

REQUEST FOR PROPOSALS

2018 - 2021 MAINTENANCE CONTRACTS

ISSUED: SEPTEMBER 12, 2018

Due Date October 15, 2018 12:00 PM

REQUEST FOR PROPOSALS

The Housing Authority of the City of York (YHA) is requesting proposals for two-year contracts with a YHA option for a third year for the following services:

Concrete Services
Flooring Work
General Construction
Plastering
Vacant Unit Cleaning
Vacant Unit Painting,

The Housing Authority of the City of York (YHA), 31 South Broad Street, York, PA 17403 will receive proposals for 2018-2021 Annual Service Contracts until 12:00 PM, Monday, October 15, 2018. Proposals received after the stated date and time will not be considered

Copies of the Proposal Package may be obtained at the Housing Authority's Website; www.yorkhousing.com

Questions concerning any of the Proposals may be directed to Jay Halicki at 717-845-2601 x 1129, or by email to jhalicki@yorkhousing.org Final day to submit questions regarding this RFP is October 2, 2018.

The Housing Authority of the City of York reserves the right to reject any and/or all proposals and to award a two or three year contract at the option of the agency.

This work is subject to Davis Bacon and HUD Wage Rates, Equal Opportunity, and other HUD and Commonwealth of Pennsylvania requirements.

HOUSING AUTHORITY OF THE CITY OF YORK
Regina S. Mitchell
Executive Director

REQUEST FOR PROPOSALS

Introduction:

York Housing Authority (YHA) is seeking proposals for essential services for the calendar years 2019 and 2020, with an optional third year. YHA independently bids work that is known to require more than \$3,000 and is not urgent or of an emergency nature. However; YHA does not make all purchases by the bid method. Some purchases, mainly for services such as:

Vacancy Painting; Vacancy Cleaning; General Construction and Repair; Flooring Work, Tile Replacement and Carpet Replacement; Concrete Repairs and Replacement; Plastering;

are made by use of a Request for Proposal (RFP) or Request for Qualifications (RFQ). In both cases, the selection criteria will be stated in the RFP or RFQ.

Price is always a part of the selection criteria in an RFP or RFQ. However, unlike a bid, there are other qualifications such as relevant experience and qualifications to do the work. Contract award is made on the best combination of price and qualifications. Work is subject to either Davis Bacon or HUD-Determined wage rates, depending upon the nature of the work.

For certain specialty work, such as elevator repairs, security & access system repairs, or boiler work, the Contractor must have specialized training and experience in the trade.

Formal Proposal Process

The Statements of Work contained in the RFP documents describe in detail what YHA wants to procure. Proposals may be submitted for any or all trades.

- For Vacant Unit Cleaning/Vacant Unit Painting, proposers are to provide cost estimates by unit type:
Number of bedrooms: Efficiency, 1 bedroom, 2 bedrooms, 3 bedrooms, 4 bedrooms, 5 bedrooms
- For Flooring, proposers are to provide cost estimate per Unit Type or Sq. Ft. as applicable, and hourly for special services as specified on the proposal form.
- For Concrete, General Construction, &Plastering, proposers are to provide rates as specified on proposal forms.

The Contractor may select the work service(s) for which they are best qualified to submit a proposal. It will be the Contractor's responsibility to ensure that they have completed and submitted the proposal and all other required documents for each proposal submitted.

Property addresses, required forms, wage rates, sample contract with attachments, and additional instructions for proposers are included in Appendix #1 of this RFP.

Proposal Submission: Proposals should be carefully reviewed prior to submission to ensure that all requested attachments, certifications, HUD forms, and information called for in the RFP are included. Enter dollar amounts accurately and complete all sections. Do not change any specifications or attach conditions to your proposal. Be sure to include all required signatures. Incomplete proposals will be disqualified.

One original and two copies of the entire Proposal Document must be returned to YHA before the stated time and date. Proposals will be date/time stamped when they are received and will be held unopened until the Proposal deadline has passed. . Proposals turned in after the deadline will be disqualified. Since proposals are submitted in confidence and may contain proprietary information, they are not opened publicly.

Proposal Evaluation: After closing date all proposals received are opened and evaluated in confidence. The low proposal is evaluated by YHA to verify whether the low proposer is responsible and capable of completing the contract. The proposal will be examined for “responsiveness”, meaning that the contractor has properly responded to all requirements and all documents are attached to the proposal. We check all references on substantial contracts.

Right to Reject: We reserve the right to reject any or all proposals on a product or service if this would be in the best interest of YHA. This doesn’t happen often, but is necessary in rare cases when a proposer is on a federal debarred or suspended contractor list, lacks required licenses or qualifications, is bankrupt, has no or poor experience in the work, or similar serious reasons. If the low proposal is rejected during the evaluation process, then the next low proposal will be evaluated. In most cases where YHA rejects all proposals on a product or service, new proposals will be requested from qualified proposers.

Notification and Contract Award: YHA notifies the successful proposer(s) and explains any other requirements. When all details are complete, the contract may be referred for execution. The method and terms of payment will be stated in the contract.

SCOPE OF WORK

YHA requires the following services on an on-call basis: **Vacant Unit Painting; Vacant Unit Cleaning; General Construction and Repair; Flooring Work: Tile & Carpet Replacement; Concrete Repair and Replacement; Plastering.**

If your proposal is accepted, you will be placed on the approved contractors listing which all YHA Management Offices will refer to for services as needed, for jobs to be completed and billed as time and material at the rates stated in the accepted Proposal. Three contractors for each trade will be placed on Approved Contractor List.

All work is to be performed by qualified personnel according to industry standards, according to the material manufacturers’ recommendations and to the satisfaction of YHA.

- **Routine Service Requirements:** Contractor is expected to respond to YHA routine requests for service within 24 hours, unless agreed to otherwise. Contractor must complete routine work requests weekdays during normal working hours (8:00AM-5:00PM, Monday-Friday) unless agreed to otherwise. Contractor may elect to perform work outside of the normal working hours but overtime shall be charged only with prior authorization from the YHA Property Manager.
- **Urgent/Emergency Service Requirements:** Contractor shall have an emergency contact available for after hours and weekend work. Unless otherwise specified, contractor is expected to respond no later than 4 hours after being contacted by YHA. This requirement pertains only to work of an emergency or urgent nature,

such as no heat, burst pipes, no power and similar circumstances. For work of a non-urgent nature, the 24 hour site response time applies.

- For certain substantial work as specified by YHA, a material cost estimate should be provided prior to the work being assigned and approved.
- Service personnel shall wear their company uniform or a name badge at all times, and carry government issued Photo ID while working at YHA properties. Service personnel shall not enter any unit if occupied by an unaccompanied child under 16. Smoking is not permitted inside YHA properties, or within 25 feet of any YHA property. Smoking materials shall be disposed of properly.

ORDERING PROCEDURES

When YHA has need of work, the Maintenance Superintendent/Property Manager (or designee) will attempt to contact the 1st-ranked contractor for that category of work to determine whether or not that contractor is available to do the work within the time-frame YHA requires for the work. If the primary contractor is not available, YHA will contact one of the other contractors with whom it has established a contract.

Work Request: Contractor shall receive a work request from the Maintenance Superintendent/Property Manager (or designee) detailing exactly what tasks to perform, property address, time of performance, and the skill levels required to complete the work. Contractor will be expected to have personnel respond to a work request no later than the next work day unless the work request designates otherwise.

Work request may be placed via fax, email, or in writing, at YHA's option.

Access to the property and residential units shall be coordinated with the Maintenance Superintendent/Property Manager (or designee). If furnished keys by Property Manager, Maintenance Superintendent, or designee, contractor will, on a daily basis, obtain from and return keys to the person who issued them, and will complete key sign-out statement on each occurrence.

YHA will discontinue requesting a contractor's services and terminate the contract if the contractor repeatedly fails to respond to service requests or violates the terms of the contract.

CLEANUP:

As a condition of completion of the work, Contractor shall remove its tools, construction equipment, debris, and waste material from the worksite and leave the area in a clean and orderly condition to YHA's satisfaction. Building surfaces affected by the Work, including glass, shall be left clean.

REQUEST FOR PROPOSALS FOR VACANT UNIT CLEANING

THE HOUSING AUTHORITY OF THE CITY OF YORK (YHA) is requesting proposals for cleaning of vacant units at the various properties they own.

TYPE OF SERVICES NEEDED: General cleaning of efficiencies, 1, 2, 3, 4, and 5 bedroom vacant units. The scope of work is attached.

TERM OF SERVICES: It is proposed that services will begin on January 1, 2019 and continue through December 31, 2020 subject to the terms and conditions of this Contract. At the discretion of the Housing Authority of the City of York, the contract may extend through December 31, 2021. Prices for the January 1, 2021 through December 31, 2021 period are requested on the Proposal Form.

PROPOSALS: Proposals are required on the form provided in this package along with the required attachments. All are due at the Housing Authority of the City of York, 31 South Broad Street, York, PA 17403, **NO LATER THAN 12:00 PM, Monday, October 15, 2018**. Proposals received after the stated date and time will not be considered.

INCOMPLETE PROPOSAL PACKAGES WILL BE CONSIDERED INELIGIBLE.

REQUIREMENTS: Consideration will be given to individuals or firms meeting the following requirements:

- Must have a minimum of three (3) satisfactory references from businesses requiring equal or greater services as that of the Housing Authority of the City of York;
- Must be able to provide all supplies and equipment necessary to complete the job properly
- Must have liability insurance coverage in an amount equal to or greater than \$500,000.00 per occurrence/\$1,000,000.00 aggregate and Worker's Compensation coverage as required by the State of Pennsylvania.
- Must meet the HUD determined maintenance wage rates

EVALUATION FACTORS: The Housing Authority of the City of York will review each proposal package for completeness. Only individuals or firms submitting complete proposals and meeting the requirements listed above will be considered. Of those considered, contract award will be made based on price. In accordance with HUD regulations, preference shall be given to a Section 3 business if the proposal price does not exceed 10% of the lowest proposal price. (See Section 3 document in Appendix #1)

CONTRACT: A contract will be executed between the Housing Authority of the City of York and the individual or firm selected. A copy of the proposed contract is included in Appendix #1.

Manager/Maintenance Superintendent will contact Contractor to perform services on an as needed basis. **There are no guaranteed minimum or maximum cleanings.**

Manager/Maintenance Superintendent will provide at least a two-day notice to contractor when apartment is available to be cleaned. Exceptions will be made and accommodated for emergencies.

York Housing Authority reserves the right to contract with additional vendors if Contractor cannot keep up with the work load.

Manager/Maintenance Superintendent will ensure that apartment is vacant and empty before the Contractor starts cleaning.

Contractor is responsible to provide all labor, materials, and equipment to perform Scope of Work.

The Contractor shall provide the following services:

Spot and shampoo carpeting

Sweep and mop all floors

Strip floors with buffer, including corners/behind toilets

Wax floors; two (2) coats minimum (If Applicable)

Clean inside, outside and top of kitchen cabinets/drawers/kick plates underneath cabinets

Clean and polish kitchen cabinets

Clean all refrigerators and ranges inside and out

Clean range hood and filter/splash shields if not replaced

Clean all closets (floors and shelves)

Wash windows inside and out

Wash all walls to include closets and utility rooms

Clean debris out of window/door tracks and sills

Clean all window screens

Clean and polish all faucets

Clean and polish all tubs, showers, and tub shower combinations

Clean and polish toilets, sinks, lavatories, vanities, ceramic tile, towel bars, tissue, soap and toothbrush holders, mirrors and medicine cabinets (inside and out)

Clean receptacle plates and switch plates

Clean light fixture lens/shields

Clean stair treads Clean ranges, ovens, and burners; interior and exterior

Clean refrigerators/freezers; interior and exterior

Clean and shine countertops

Clean entry doors, storm doors and thresh-holds

Clean all door hardware, including doorknobs, strike plates, and hinges

Clean all vents and registers

Clean utility room:

Clean with appropriate cleaners

Clean/dust exterior of furnace. Clean/dust water heater

Remove spider webs

Clean laundry box

Contractor shall be responsible for all damage to unit and/or equipment and furnishings

PROPOSAL FORM – VACANT UNIT CLEANING

I/We propose to complete Vacant Unit Cleaning at properties owned by York Housing Authority as stated in the Request for Proposals for the amount of:

Per unit for the period January 1, 2019 to December 31, 2020:

_____ Efficiency (approx 250-300 sq ft) _____ 1 Bedroom Unit (approx 440-645 sq ft)

_____ 2 Bedroom Unit (approx 890 – 950 sq. ft) _____ 3 Bedroom Unit (approx. 950 – 1200 sq ft)

_____ 4 Bedroom Unit (approx 1100-1300 sq. ft) _____ 5 Bedroom Unit (approx 1200 – 1600 sq ft)

***Per unit for the period January 1, 2021 to December 31, 2021:**

_____ Efficiency (approx 250-300 sq ft) _____ 1 Bedroom Unit (approx 440-645 sq ft)

_____ 2 Bedroom Unit (approx 890 – 950 sq. ft) _____ 3 Bedroom Unit (approx. 950 – 1200 sq ft)

_____ 4 Bedroom Unit (approx 1100-1300 sq. ft) _____ 5 Bedroom Unit (approx 1200 – 1600 sq ft)

***While it is requested that a price be proposed for this period, it is NOT mandatory.**

I understand that upon review of the proposals by the York Housing Authority, it will be determined if it is in YHAs' best interest to award a two or three year contract

Contractor is also responsible to submit HUD Form 5370-C-II, Section 3 Certification, list of references, W9, and Insurance Certificate

Firm's Name: _____

Address: _____

Telephone #: _____

Email _____

By (printed or typed): _____

Signature: _____

Title: _____

Date: _____

Submissions (must be included or this proposal is ineligible):

- Three (3) references – Names, addresses, telephone numbers, email.
- Verification of Liability Insurance equal to or greater than \$500,000 per occurrence and \$1,000,000 aggregate
- Completed Section 3 Certification from Part of General Conditions
- HUD form 5370 C-II

Vacant Unit Cleaning

REQUEST FOR PROPOSALS FOR VACANT UNIT PAINTING

THE HOUSING AUTHORITY OF THE CITY OF YORK (YHA) is requesting proposals for painting of vacant units at the various properties they own.

TYPE OF SERVICES NEEDED: Painting of efficiencies, 1, 2, 3, 4 and 5 bedroom vacant units. The scope of work is attached.

TERM OF SERVICES: It is proposed that services will begin on January 1, 2019 and continue through December 31, 2020 subject to the terms and conditions of this Contract. At the discretion of the Housing Authority of the City of York, the contract may extend through December 31, 2021. Prices for the January 1, 2021 through December 31, 2021 period are requested on the Proposal Form.

PROPOSALS: Proposals are required on the form provided in this package along with the required attachments. All are due at the Housing Authority of the City of York, 31 South Broad Street, York, PA 17403, **NO LATER THAN 12:00 PM, Monday, October 15, 2018**. Proposals received after the due date will not be considered

INCOMPLETE PROPOSAL PACKAGES WILL BE CONSIDERED INELIGIBLE.

REQUIREMENTS: Consideration will be given to individuals or firms meeting the following requirements:

- 1) Must have a minimum of three (3) satisfactory references from businesses requiring equal or greater services as that of the Housing Authority of the City of York;
- 2) Must be able to provide all supplies and equipment necessary to complete the job properly. YHA supplies all paint.
- 3) Must have liability insurance coverage in an amount equal to or greater than \$500,000.00 per occurrence/\$1,000,000.00 aggregate and Worker's Compensation coverage as required by the State of Pennsylvania.
- 4) Subject to HUD determined maintenance wage rates

EVALUATION FACTORS: The Housing Authority of the City of York will review each proposal package for completeness. Only individuals or firms submitting complete proposals and meeting the requirements listed above will be considered. Of those considered, contract award will be made based on price. In accordance with HUD regulations, preference shall be given to a Section 3 business if the proposal price does not exceed 10% of the lowest proposal price. (See Section 3 Document - Appendix #1)

CONTRACT: A contract will be executed between the Housing Authority of the City of York and the individual or firm selected. A sample of the proposed contract is included in Appendix #1.

Manager/Maintenance Superintendent will contact Contractor to perform services on an as needed basis. **There is no guaranteed minimum or maximum.**

VACANT UNIT PAINTING---SCOPE OF WORK

Contractor shall be responsible for equipment, tools, and other pertinent materials to perform this task. All work shall be performed in a skillful and timely manner.

All paint will be provided by YHA. Leftover paint and other materials shall be returned to owner.

Contractor shall work within the agency's normal schedule (8:00AM to 5:00PM) and time line specified by the YHA.

Contractor shall be on site, prepared to perform the services within 24 hours of being notified by the Property Manager.

Units become available randomly through out the year. The contractor must be able to complete the unit within **10 days** of notice to the contractor.

According to unit size, service shall be performed within the following timeframes:

- 1 BR – within 24 hours of contractor starting job
- 2 BR – within 24 hours of contractor starting job
- 3 BR – within 48 hours of contractor starting job
- 4 BR – within 48 hours of contractor starting job
- 5 BR – within 72 hours of contractor starting job

Contractor shall wash down walls with T.S.P. if needed (determined by YHA).

Contractor shall patch all nail holes and cracks.

All paint and clear coats shall be smooth, even, and finished. No flash spots.

Contractor will use the owner's supplied paint for all areas. Some units may require the other finishes (varnish) or paint on doors and other woodwork. Some apartments may require register covers, baseboards, doorjamb, and trim to be painted in other colors.

Contractor shall paint entire interior of dwelling including closets, utility rooms, and doors where applicable.

Contractor shall ensure light fixtures, sprinkler heads (if applicable), hardware, plates, and other accessories are free of paint. (Remove fixtures, if necessary, and re-install.)

Handrails are painted gray or brown in various units.

Clear-coated handrails shall be refinished.

Additional paint colors can be changed if the site managers so desire, with approval from their supervisor.

The Agency has the option to repair drywall/plaster of vacant units and/or contract the services out. Contractor may also offer a price for this work.

Contractor shall clean- up and legally dispose of all paint related debris and trash after unit is completed.

Contractor shall notify the Property Manager when painting has been completed so that the manager (or designee) can inspect the work while contractor is still on site.

A work ticket with the following information shall support all invoices: date, time, type of work, location, name and job title of employees, and signature of the manager attesting to the completeness of the work.

Contractor is responsible to pay all employees according to HUD determined maintenance wage rates for vacant unit painting work at YHA sites. Certified payrolls are required.

Vacant unit painting is dependent on unit turnover.

PROPOSAL FORM – VACANT UNIT PAINTING

I/We propose to complete Vacant Unit Painting at properties owned by York Housing Authority in accordance with the Request for Proposals for the amount of:

Per unit for the period January 1, 2019 to December 31, 2019:

_____ Efficiency (approx 250-300 sq ft) _____ 1 Bedroom Unit (approx 440-645 sq ft)
_____ 2 Bedroom Unit (approx 890 – 950 sq. ft) _____ 3 Bedroom Unit (approx. 950 – 1200 sq ft)
_____ 4 Bedroom Unit (approx 1100-1300 sq. ft) _____ 5 Bedroom Unit (approx 1200 – 1600 sq ft)
_____ Hourly Rate for Drywall/Plaster Repair

Per unit for the period January 1, 2020 to December 31, 2020:

_____ Efficiency (approx 250-300 sq ft) _____ 1 Bedroom Unit (approx 440-645 sq ft)
_____ 2 Bedroom Unit (approx 890 – 950 sq. ft) _____ 3 Bedroom Unit (approx. 950 – 1200 sq ft)
_____ 4 Bedroom Unit (approx 1100-1300 sq. ft) _____ 5 Bedroom Unit (approx 1200 – 1600 sq ft)
_____ Hourly Rate for Drywall/Plaster Repair

***Per unit for the period January 1, 2021 to December 31, 2021:**

_____ Efficiency (approx 250-300 sq ft) _____ 1 Bedroom Unit (approx 440-645 sq ft)
_____ 2 Bedroom Unit (approx 890 – 950 sq. ft) _____ 3 Bedroom Unit (approx. 950 – 1200 sq ft)
_____ 4 Bedroom Unit (approx 1100-1300 sq. ft) _____ 5 Bedroom Unit (approx 1200 – 1600 sq ft)
_____ Hourly Rate for Drywall/Plaster Repair

***While it is requested that a price be proposed for this period, it is NOT mandatory.**

I understand that upon review of the proposals by the York Housing Authority, it will be determined if it is in YHAs' best interest to award a two or three year contract

Contractor is also responsible to submit HUD Form 5370-C-II, Section 3 Certification, list of references,W9, and Insurance Certificate

Firm's Name: _____

Address: _____

Telephone #: _____

Email: _____

By (printed or typed): _____

Signature: _____

Title: _____

Date: _____

Submissions (must be included or this proposal is ineligible):

- Three (3) references – Names, addresses, telephone numbers, email.
- Verification of Liability Insurance equal to or greater than \$500,000 per occurrence and \$1,000,000 aggregate
- Completed Section 3 Certification from Part of General Conditions
- HUD form 5370 C-II

Vacant Unit Painting

REQUEST FOR PROPOSALS FOR GENERAL CONSTRUCTION

THE HOUSING AUTHORITY OF THE CITY OF YORK (YHA) is requesting proposals for General Construction work at the various properties they own.

TYPE OF SERVICES NEEDED: includes general construction contracting services. Work will include but not be limited to **interior trades** such as demolition, structural steel and wood, wood finishes, glass, doors and windows, hardware, flooring, drywall, plaster, as well as **exterior trades** such as siding, roofing, window replacement, brick and masonry.

TERM OF SERVICES: It is proposed that services will begin on January 1, 2019 and continue through December 31, 2020 subject to the terms and conditions of this Contract. At the discretion of the Housing Authority of the City of York, the contract may extend through December 31, 2021. Prices for the January 1, 2021 through December 31, 2021 period are requested on the Proposal Form.

PROPOSALS: Proposals are required on the form provided in this package along with the required attachments. All are due at the Housing Authority of the City of York, 31 South Broad Street, York, PA 17403, **NO LATER THAN 12:00 PM, Monday, October 15, 2018**. Proposals received after the due date will not be considered.

INCOMPLETE PROPOSAL PACKAGES WILL BE CONSIDERED INELIGIBLE.

REQUIREMENTS: Consideration will be given to individuals or firms meeting the following requirements:

- Must have a minimum of three (3) satisfactory references from businesses requiring equal or greater services as that of the Housing Authority of the City of York;
- Must be able to provide all supplies and equipment necessary to complete the job properly
- Must have liability insurance coverage in an amount equal to or greater than \$500,000.00 per occurrence/\$1,000,000.00 aggregate and Worker's Compensation coverage as required by the State of Pennsylvania.
- Subject to Davis Bacon Wage Rates

EVALUATION FACTORS: The Housing Authority of the City of York will review each proposal package for completeness. Only individuals or firms submitting complete proposals and meeting the requirements listed above will be considered. Of those considered, contract award will be made based on price. In accordance with HUD regulations, preference shall be given to a Section 3 business if the proposal price does not exceed 10% of the lowest proposal price. (See Section 3 Document - Appendix #1)

CONTRACT: A contract will be executed between the Housing Authority of the City of York and the individual or firm selected. A sample of the proposed contract is included in Appendix #1.

Manager/Maintenance Superintendent will contact Contractor to perform services on an as needed basis. **There is no guaranteed minimum or maximum**

GENERAL CONSTRUCTION ---SCOPE OF WORK

Contractor shall be responsible for equipment, tools, and other pertinent materials to perform this task. All work shall be performed in a skillful and timely manner.

Contractor shall work within the agency's normal schedule (8:00AM to 5:00PM) and time line specified by the YHA.

Contractor shall be on site, prepared to perform the services within 24 hours of being contacted by the Property Manager.

Contractor shall notify the Property Manager after work has been completed.

The Contractor shall be licensed by the appropriate State and/or local regulatory agency.

The Contractor shall secure and pay for all permits, fees, and licenses necessary for the proper execution and completion of the work.

The Contractor shall observe and comply with all federal, state, county, and city laws, codes, ordinances, rules and regulations in accomplishing the work. All materials and installation shall conform to the State and local codes, International Building Codes, OSHA and this specification.

Time billed shall be based on actual time spent on the job site and not transit time or time required to acquire materials or supplies.

Upon completion of the work, Contractor(s) shall clean up the area where the work was performed and Contractor shall remove any debris generated by the repairs from YHA premises.

For this work employees must be compensated at Davis Bacon Wage Rates.

A work ticket with the following information shall support all invoices: date, time, type of work, location, name and job title of employees, and signature of the manager attesting to the completeness of the work.

YHA requires that ALL Contractors keep accurate timesheets and if requested by YHA submit appropriate payroll records for all employees assigned to perform any project, task, or assignment resulting from this RFP and any resulting contract to ensure conformance with required federal payment provisions as outlined in the contract. For this work employees must be compensated at Davis Bacon Wage Rates

Firm's Name: _____

Address: _____

Telephone #: _____

Email: _____

By (printed or typed): _____

Signature: _____

Title: _____

Date: _____

Submissions (must be included or this proposal is ineligible):

- Three (3) references – Names, addresses, telephone numbers, email.
- Verification of Liability Insurance equal to or greater than \$500,000 per occurrence and \$1,000,000 aggregate
- Completed Section 3 Certification from Part of General Conditions
- HUD form 5370 EZ

General Construction

REQUEST FOR PROPOSALS FOR CONCRETE WORK

THE HOUSING AUTHORITY OF THE CITY OF YORK (YHA) is requesting proposals for Concrete work at the various properties they own.

TYPE OF SERVICES NEEDED: includes concrete work. Work will include but not be limited to repair and or replacement of sidewalks, steps, curbs and other concrete areas, grinding of raised and uneven areas, joint replacements.

TERM OF SERVICES: It is proposed that services will begin on January 1, 2019 and continue through December 31, 2020 subject to the terms and conditions of this Contract. At the discretion of the Housing Authority of the City of York, the contract may extend through December 31, 2021. Prices for the January 1, 2021 through December 31, 2021 period are requested on the Proposal Form.

PROPOSALS: Proposals are required on the form provided in this package along with the required attachments. All are due at the Housing Authority of the City of York, 31 South Broad Street, York, PA 17403, **NO LATER THAN 12:00 PM, Monday, October 15, 2018**. Proposals received after the due date will not be considered

INCOMPLETE PROPOSAL PACKAGES WILL BE CONSIDERED INELIGIBLE.

REQUIREMENTS: Consideration will be given to individuals or firms meeting the following requirements:

- Must have a minimum of three (3) satisfactory references from businesses requiring equal or greater services as that of the Housing Authority of the City of York;
- Must be able to provide all supplies and equipment necessary to complete the job properly
- Must have liability insurance coverage in an amount equal to or greater than \$500,000.00 per occurrence/\$1,000,000.00 aggregate and Worker's Compensation coverage as required by the State of Pennsylvania.
- Subject to Davis Bacon Wage Rates

EVALUATION FACTORS: The Housing Authority of the City of York will review each proposal package for completeness. Only individuals or firms submitting complete proposals and meeting the requirements listed above will be considered. Of those considered, contract award will be made based on price. In accordance with HUD regulations, preference shall be given to a Section 3 business if the proposal price does not exceed 10% of the lowest proposal price. (See Section 3 Document - Appendix #1.)

CONTRACT: A contract will be executed between the Housing Authority of the City of York and the individual or firm selected. A sample of the proposed contract is included in Appendix #1.

Manager/Maintenance Superintendent will contact Contractor to perform services on an as needed basis. **There is no guaranteed minimum or maximum.**

CONCRETE ---SCOPE OF WORK

Contractor shall be responsible for equipment, tools, and other pertinent materials to perform this task. All work shall be performed in a skillful and timely manner.

Contractor shall work within the agency's normal schedule (8:00AM to 5:00PM) and time line specified by the YHA.

Contractor shall be on site, prepared to perform the services within 24 hours of being contacted by the Property Manager.

Contractor shall use 3500 *psi* mix unless otherwise specified.

Contractor shall notify the Property Manager after work has been completed.

Contractor will barricade or fence all construction areas.

Contractor will not pour concrete on frozen ground or when temperatures are less than 35 degrees.

Contractor will ensure that concrete is protected for a minimum of 3 days from cold, heat, rain, traffic or abuse.

Contractor will ensure that full depth expansion joints shall be used where sidewalks meet ridged structure and curb ramps.

Contractor will ensure that control joints will be struck at least every 4 feet, minimum $\frac{3}{4}$ " depth.

Contractor will break up and remove existing damaged concrete and remove from the premises.

Contractor will ensure that all new concrete will be at least 4 inches' in depth with 2 inches of compacted crusher waste or 2a stone under it. Contractor will be required to excavate as required to achieve depths.

A 24-hour on call service is required. The response time to the site must be within two (2) hours of an **emergency request**. YHA reserves the right to terminate the repair job with the contract vendor and reassign the job to another contract vendor if Contractor fails to respond to the job site and begin the emergency request repair within two (2) hours.

The Contractor shall be licensed by the appropriate State and/or local regulatory agency.

The Contractor shall secure and pay for all permits, fees, and licenses necessary for the proper execution and completion of the work.

The Contractor shall observe and comply with all federal, state, county, and city laws, codes, ordinances, rules and regulations in accomplishing the work. All materials and installation shall conform to the State and local codes, International Building Codes, OSHA and this specification.

Time billed shall be based on actual time spent on the job site and not transit time or time required to acquire materials or supplies.

Upon completion of the work, Contractor(s) shall clean up the area where the work was performed and Contractor shall remove any debris generated by the repairs from YHA premises.

Upon completion of the work, Contractor will ensure that all surroundings areas are backfilled and seeded properly.

For this work employees must be compensated at Davis Bacon Wage Rates.

A work ticket with the following information shall support all invoices: date, time, type of work, location, name and job title of employees, and signature of the manager attesting to the completeness of the work.

YHA requires that ALL Contractors keep accurate timesheets and if requested by YHA submits appropriate payroll records for all employees assigned to perform any project, task, or assignment resulting from this RFP and any resulting contract to ensure conformance with required federal payment provisions as outlined in the contract. For this work employees must be compensated at Davis Bacon Wage Rates.

Submissions (must be included or this proposal is ineligible):

- Three (3) references – Names, addresses, telephone numbers, email.
- Verification of Liability Insurance equal to or greater than \$500,000 per occurrence and \$1,000,000 aggregate
- Completed Section 3 Certification from Part of General Conditions
- HUD form 5370 EZ

Concrete

REQUEST FOR PROPOSALS FOR FLOOR WORK, TILE AND CARPET REPLACEMENT

THE HOUSING AUTHORITY OF THE CITY OF YORK (YHA) is requesting proposals for Floor Work (Tile and Carpet Replacement) at the various properties they own.

TYPE OF SERVICES NEEDED: Work will include but not be limited to repair and or replacement of tile, VCT, carpet, wood flooring, and other flooring work.

TERM OF SERVICES: It is proposed that services will begin on January 1, 2019 and continue through December 31, 2020 subject to the terms and conditions of this Contract. At the discretion of the Housing Authority of the City of York, the contract may extend through December 31, 2021. Prices for the January 1, 2021 through December 31, 2021 period are requested on the Proposal Form.

PROPOSALS: Proposals are required on the form provided in this package along with the required attachments. All are due at the Housing Authority of the City of York, 31 South Broad Street, York, PA 17403, **NO LATER THAN 12:00 PM, Monday, October 15, 2018**. Proposals received after the due date will not be considered.

INCOMPLETE PROPOSAL PACKAGES WILL BE CONSIDERED INELIGIBLE.

REQUIREMENTS: Consideration will be given to individuals or firms meeting the following requirements:

- 1) Must have a minimum of three (3) satisfactory references from businesses requiring equal or greater services as that of the Housing Authority of the City of York;
- 2) Must be able to provide all supplies and equipment necessary to complete the job properly
- 3) Must have liability insurance coverage in an amount equal to or greater than \$500,000.00 per occurrence/\$1,000,000.00 aggregate and Worker's Compensation coverage as required by the State of Pennsylvania.
- 4) Subject to Davis Bacon Wage Rates

EVALUATION FACTORS: The Housing Authority of the City of York will review each proposal package for completeness. Only individuals or firms submitting complete proposals and meeting the requirements listed above will be considered. Of those considered, contract award will be made based on price. In accordance with HUD regulations, preference shall be given to a Section 3 business if the proposal price does not exceed 10% of the lowest proposal price. (See Section 3 Document - Appendix #1)

CONTRACT: A contract will be executed between the Housing Authority of the City of York and the individual or firm selected. A sample of the proposed contract is included in Appendix #1.

Manager/Maintenance Superintendent will contact Contractor to perform services on an as needed basis. **There is no guaranteed minimum or maximum.**

Flooring Replacement 2018-2021 Specifications

AMP 1, 2, 3, 5

Bathroom floor replacement

Wood floors with vinyl sheet goods

- Contractors are responsible for removal and re-installation of bathroom fixtures for floor replacement, including toilet and vanity. This work may be accomplished by a sub-contractor if necessary. YHA staff will not remove and reinstall bathroom fixtures.
- Remove existing sheet vinyl, underlayment, and vinyl cove base
- Repair any delaminated sub floor
- Install new ¼ inch 5 ply Powerhold brand underlayment. Install per Mfg's. Instruction.
- Install new Armstrong 51858 1/8 x 12 x 12 VCT floor tile. Install per Mfg's. Instruction.
- Install new Johnsonite 1/8 inch x 6 inch No. 47 Brown vinyl cove base

Price submitted should be per Sq. Ft. _____

Sub floor damage discovered should be shown to a YHA staff member and the course of necessary repair must be agreed upon in advance.

An hourly rate figure should be submitted for sub floor repairs _____

AMP 4, 6, 7, 8

Carpet replacement, bedrooms and living rooms.

*Carpet or vinyl flooring replacement should be bid by UNIT TYPE, rather than by square foot. Scale drawings of all unit types are available at YHA Maintenance Department, 490 E Market Street, York, PA 17403. Drawings are for info only. Contractor is responsible to confirm measurements are correct. Unit types are listed on proposal form.

Existing carpet shall be removed.

For AMP 4 Broad Park Manor only, the existing carpeting in some units will be removed by YHA using approved asbestos abatement procedures. Therefore the proposal should include a Deduct for not removing existing carpeting in units with asbestos issues.

In AMPS 6, 7, & 8, if any existing gyp-crete under carpet lifts, it will be the flooring contractor's responsibility to repair patch. * For AMP 6, Fairmont Apartments only, please include an hourly rate for patching, if patching becomes necessary.

Replacement carpet used will be Mohawk, Style Scholarship 26 Color oatmeal 747.

Replacement vinyl flooring will be provided by YHA.

All VCB will be replaced. VCB used will be Johnsonite 1/8 x 4 No. 47 Brown, 49 Beige, or 42 Sable.

Method of carpet installation will be adhesive.

Carpet Price for AMP 4, 6, 7, 8 shall be submitted by Unit Type (see proposal form below).

VCT replacement bathrooms and kitchens.

- Contractors are responsible for removal and re-installation of bathroom fixtures for floor replacement, including toilet and vanity
- Existing VCT shall be removed.
- VCT used will be Armstrong 51858 1/8 x 12 x 12
- VCB used will be Johnsonite 1/8 x 4 No. 47 Brown, 49 Beige, or 42 Sable
- Carpet reducer will be replaced with CTA # 47

Price submitted per Sq. Ft. _____

PROPOSAL FORM – FLOOR WORK – TILE REPLACEMENT, CARPET REPLACEMENT

I/We propose to provide Flooring Work at properties owned by York Housing Authority. Request for Proposals for the amount of:

For the period January 1, 2019 to December 31, 2019

Tile and Linoleum Proposals

_____ Tile Cost per Sq ft _____ Linoleum Sq Ft.

An hourly rate figure should be submitted for sub floor repairs _____

Carpet Proposals

AMP 4 Broad Park Manor (8 floor buildings)

_____ Carpet / Laminate Cost Broad Park Efficiencies - Deduct for not removing carpet_____

_____ Carpet / Laminate Cost Broad Park One BR - Deduct for not removing carpet_____

AMP 6 Fairmont Apts. (5 floor building)

_____ Carpet Cost Fairmont Typical One BR

_____ Fairmont Typical One BR - ADD-Alt for Gyp-Crete Patching- Labor & Materials -

_____ Carpet Cost Fairmont Handicapped One BR

_____ Fairmont Handicapped One BR - ADD-Alt for Gyp-Crete Patching- Labor & Materials

AMP 7 Springfield Apartments (4 floor building)

_____ Carpet Cost Springfield Typical One BR

_____ Carpet Cost Springfield Handicapped One BR

AMP 8 Stony Brook Manor Apts. (5 floor building)

_____ Carpet Cost Stonybrook Typical One BR

_____ Carpet Cost Stonybrook Handicapped One BR

For the period January 1, 2020 to December 31, 2020

Tile and Linoleum Proposals

_____ Tile Cost per Sq ft

_____ Linoleum Sq Ft.

An hourly rate figure should be submitted for sub floor repairs _____

Carpet Proposals

AMP 4 Broad Park Manor (8 floor buildings)

_____ Carpet / Laminate Cost Broad Park Efficiencies - Deduct for not removing carpet _____

_____ Carpet/ Laminate Cost Broad Park One BR - Deduct for not removing carpet _____

AMP 6 Fairmont Apts. (5 floor building)

_____ Carpet Cost Fairmont Typical One BR

_____ Fairmont Typical One BR - ADD-Alt for Gyp-Crete Patching- Labor & Materials -

_____ Carpet Cost Fairmont Handicapped One BR

_____ Fairmont Handicapped One BR - ADD-Alt for Gyp-Crete Patching- Labor & Materials

AMP 7 Springfield Apartments (4 floor building)

_____ Carpet Cost Springfield Typical One BR

_____ Carpet Cost Springfield Handicapped One BR

AMP 8 Stony Brook Manor Apts. (5 floor building)

_____ Carpet Cost Stonybrook Typical One BR

_____ Carpet Cost Stonybrook Handicapped One BR

***For the period January 1, 2021 to December 31, 2021:**

Tile and Linoleum Proposals

_____ Tile Cost per Sq ft _____ Linoleum Sq Ft.

An hourly rate figure should be submitted for sub floor repairs _____

Carpet Proposals

AMP 4 Broad Park Manor (8 floor buildings)

_____ Carpet / Laminate Cost Broad Park Efficiencies - Deduct for not removing carpet _____

_____ Carpet / Laminate Cost Broad Park One BR - Deduct for not removing carpet _____

AMP 6 Fairmont Apts. (5 floor building)

_____ Carpet Cost Fairmont Typical One BR

_____ Fairmont Typical One BR - ADD-Alt for Gyp-Crete Patching- Labor & Materials -

_____ Carpet Cost Fairmont Handicapped One BR

_____ Fairmont Handicapped One BR - ADD-Alt for Gyp-Crete Patching- Labor & Materials

AMP 7 Springfield Apartments (4 floor building)

_____ Carpet Cost Springfield Typical One BR

_____ Carpet Cost Springfield Handicapped One BR

AMP 8 Stony Brook Manor Apts. (5 floor building)

_____ Carpet Cost Stonybrook Typical One BR

_____ Carpet Cost Stonybrook Handicapped One BR

***While it is requested that a price be proposed for this period, it is NOT mandatory.**

Proposers should identify wage rates for each trade for work at York Housing Authority along with a commitment as to response time from when notices are received to completion times

I understand that upon review of the proposals by the York Housing Authority, it will be determined if it is in YHAs' best interest to award a two or three year contract.

Contractor is also responsible to submit HUD Form 5370-C-II, Section 3 Certification, list of references,W9, and Insurance Certificate

Firm's Name: _____

Address: _____

Telephone #: _____

Email: _____

By (printed or typed): _____

Signature: _____

Title: _____

Date: _____

Submissions (must be included or this proposal is ineligible):

Three (3) references – Names, addresses, telephone numbers, email.

Verification of Liability Insurance equal to or greater than \$500,000 per occurrence and \$1,000,000 aggregate

Completed EEO & Section 3 Certifications

HUD form 5370 EZ

Flooring

REQUEST FOR PROPOSALS FOR PLASTERING SERVICES

THE HOUSING AUTHORITY OF THE CITY OF YORK (YHA) is requesting proposals for Plastering work at the various properties they own.

TYPE OF SERVICES NEEDED: Plastering

TERM OF SERVICES: It is proposed that services will begin on January 1, 2019 and continue through December 31, 2020 subject to the terms and conditions of this Contract. At the discretion of the Housing Authority of the City of York, the contract may extend through December 31, 2021. Prices for the January 1, 2021 through December 31, 2021 period are requested on the Proposal Form.

PROPOSALS: Proposals are required on the form provided in this package along with the required attachments. All are due at the Housing Authority of the City of York, 31 South Broad Street, York, PA 17403, **NO LATER THAN 12:00 PM, Monday, October 15, 2018**. Proposals received after the due date will not be considered.

INCOMPLETE PROPOSAL PACKAGES WILL BE CONSIDERED INELIGIBLE.

REQUIREMENTS: Consideration will be given to individuals or firms meeting the following requirements:

- Must have a minimum of three (3) satisfactory references from businesses requiring equal or greater services as that of the Housing Authority of the City of York;
- Must be able to provide all supplies and equipment necessary to complete the job properly
- Must have liability insurance coverage in an amount equal to or greater than \$500,000.00 per occurrence/\$1,000,000.00 aggregate and Worker's Compensation coverage as required by the State of Pennsylvania.
- Subject to Davis Bacon Wage Rates

EVALUATION FACTORS: The Housing Authority of the City of York will review each proposal package for completeness. Only individuals or firms submitting complete proposals and meeting the requirements listed above will be considered. Of those considered, contract award will be made based on price. In accordance with HUD regulations, preference shall be given to a Section 3 business if the proposal price does not exceed 10% of the lowest proposal price. (See Section 3 Document - Appendix #1.)

CONTRACT: A contract will be executed between the Housing Authority of the City of York and the individual or firm selected. A sample of the proposed contract is included in Appendix #1.

*Manager/Maintenance Superintendent will contact Contractor to perform services on an as needed basis. **There is no guaranteed minimum or maximum.***

PLASTERING SERVICES ---SCOPE OF WORK

Contractor shall be responsible for equipment, tools, and other pertinent materials to perform this task. All work shall be performed in a skillful and timely manner.

Contractor shall work within the agency's normal schedule (8:00AM to 5:00PM) and time line specified by the YHA.

Contractor shall be on site, prepared to perform the services within 24 hours of being contacted by the Property Manager.

Contractor shall notify the Property Manager after work has been completed.

The Contractor shall be licensed by the appropriate State and/or local regulatory agency.

The Contractor shall secure and pay for all permits, fees, and licenses necessary for the proper execution and completion of the work.

The Contractor shall observe and comply with all federal, state, county, and city laws, codes, ordinances, rules and regulations in accomplishing the work. All materials and installation shall conform to the State and local codes, international Building Codes, OSHA and this specification.

Time billed shall be based on actual time spent on the job site and not transit time or time required to acquire materials or supplies.

For this work employees must be compensated at Davis Bacon Wage Rates.

A work ticket with the following information shall support all invoices: date, time, type of work, location, name and job title of employees, and signature of the manager attesting to the completeness of the work.

YHA requires that ALL Contractors keep accurate timesheets and if requested by YHA submit appropriate payroll records for all employees assigned to perform any project, task, or assignment resulting from this RFP and any resulting contract to ensure conformance with required federal payment provisions as outlined in the contract.

Work of this Section includes all labor, materials, equipment and services necessary to complete the plaster patching work for existing ceilings and walls, including\but not limited to, the following:
Contractor shall survey all areas in order to verify extent of patch or repair.

Examine the areas and conditions where plaster work is to be installed and correct any conditions detrimental to the proper and timely completion of the work.

Scrub all walls and ceilings to remove dirt, soot, dust and stains. Use a mild detergent solution and a soft bristle scrub brush to scrub all walls and ceilings. Rinse and dry walls and ceilings with a squeegee. Minimize water usage to avoid excessively wetting work area. Use towels or drop cloths to prevent water accumulation on floors. Dry surfaces immediately after rinsing. Remove all loose and flaking paint, wallpaper, spalled plaster, insect nests, spider webs and other foreign substances.

Use scrapers to remove all loose and flaking paint on all walls and ceilings. Remove all painted finishes where the condition of the existing painted surface is unsuitable for receiving finishes by scraping or stripping. Use scrapers to remove all wallpaper that has come unglued from wall or ceiling surface. Use a steamer and scraper to remove adhered wallpaper where indicated for removal or wall paper is unsuitable for receiving new finishes. Scrape off all other foreign materials down to sound plaster.

Do not gouge walls or ceiling while scraping. Keep scraper blade flat and almost normal to the surface.

Cut out and replace all un bonded spots. Build in the work in others and do all cutting and patching of plaster in this connection. Where abutting other built-in materials, plaster shall be finished tightly against them and neatly trimmed unless otherwise indicated.

Cutting out and removing existing interior plaster surfaces where needed to repair existing gypsum plaster. Cutting out and removing existing plaster on walls and ceilings as required for installation of new work.

Repair and patching cracks, spalls, delaminations, breaks, losses, chips, holes or other defects in gypsum plaster surfaces. Providing plaster accessories and associated Work.

Provide new plaster to align with existing plaster at existing walls and ceilings.

Plaster patching and new plaster ceilings to match historic conditions of: plaster on wood lath, plaster on wire lath or plaster on wire lath over plaster on wood lath.

Allowable Tolerances: All plaster repairs shall be keyed and feathered to exactly match and continue edges and contours of existing plaster work. Repairs shall be true and flat in connections with adjacent surfaces when checked with an 8 ft. straight edge; do not exceed 1/8 inch variation in 8 ft. for bow, warp, plumb, or level for flat and curved surfaces.

Plaster thicknesses indicated shall be considered as a minimum; plaster shall be of such thickness required to plumb and square wall surfaces so that plaster is flush with adjacent surfaces.

Replicate, repair and restore flat wall and ceiling plaster as indicated.

Plaster repairs shall be executed edge to edge in long strips or large areas for each separate coat. Where breaks are necessary lap new work over adjoining work.

Bring finished surfaces of plaster to true planes and when complete surface shall be clean, free from blisters, pits, discoloration, cracks or other defects. In all cases the plastering throughout is to be delivered clean and perfect in every respect.

Upon completion of the work, Contractor(s) shall clean up the area where the work was performed and Contractor shall remove any debris generated by the repairs from YHA premises.

PROPOSAL FORM – PLASTERING SERVICES

I/We propose to provide Plastering services at properties owned by York Housing Authority as stated in the Request for Proposals for the amount of:

For the period January 1, 2019 to December 31, 2019

\$ _____ Hourly Rate

For the period January 1, 2020 to December 31, 2020

\$ _____ Hourly Rate

***For the period January 1, 2018 to December 31, 2018:**

\$ _____ Hourly Rate

***While it is requested that a price be proposed for this period, it is NOT mandatory.**

Proposers should identify wage rates for each trade for work at York Housing Authority along with a commitment as to response time from when notices are received to completion times.

I understand that upon review of the proposals by the York Housing Authority, it will be determined if it is in YHA's best interest to award a two or a three-year contract.

Contractor is also responsible to submit HUD Form 5370-EZ, Section 3 Certification, list of references, and Insurance Certificate

Firm's Name: _____

Address: _____

Telephone #: _____

Email: _____

By (printed or typed): _____

Signature: _____

Title: _____

Date: _____

Submissions (must be included or this proposal is ineligible):

- Three (3) references – Names, addresses, telephone numbers, email.
- Verification of Liability Insurance equal to or greater than \$500,000 per occurrence and \$1,000,000 aggregate
- Completed Section 3 Certification from Part of General Conditions
- HUD form 5370 EZ

Plastering