



Request for Quote
Professional Janitorial Services

Contract #: 22-S-0001

Quotes Due

Tuesday, November 22nd, 2022, at 4:00 p.m.

Solicitation Coordinator

Jasmine Leary

PH: (541) 682-2501

Email: jleary@homesforgood.org



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



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BASIC OVERVIEW

RFQ Release Date	October 25 th , 2022
Submission Due Date & Time	November 22 nd , 2022 – 4:00 p.m.
Submission Methods	jleary@homesforgood.org OR Mail To: Homes for Good Attn: Jasmine Leary 100 W. 13 th Ave. Eugene, OR 97408
Building Walk-Through	Tuesday, November 8 th , 2022 – 8:00 a.m. Thursday, November 10 th , 2022 – 3:00 p.m. *RSVP is required. Please contact the Solicitation Coordinator, Jasmine Leary, to confirm attendance: Email: jleary@homesforgood.org
Anticipated Contract Term	January 2023 – January 2024 January 2024 – January 2025 January 2025 – January 2026 <i>Two 1-year options to renew for a total of 3 years.</i>
Maximum Number of Contracts Awarded	1
Agency Contact	Jasmine Leary jleary@homesforgood.org (541) 682.2501
Anticipated Total Funding & Payment Structure	Per Year: \$65,000 Total: \$195,000
Subcontracting	Not Permitted
Questions Regarding the RFQ Due	Monday, November 14 th , 2022 at 4:00 p.m. jleary@homesforgood.org



HOMES FOR GOOD OVERVIEW

WHO WE ARE...

Homes for Good is Lane County's housing agency and our primary work is to help low-income residents with the logistics of affordable housing. At a higher level, we are neighbors united to get every Lane County resident who needs help, into a home.

WHAT WE DO...

- ❖ Rental Assistance Vouchers
- ❖ Help veterans, seniors and people with disabilities find and secure affordable housing
- ❖ Match low-income residents with public and assisted housing units
- ❖ Partner with other community organizations and non-profits to build, finance and develop affordable housing
- ❖ Connect residents with self-sufficiency programs and wellness supports
- ❖ Work with the low-income community to provide help with weatherization improvements that lower utility bills and keep homes more comfortable
- ❖ Raise awareness about the need for low-income and affordable housing in Lane County
- ❖ Own and operate housing for low-income individuals and families

AFFORDABLE HOUSING ADVOCATES...

We work to raise awareness about the need for – and lack of – affordable housing here in Lane County and more broadly. There is no question that the need for affordable housing will only grow as our population increases and high demand for housing pushes rents and prices up. We believe every person should have a home and that we must proactively and aggressively work toward that goal for the good of our community, state and nation.

DIVERSITY EQUITY AND INCLUSION

Our goal is to address racial disparities within our organization in our hiring and promotion practices, greater opportunities in contracting and equitable services available to the people we serve. We want to establish Equity as part of our DNA as an organization



INTRODUCTION

Homes for Good Housing Agency is seeking proposals from qualified professional janitorial services for the Homes for Good Administrative Building located at: 100 W. 13th Ave. Eugene, OR 97401

This contract is for *1 year with two -1-year options to renew for a total period of three (3) years, with a not to exceed total contract value of \$195,000* 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.
- ❖ All questions should be directed to the Solicitation Coordinator

Quotes shall be sent in the format provided (no fax), by Thursday, September 29th, 2022, and can be sent by email to the solicitation coordinator at jleary@homesforgood.org or mailed to:

Homes for Good
Attn: Jasmine Leary
100 W. 13th Ave.
Eugene, OR 97401

See bid forms for any additional instructions.

Fee Proposal

In Appendix D, provide costs for Janitorial Services at a monthly and annual rate.



SCOPE OF WORK

Janitorial Specifications

The specification of duties is outlined in the attached document titled: "Janitorial Scope of Work Specifications". In addition to the detailed list of duties, the selected bidder will be expected to meet with the Office Coordinator and/or Solicitation Coordinator on a monthly basis for the first three months of the contract to ensure both the Contractor and the Agency build a strong and collaborative partnership.

The Agency, during the course of this contract, may rent out space to be used in a medical capacity. Please provide a brief specific summary of experience with servicing and cleaning a medical facility along with the submission of other requested forms.

Wage Rate Determination

There will be no minimum wage rates required for this contract.

Award of Contract

This contract will be awarded to the qualified bidder offering the best value to the Agency. Best Value include but is not limited to the lowest price submitted by a qualified bidder, ability of the bidder's company to supply trained 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 referenced 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 Disability Act (ADA 1990)

This Agency may review any of 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 Contractor's current work
- ❖ An evaluation of references and other non-Agency work history
- ❖ Applicable experience



SELECTION PROCESS & REQUIREMENTS

Qualifications

A minimum of three (3) references must be supplied, along with information regarding the owners and work force available, and longevity and history of business. The Agency may verify and visit the three (3) 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. Please use Appendix C: References to provide the requested information.

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 coverages 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's General Liability

- ❖ **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.
- ❖ **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.
- ❖ **Commercial General Liability & 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
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Payment

Agency will review Contractor's invoice and within ten (10) days of receipt notify Contractor in writing if there is a disagreement or dispute. If there are no such disputes, Agency shall pay the invoice amount in full within (30) days of invoice send date.



Linked Attachments

Please read the linked documents below:

- ❖ [HUD 5195 A: Contract Provisions Required by Federal Law](#)
- ❖ [HUD 5369: Instructions to Bidders for Contracts](#)
- ❖ [HUD 5369 A: Representations, Certifications, and Other Statements of Bidders](#)
- ❖ [HUD 5369 B: Instructions to Offerors – Non-Construction](#)
- ❖ [HUD 5370 C: General Conditions for Non-Construction Contracts](#)
- ❖ [Drug Free Workplace Requirement](#)
- ❖ [Janitorial Scope of Work Specifications](#)

Forms

Please complete the linked forms below and submit them with your proposal packet:

- ❖ [Independent Contractor Certification](#)
- ❖ [Section 3 Clause & Certification](#)
- ❖ [References](#)
- ❖ [Non-Collusion Affidavit](#)
- ❖ [Janitorial Quote Sheet](#)