



Request for Quote Roof & Gutter Cleaning

Contract #23-S-0007

Thursday, February 16th, 2023 @ 4:00 p.m.

Solicitation Coordinator

Jasmine Leary

Email: jleary@homesforgood.org



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



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RFQ OVERVIEW

RFQ Release Date	Tuesday, January 14 th , 2023
Submission Due Date & Time	Thursday, February 16 th , 2023 – 4:00 p.m.
Submission Methods	Mail To: 100 W. 13 th Ave. Eugene, OR 97401 OR Email To: jleary@homesforgood.org
Pre-Bid Information Session	None
Anticipated Contract Term	March 2023 – March 2024 Two 1-year options to renew
Maximum Number of Contracts Awarded	4
Agency Contact	Jasmine Leary jleary@homesforgood.org
Subcontracting	Not permitted
Questions Regarding the RFQ/IFB	Thursday, February 9 th , 2023 – 4:00 p.m. Email To: 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



Request for Quote

Homes for Good Housing Agency is seeking quotes from qualified, insured, and experienced contractors for:

- ❖ Cleaning out rain gutters
- ❖ Cleaning out down spouts
- ❖ Blowing off roofs
- ❖ Moss removal from roofs
- ❖ Roof moss treatment

These services are to be performed at 8 Agency owned 2-story complexes

These sites are:

1. Fourteen Pines 2712-2844 Willakenzie Rd. Eugene, OR 97401
2. Village Oaks 3602-3622 W. 18th Ave. Eugene, OR 97402
3. Firwood Apartments 2111-2139 W. 12th Ave. Eugene, OR 97402
4. Abbie Lane Courts 2111-2139 W. 12th Ave. Eugene, OR 97402
5. Maplewood Meadows 2855 Matt Dr. Eugene, OR 97408
6. Pengra Court 1202 R. St. Springfield, OR 97477
7. Lindeborg Place 840 Holly St. Junction City, OR 97448
8. Legion Cottages North I St. Cottage Grove, OR 97424

The following sites DO NOT have applicable wage rates:

- ❖ Fourteen Pines 2712-2844 Willakenzie Rd. Eugene, OR 97401
- ❖ Village Oaks Apartments 3602-3622 W. 18th Ave. Eugene, OR 97402
- ❖ Firwood Apartments 2111-2139 W. 12th Ave. Eugene, OR 97402
- ❖ Abbie Lane Courts 2111-2139 W. 12th Ave. Eugene, OR 97402

This contract may last a total of 3 years; 1-year initial contract with two 1-year options to renew.

- ❖ 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

RFQ responses shall be submitted no later than Thursday, February 16th, 2023, at 4:00 p.m. by mail to 100 W. 13th Ave. Eugene, OR 7401 or email to the solicitation coordinator at jleary@homesforgood.org

Fee Proposal

Please see the linked quote form below to provide the fee proposal.



Scope of Work

Wage Rate Determination

There will be applicable Minimum Wage Rates for sites numbered 5-8 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 1-4 as listed above.

Site Visitations

Contractors are encouraged to visit each site location prior to submitting a quote. Site visits may occur any time Monday-Friday 9:00 a.m. – 4:00 p.m. Please contact the Property Manager or Assistant Property Manager to view a complex. For site contact information please refer to the Linked Documents at the end of this document.

Award of Contract

This contract will be awarded to the qualified bidders offering the best value for this 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, 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 referenced checks, review of the quality of work of the bidding Contractor.

Homes for Good intends to issue 1-4 awards for this contract.

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



General Work Conditions

Resident Notices

The Agency shall be responsible to provide a 48-hour notice to residents before work can commence. At no time will the work begin before the 48-hour notice that is posted. Work hours shall be no earlier than 8:00 a.m. and no later than 5:00 p.m.

Communications

All Contractors shall communicate with the Solicitation Coordinator and/or the Property Management personnel regarding and conditions they feel warrant special attention.

Property Management personnel must be directly contacted if Contractor discovers any damage or needed repairs. Any recommended preventative maintenance must also be communicated to Property Management personnel.

Resolution of contractual issues will be put in writing and emailed or mailed to the other party. Any notice to or demand upon the Contractor beyond the normal scope of work shall be considered sufficiently given when emailed or mailed to the Contractor stated on the signature page of the Contract.

Environmental Care

Awarded Contractor shall comply with all applicable federal, state, and local laws and regulations, including but not limited to those dealing with the prevention of environmental pollution and the preservation of natural resources that affect the performance of the contract. A list of entities that have enacted such laws or regulations is found in the Oregon Attorney General's Model Public Contract Rules Manual, OAR 137-030-0010, and Commentary 4. If new or amended statutes, ordinances, regulations are adopted, or the Contractor encounters a condition not referred to in the bid document not caused by the Contractor and not discoverable by any reasonable site inspection which required compliance with federal, state, or local laws or regulations dealing with the prevention of environmental pollution or the preservation of natural resources, both Homes for Good and the Contractor shall have all the rights and obligations specified in ORS 279C.525 to handle the situations.

Damages by Contractors

Contractor must be careful not to damage Agency and resident property when using equipment such as setting up and securing ladders in such a manner that won't damage gutters, buildings, or roofing material. If driving on anything but asphalt or concrete isn't possible then the Contractor must protect turf areas with appropriate material that won't leave ground indentations, damaged underground pipes, or any other possible damage that can be inflicted.

Damages caused by the Contractor or employees will be billed to the Contractor. The Contractor may pay the expense directly or ask for a deduction from the fees due for work. In any case, the reimbursable cost is due to the Agency within 30 days.

Liquidated Damages



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As actual damages for any delay in completion of the Contract may be difficult to determine, in any case the Contractor shall be liable for and shall pay the Agency the sum of the cost of the having the work performed by Agency personnel or other Contractors, plus the actual cost of administration for obtaining the services if services are delayed beyond a twenty-one (21) day period except for extreme weather conditions that would inhibit a Contractor for completing the work. Such costs may also be deducted from any monies owed to the Contractor for services performed.



Expectations & 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 Documents

Please review the linked documents prior to submitting your packet:

- ❖ [HUD 5369: Instructions to Bidders for Contracts](#)
- ❖ [HUD 5369 B: Instructions to Offerors – Non-Construction](#)
- ❖ [HUD 5370 C: General Conditions for Non-Construction Contracts](#)
- ❖ [HUD Determined Wage Rates – Routine](#)
- ❖ [Drug Free Workplace Requirement](#)
- ❖ [Section 3 Income Limits](#)
- ❖ [Conflict of Interest](#)
- ❖ [Property Manager and Assistant Property Manager Site Locations](#)
- ❖ [Work Specifications](#)

Linked Forms

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

- ❖ [Independent Contractor Certification](#)
- ❖ [Section 3 Clause](#)
- ❖ [Reference Sheet](#)
- ❖ [Quote Sheet](#)