to be accepted, please check the box at the left verifying that you have read this document, the attachments, and fully understand the work requested and that you have also reviewed the **Standard Agency Contract** that will be initiated after the contract award process.

COMPLETE AND SUBMIT THIS FORM WITH DOCUMENT



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