

JANITORIAL SERVICES

**200 SPRING STREET,
100 SPRING STREET,
CHICKASAW SENIOR &
REDDICK SENIOR**

REQUEST FOR PROPOSALS

RFP #2024-01

FRANKLIN HOUSING AUTHORITY

An Equal Opportunity Employer

An Equal Housing Provider

The Franklin Housing Authority is soliciting proposals to perform work as shown below:

TYPE OF PROJECT: Furnish labor and services necessary for janitorial cleaning at affordable housing development sites.

CONTACT PERSON: **Derwin Jackson**
Phone: (615) 794-1247
FAX: (615) 794-1244
Email: djackson@franklinhousingauthority.com

PRE-PROPOSAL CONFERENCE: **December 12, 2023 @ 10:00 a.m.**
@ 100 Spring St., Franklin, TN

SUBMISSION DEADLINE: **January 4, 2024 @ 2:00 p.m.**

SUBMISSION ADDRESS: Franklin Housing Authority
200 Spring Street
Franklin, TN 37064

Enclosed are **Form HUD-5369-B “Instructions to Offerors Non-Construction”, Form HUD-5369-C “Representations, Certifications, and Other Statements of Offerors”, and Form HUD-5370-C “General Contract Conditions – Non-Construction”** that will be attached and made a part of the contract.

BACKGROUND: The Housing Authority operates 420 units of low-income housing located on 8 sites, all of which are within the City of Franklin. The Authority also maintains a centralized Maintenance Department, a Central Administrative Office, and several storage facilities and apartments converted for various functions.

TASKS REQUIREMENTS: Contractor must be experienced in commercial janitorial work; exercise proper and safe use of equipment and materials; perform tasks timely; and remain cognizant of safety of Housing Authority property and residents.

SCOPE OF WORK:

1. Clean and disinfect: 100 Spring Street, 200 Spring Street, Chickasaw Senior and Reddick Senior buildings in accordance with the attached Janitorial Schedule of Work (“Exhibit A”).
2. Performance of the contract: Janitorial services must be completed during the following hours for each building in order to be respectful of residents and accommodate office workflow:
 - **100 & 200 Spring Street** janitorial services must be performed after normal business hours. The Authority’s current business hours are Monday-Friday 7:30am – 5:00pm.
 - **Reddick Senior and Chickasaw Senior** janitorial services must be completed between the hours of 8:00am- 5:00pm, Monday-Thursday; 7:30am-11:30am, Friday.

The Authority reserves the right to suspend when conditions warrant (special events, etc.)

5. The Contractor will submit invoicing, itemizing charges per building, to The Authority on a monthly basis.

SUBMISSION REQUIREMENTS: Submit one (1) original and two (2) copies of proposal submitted on

enclosed cost proposal form, dated and signed by an official of the company. Show on the proposal the company's or individual's federal identification or Social Security number, whichever is applicable, and correct mailing address.

The following forms **MUST** be completed and submitted with the proposal documents. Failure to complete and submit **ALL** of the forms **MAY** render the proposal non-responsive and subject to disqualification. Please tab and submit documents/information in the following order:

- “Cost Proposal Form” (form enclosed)
- “Statement of Qualifications” form (form enclosed)
- “Representations, Certifications, and Other Statements of Offerors” form (form enclosed)
- “Non-Collusive Affidavit” form (form enclosed)
- “Eligibility Certification” form (form enclosed)
- List a minimum of three (3) references and contact information

Each item listed above **MUST** be completed and submitted with the proposal. This list does not include other submittals that may be required. Read the RFP documents fully and carefully.

Proposals must also include a full description of all proposed services, number of personnel and a description of equipment to be used. Include in the submittal a list of three (3) current references of previous work similar to this project which shows company name, contact person, address, phone and fax number, and Email address, type of work performed, and dates of service {length of contract}. The assumption should be made by all Offerors that their original proposal may be their only opportunity to present their services and qualifications, and therefore should be as comprehensive as possible. It is the Authority's intent to make this RFP a part of the contract.

Proposal must be submitted in a *sealed envelope*, and clearly written on the outside of the sealed envelope must be the Offeror's name, address and the words:

PROPOSAL DOCUMENTS
RFP #2024-01
JANITORIAL SERVICES
DEADLINE: January 4, 2024 at 2:00 pm

No facsimile will be accepted.

Proposals are not publicly opened.

The Housing Authority is not liable for any costs incurred by the offeror prior to issuance of a contract. In general, no monies will be paid to the successful offeror outside the proposal cost unless those expenses are agreed to in writing by all parties. The offeror shall wholly absorb all costs incurred in the preparation and presentation of the proposal.

The offeror may be requested to submit recent financial statements prior to final selection to be used as a basis to ascertain responsibility. These may be optionally included in proposal package.

INSURANCE REQUIREMENTS: Contractor will be **required** to furnish at the time of contract signing proof of **general liability** insurance minimum coverage of **\$1,000,000** per occurrence, and **business automobile** insurance coverage of **\$500,000**; and **workers' compensation** coverage (must meet TN requirements). Coverage must be kept current and the Franklin Housing Authority is to be named as additional insured.

SUBCONTRACTORS: The name of any subcontractor who your company is interested in contracting with on this project must be included in the proposal. All subcontractors must meet the same requirements as the contractor (i.e. EEO, insurance, etc.).

EMPLOYMENT, TRAINING, AND CONTRACTING OPPORTUNITIES FOR LOW-INCOME PERSONS, SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968: 24 CFR part 135 Subpart A - General Provisions - 135.1 Purpose - (a) Section 3, the purpose of section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (section 3) is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons

PROPOSAL EVALUATION PROCESS: The following procedures will be followed for the evaluation:

- ❖ The committee will select those proposals determined to be within the competitive range (highest score).
- ❖ The Authority reserves the right to make an award based solely on the proposals or to negotiate further with one or more Offerors.
- ❖ The proposals that have a reasonable chance of being selected for award will be considered to be in the “Competitive Range”.
- ❖ At the conclusion of negotiations, Offerors **may** be given an opportunity to submit best and final offers before final determination.

The contract shall be awarded to the Offeror submitting the most responsible proposal, price and other factors considered, complying with the specifications contained herein, provided the proposal is the most advantageous for the Authority to accept. The Authority is therefore not bound to accept a proposal on the basis of lowest quoted price alone. The Offeror to whom the award is made will be notified at the earliest practical date. Unsuccessful offerors will also be notified.

PROPOSAL EVALUATION CRITERIA: The Housing Authority intends to make total proposal award to the responsible Offeror based on the following **technical evaluation** criteria:

1. Proposed work plan, manning and equipment. (1-25 points)
2. Competency of the company and/or the personnel assigned to the project as demonstrated by the completed ‘Statement of Qualifications’ form. (1-15 points)
3. Reference information from principals in the company for whom similar services have been performed by the proposer. (1-20 points)
4. Experience with public housing authorities or similar operation. (1-15 points)
5. Cost. (1-25 points)

CONTRACT PERIOD: Effective February 1, 2024 through January 31, 2025, with an **option to renew** at FHA’s discretion for four (4) additional one-year terms, provided funding is available through the U. S. Department of Housing & Urban Development and contract performance is satisfactory.

AWARD OF CONTRACT: The Housing Authority intends to make award to the responsive and responsible contractor, or contractors, which offers a proposal advantageous to the Authority. In the event the quality of the initial proposals received is such that no purpose would be served by conducting negotiations, award may be made without discussion.

The Offeror to whom the award is made will be notified at the earliest practical date. Unsuccessful Offerors will also be notified. The Housing Authority contemplates the award of a firm fixed price, level of effort type contract resulting from this solicitation. The agreement will be placed in writing, by the Housing Authority.

ACCEPTANCE OF PROPOSALS: The Authority reserves the right to reject any or all proposals, to take exception to these RFP specifications, or to waive any informalities. The Authority reserves the right to reject the proposal of any Offeror who has previously failed to perform properly, or to complete on time, a contract of a similar nature; who is not in a position to perform the contract; or who habitually and without just cause neglected the payment of bills or otherwise disregarded its obligations to subcontractors or employees. Offerors may be excluded from further consideration for failure to fully comply with specifications of this RFP.

**FRANKLIN HOUSING AUTHORITY
REQUEST FOR PROPOSALS #2024-01**

**JANITORIAL SERVICES
STATEMENT OF QUALIFICATIONS**

Each contractor submitting a proposal **MUST** answer the following questions and return this form with their submittal. THIS IS A PART OF THE REQUEST FOR PROPOSALS PACKAGE. Failure to complete and return this form may be regarded as justification for rejecting the contractor's proposal. Attach additional sheets if necessary.

- (1) NAME OF PERSON COMPLETING FORM _____
- (2) BUSINESS ADDRESS _____
- (3) MAILING ADDRESS _____
- (4) FEDERAL IDENTIFICATION and/or SOCIAL SECURITY NO. _____

- (5) NAMES/TITLES OF FIRM'S PRINCIPALS: _____

- (6) WHEN ORGANIZED: _____

- (7) INCORPORATED? _____ IF YES, WHAT STATE & WHEN? _____
- (8) HOW MANY YEARS HAVE YOU BEEN ENGAGED IN PROVIDING THESE TYPE SERVICES UNDER THE PRESENT FIRM NAME? _____
- (9) HAVE YOU DONE THIS TYPE SERVICE UNDER ANY OTHER NAME? _____ IF YES, GIVE NAME: _____
- (10) DESCRIBE CURRENT CONTRACTS, LISTING TYPE OF WORK PERFORMED, DATES OF CONTRACT, COMPANY NAME, ADDRESS, TELEPHONE NO., EMAIL ADDRESS & CONTRACT NAME: _____

- (11) NUMBER OF STAFF? _____ POSITIONS? _____

- (12) EQUIPMENT OWNED & TO BE USED IN THIS CONTRACT: _____

(13) EXPLAIN YOUR INTEREST IN THIS CONTRACT AND WHAT KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCES QUALIFY YOU FOR THIS CONTRACT:

ARE THERE ANY ATTACHMENTS TO THIS DOCUMENT? () NO () YES _____ Pages

TO THE BEST OF MY KNOWLEDGE, I CERTIFY THAT THE INFORMATION SUBMITTED ON THIS FORM AND ANY ATTACHMENT THERETO IS TRUE AND CORRECT.

COMPANY NAME

COMPLETED BY

SIGNATURE & DATE

PHONE NUMBER

FAX NUMBER

EMAIL

FRANKLIN HOUSING AUTHORITY

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JANITORIAL SERVICES

NON-COLLUSIVE AFFIDAVIT

I, _____, certify that I am

_____ of the company providing the proposal for and in behalf of said firm by authority of its governing body and within the scope of its powers.

I further certify that no member of this company has colluded with any other person or company in regard to the proposal submitted.

BY: _____

Signature

WRITTEN NAME: _____

TITLE: _____

SWORN TO AND SUBSCRIBED BEFORE ME on this the _____ day of _____, 2024.

NOTARY PUBLIC

My commission expires:

(seal)

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ELIGIBILITY CERTIFICATION

By my signature below, I certify that _____
{company name}

is eligible to receive awards from the United States government and therefore, to the best of my knowledge is **not** on any lists provided by the United States government of contractors that are debarred or ineligible to receive awards from the United States government.

_____ BY: _____
Signature

WRITTEN NAME: _____

TITLE: _____

SWORN TO AND SUBSCRIBED BEFORE ME on this the _____ day of _____, 2024.

NOTARY PUBLIC

My commission expires:

(seal)

REQUEST FOR PROPOSALS
For
JANITORIAL SERVICES

Proposals for Janitorial Services will be received by the Franklin Housing Authority, 200 Spring Street, Franklin, TN, 37064 until **January 4, 2024 @ 2:00 p.m.**

This Request contains the provision for a Pre-proposal Conference to be held on **December 12, 2023 @ 10:00 a.m.** at the address indicated above. Interested parties may obtain a copy of the solicitation by contacting the Authority at the address above, the FHA website, www.franklinhousingauthority.com, or by calling (615) 794-1247.

All Proposers must be experienced in commercial janitorial services; exercise proper and safe operation of all equipment and cleaning products; perform tasks timely and remain cognizant of safety of Housing Authority property and residents.

Proposers must comply with the President's Executive Order Nos. 11246 and 11375, which prohibits discrimination in employment regarding race, creed, color, sex, or national origin. Bidders must comply with Title VI of the Civil Rights Act of 1964, the Anti-Kickback Act, and the Contract Work Hour Standard Act. Bidders must certify that they do not, and will not, maintain or provide for their employees any facilities that are segregated on a basis of age, race, sex, color, creed, religion or national origin.