

**RIVER ROUGE HOUSING COMMISSION
INVITATION TO BIDDERS
GENERAL LABOR SERVICES**

Date available for download: May 16, 2018

www.riverrougehousing.com

Pre-Bid meeting: June 5, 2018 @ 12:00

Hyacinth Court Location

460 ½ Lenoir ct.

River Rouge, MI. 48218

Proposal due date: June 15, 2018 @ 2:00pm

Issued by:

River Rouge Housing Commission

180 Visger Road

River Rouge, MI. 48218

RIVER ROUGE HOUSING COMMISSION

GENERAL LABOR SERVICES

I. INTRODUCTION

The River Rouge Housing Commission, hereafter referred to as RRHC, is governed by a board of five Commissioners who are appointed by the Mayor of River Rouge. Our main purpose is to provide affordable housing to low and moderate income families, senior citizens and disabled individuals. We also provide self-sufficiency programs and non-discriminatory housing assistance services. General Labor Services are an essential service and represent an important role in the overall mission and functions of the RRHC.

II. PURPOSE

The purpose of this Invitation to Bidders is to solicit responses from interested, qualified, companies/individuals to provide General Labor Services for the RRHC's 300 public housing dwelling units, Hyacinth Court II Community Center and the RRHC's main office.

III. BOARD

The powers of the RRHC are vested in its Board of Commissioners.

IV. ADMINISTRATIVE PERSONNEL

Lori D. Long is the Executive Director of the RRHC.

V. SCOPE OF SERVICES

Respondents will be expected to provide General Labor Services as outlined in this Invitation to Bidders.

VI. PROPOSAL CONDITIONS/INSTRUCTIONS TO BIDDERS

1. Contact Information. This Invitation to Bidders is being issued, as will any addenda by the RRHC. The contact person for the RRHC is:

Lori D. Long, Executive Director
180 Visger Road
River Rouge, MI 48218
(313) 382-1414 -phone

2. This Invitation to Bidders sets forth the minimum requirements that all submissions shall meet. Failure to submit proposals in accordance with this request could result in rejection of the proposal.
3. Bid documents are available for examination at the office of the RRHC.
4. This Invitation to Bidders does not constitute an offer. Acceptance of proposals for review does not commit the RRHC to award a contract.
5. Bid Submission and Format. By this Invitation to Bidders, the RRHC solicits proposals to be received by **2:00 p.m. (EST) on June 15, 2018** in the form outlined below.
6. Vendor must submit **one (1) signed original and four (4) copies** of proposal by mail to:

River Rouge Housing Commission
Attn: Lori D. Long, Executive Director
180 Visger Road
River Rouge, MI 48218
7. The envelope must be **sealed** and include the following notation on the bottom left hand corner of the proposal, **“Bid for General Labor Services – River Rouge Housing Commission Enclosed.”** Please also include company/individual name on outside of envelope.
8. Any general information not specifically relevant to the proposal shall be omitted or bound in a separate document.
9. Alternate proposals must be placed on a separate document.
10. Costs incurred by any bidder in the preparation of his/her/its response to the Invitation to Bidders are the responsibility of the bidder and will not be reimbursed by the RRHC. Bidders shall not include any such expenses as part of their proposals.
11. All proposals and documents prepared in connection with the Invitation to Bidders will become property of the RRHC upon submission whether any contract is awarded or not.
12. Telegraphic/Electronic Proposal Submittal. Telegraphic and/or proposal offers sent by electronic devices (e.g. facsimile machines, E-mail, etc.) are **not** acceptable and will be rejected upon receipt. Proposing firms will be expected to allow adequate time for delivery of their proposal by the Postal Service.

13. Proposal Changes. **No late proposals will be accepted.** Proposals, amendments thereto, or withdrawal requests received after the time advertised for proposal opening will be void regardless of when they were mailed.
14. Bidder/Offer Representation. Each bidder must sign the proposal with his/her usual signature and shall give his/her full business address, telephone number, fax number, and e-mail address on the form provided in this proposal. Proposals by partnership shall be signed with the partnership name by one of the members or by an authorized representative. Proposals by corporations shall be signed with the name of the corporation followed by the signature and designation of the president, secretary or other person authorized to bind it in the matter and shall have the corporate seal affixed thereto. Each bidder must also provide the name, title, address, and telephone number of a contact person(s) during the period of the evaluation process.
15. The bidder should enclose with his or her proposal, an insurance certificate indicating the insurance coverage stated under "RRHC's Insurance Requirements" section of this proposal.
16. For bids to be acceptable, all bids must include the following:
 - a. Non-Collusive Affidavit Prime Offeror – completed by Bidder.
 - b. Representations, Certifications and Other Statements of Bidders (HUD Form 5369-A) – completed by Bidder.
 - c. Contractor's Qualification Statement (AIA Document A305) – completed by Bidder.
 - d. Valid State of Michigan Builder's License etc. (copy)
 - e. Certification of Non-Segregated Facilities – completed by Bidder.

Failure to submit mandatory forms could result in rejection of the proposal.

17. If there are any questions concerning the specifications contained in this Invitation to Bidders or regarding proposal procedures, you must submit them in writing to Executive Director. To avoid all appearances of impropriety a bidder should only contact the above referenced individual and should not attempt to contact any RRHC Commissioner or any other RRHC employee. No telephone, facsimile, or e-mail questions, requests for clarification or information will be accepted. Failure to comply with this request will result in disqualification.

If your organization/firm would like to receive a copy of all questions submitted to the RRHC from any firm contemplating submission of a proposal, along with the RRHC's responses to those questions, you must pre-register to receive that

information. To pre-register, mail a letter which includes the name, address, telephone number, and e-mail of your company's designated contact person to Lori D. Long, Executive Director, River Rouge Housing Commission, 180 Visger Road, River Rouge, MI, 48218.

The RRHC will not be responsible for providing questions and answers from potential vendors to any firm that has not pre-registered in the manner described above.

All questions and clarifications shall be answered in one written addendum, to all bidders who have been duly recorded as having received a copy in the RRHC's Invitation to Bidders distribution log.

18. The RRHC and its Board of Commissioners reserve the right to cancel this Invitation to Bidders, or to reject, in whole or in part, any and all submissions received in response to this Invitation to Bidders, upon its determination that such cancellation or rejection is in the best interest of the RRHC. The RRHC further reserves the right to waive any irregularities at its own discretion.
19. The decision of the RRHC shall be final as to what constitutes acceptable deviations from specifications.
20. Subcontracting/Assignment. No portion of this proposal may be subcontracted or assigned without the prior written approval by the RRHC.
21. The RRHC operates on an equal opportunity/affirmative action basis in its bidding policy. Bidding is open to all interested parties, in compliance with national, state and local laws.
22. Exceptions. The bidder shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions and specifications. Failure to furnish the statement will mean that the bidder agrees to meet all requirements of the terms, conditions and specifications.
23. Vendor/Bidder Complaints or Protests. Any protest against the award of a contract pursuant to this solicitation shall be served on the RRHC by obtaining written and dated acknowledgement of receipt from the RRHC at the address shown on the cover of this solicitation. Any protest against the solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) days after the award of the contract, or the protest will not be considered. All bid protests shall be in writing, submitted to the contracting officer, who shall issue a written decision on the matter. The determination of the RRHC with regard to such protest or to proceed to award notwithstanding such protest shall be final and binding upon all parties.

24. Errors/Omissions/Discrepancies. Any errors, omissions or discrepancies in the specifications discovered by a bidder shall be brought to the attention of the RRHC as soon after discovery as possible. Further, a bidder will not be allowed to take advantage of errors, omissions or discrepancies in the specifications.
25. Proposals will be opened at the River Rouge Housing Commission, 180 Visger Road, River Rouge, MI 48218, at **2:00 p.m., on June 15, 2018.**
26. No award will be made at the time of the opening.
27. Subsequent to the opening of Bids, no bids shall be withdrawn for a period of thirty (30) days without the written consent of the RRHC.
28. The proposals will be evaluated based on the criteria established in this document.
29. Final approval of any **General Labor Service** contractor must come from the Board of Commissioners. The decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this Invitation to Bidders shall be at the absolute discretion of RRHC.
30. RRHC reserves the right to request an oral interview with, and to obtain clarification of any point in a bidder's proposal or to obtain additional information necessary to properly evaluate a particular proposal. RRHC further reserves the right to consider information about a bidder in addition to the information submitted in the response or interview. Failure of a bidder to respond to such a request for additional information or clarification could result in rejection of the bidder's proposal.

If a bidder is asked to be available for interview, the bidder will be given not less than three (3) business days' notice, along with the date, time and place for the interviews. Expenses will be the responsibility of the bidder/interviewee.

31. The RRHC also reserves the right to select more than one bidder (and will accept joint venture proposals), to select a bidder(s) for specific purposes or for any combination of specific purposes, and to defer the selection of any bidder(s) to a time of the RRHC's choosing.
32. Proposal Evaluation and Award. The evaluation and award of this proposal shall be based on a combination of factors, including, but not limited to the following: experience and credentials, costs (price), references, meeting specifications, satisfactory record of integrity and business ethics, satisfactory record of compliance with public policy, etc.
33. If requested, bidders/offerors shall be required to submit satisfactory evidence that they have a particular knowledge of the particular supply/service proposal and

that they have the necessary financial resources to provide the proposed supply/service as described in the Specifications.

34. The RRHC will reject the qualifications of any bidder who is suspended and/or debarred by HUD from providing services to public housing authorities and reserves the right to reject the proposal of any bidder who has previously failed to perform any contract for the RRHC or who is in arrears to the RRHC.
35. The RRHC reserves the right to accept other than the lowest price offer and to reject all proposals that are not responsive to this request.
36. References. Must be completed and submitted with proposal. (See Reference Page)
37. The RRHC operates under a public information law, which permits access to most records and documents.
38. Freedom of Information Act. Proposals will be available for public inspection after the award announcement, except to the extent that a bidder designates trade secrets or other proprietary data to be confidential. Material designated as confidential must be readily separable from the remainder of the proposal to facilitate public inspection of the non-confidential portion of the proposal. A bidder's designation of material as confidential will not necessarily be conclusive and the bidder may be required to provide justification why such material should not be disclosed, on request, under the Michigan Freedom of Information Act.

Neither a proposal in its entirety, nor a cost proposal will be considered confidential/proprietary. Any proposal marked as such will be deemed non-responsive and eliminated from further consideration

If the bidder fails to identify proprietary information, it agrees by submission of its response that those sections shall be deemed nonproprietary and may be made available upon public request after a contract award.

39. Termination for Convenience. The RRHC may terminate a contract, in whole or in part, whenever the RRHC determines that such termination is in the best interest of the RRHC, without showing cause, upon giving at least thirty (30) days written notice to the vendor.
40. Termination by Default. When the vendor has not performed or has unsatisfactorily performed the contract, the RRHC may terminate the contract for default. Upon termination for default, payment will be withheld at the discretion of the RRHC. Failure on the part of a vendor to fulfill the contractual obligations shall be considered just cause for termination of the contract. The vendor will be paid for work satisfactorily performed prior to termination less any excess costs incurred by the RRHC in procuring and completing the work.

41. Avoidance of Conflict of Interest and Confidentiality. The contractor may provide General Labor Services to other organizations in Michigan and elsewhere. In order to preserve the trust and confidence of their client, the contractor adheres to a set of principles that enables them to perform their work in a manner that is free of real or perceived conflicts of interests. These principles are as follows:
 - a. Contractor will not discuss, distribute or use in any way the data or information acquired in the course of providing services without prior approval by the RRHC.
 - b. Contractor will not undertake a specific activity which may be viewed as adverse to the interests of another client without obtaining the agreement of both parties.
42. Proposal conditions/instructions to bidders, specifications/requirements may become part of a contract for this service.
43. Any bidder awarded a contract to perform work in the City of River Rouge will make every effort to employ its labor force from the project area and the surrounding community.
44. The purpose of Section 3 of the Housing and Development Act of 1968 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low-income persons particularly persons who are recipients of HUD assistance for housing.
45. Federal Labor Standards, including federal minimum wage requirements and all other required wage rates as set forth in any wage rate determination apply. HUD compliance requirements for the project include goals for local and minority business and employment opportunity.

**RIVER ROUGE HOUSING COMMISSION
GENERAL LABOR BID PROPOSAL**

SCOPE OF WORK

The General Labor for the River Rouge Housing Commission is comprised of the following categories:

- a. Debris clean up from around the public housing units, alleys, fences, concrete wall along Superior Ct and Lenoir Ct, common hallways (14 Buildings), common basement area (14 Buildings), Hyacinth Court II Community Center and the River Rouge Housing Commission, parking lots in Superior Ct & Lenoir Ct and Tot Lot on Polk Street
- b. Cleaning of the garage area located at the River Rouge Housing Commission.
- c. Providing “CURB APPEAL” for the public housing units, Hyacinth Court II Community Center and the Office of the River Rouge Housing Commission. “CURB APPEAL” is described as the initial emotional response a person has when they see the exterior of a “Home” for the first time from the street. Those persons include neighbors, persons passing through the community and the community itself.
- d. Limited janitorial services (as instructed by the Executive Director).
- e. Successful BIDDERS must provide services 24 hours a day, 7 days a week, weekends and holidays.
- f. Bidder must have own vehicle/s for trash/debris pick-up and hauling.
- g. Leaf and yard raking as indicated by the Executive Director.
- h. Assist in the transfer of tenant’s belongings from one unit to another.

The above listed categories and any that may be added by the Executive Director encompass the general maintenance in River Rouge Public Housing.

Prospective “BIDDERS” must submit their bids on the supplied forms.

**RIVER ROUGE HOUSING COMMISSION
GENERAL LABOR BID PROPOSAL**

The successful Bidder must have Commercial General Liability and Automobile Liability Insurance. Commercial General Liability with bodily injury and property damage, minimum amount of ONE MILLION DOLLARS (\$1,000,000) and Automobile Liability, combined single limit for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence. Worker's Compensation in accordance with State Worker's Compensation Laws, for all employees engaged under the Contract.

The River Rouge Housing Commission reserves the right to reject any and all bids, award this Contract in part or its entirety, and to waive any informalities or defects in such bids when deemed in the best interest of the River Rouge Housing Commission.

EQUAL OPPORTUNITY – EMPLOYMENT POLICIES

The Bidder agrees that it will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin or age. Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated fairly during employment without regard to race, religion, color, sex or national origin.

**RIVER ROUGE HOUSING COMMISSION
GENERAL LABOR BID PROPOSAL**

1. Debris clean up "CURB APPEAL" Per Day _____
**(Public Housing Units, alleys, fences,
concrete wall along Superior Ct and Lenoir Ct,
common hallways (14 Bldgs.) common basement
area (14 Bldgs.), Hyacinth Ct II, River Rouge Housing
Commission Office, Parking Lots in Superior Ct & Lenoir Ct,
Tot Lot on Polk St)**

2. Garage clean up As Directed by Executive Director

3. Limited Janitorial Services Per Unit _____
**(Cleaning of a unit – windows/floors/bathroom/kitchen/bedroom/s
(common hallway/basement – sanitize & deodorize)**

4. Transfer tenant belongings from one unit to another. (1) bedroom Unit _____

(2) bedroom Unit _____

(3) bedroom Unit _____

(4) bedroom Unit _____

(5) bedroom Unit _____

(3) bedroom Unit _____

With basement

(4) bedroom Unit _____

With basement

5. Transfer an appliance from one unit to another Per Appliance _____

6. Leaf and yard raking Per Unit _____

7. Trash/Debris Hauling Per Load _____

8. Minor Maintenance Repair Per Job _____

GENERAL LABOR (Cont'd)

Hook up washer Per appliance _____

Hook up Range Per appliance _____

10. Dumping Charge Per Load _____

11. Flat monthly rate _____

- Contractors shall/will remove all debris at the contractor's expense.

Successful Bidder shall be responsible for having the dumpster switched out when it becomes loaded. A switch out log will be maintained on a regular basis. When requested by the Executive Director, the bidder will provide the log for inspection and monitoring purposes.

Successful Bidder shall be responsible for maintaining a log for tote dumpsters that are missing, in need of replacement and/or repairs throughout the development. A monthly report will be given to the Executive Director on missing dumpsters, dumpsters that have been repaired and those that are in need of repairs. The location of the dumpsters will be included in the report.

Successful Bidder and Executive Director shall negotiate an agreed upon price for any General Maintenance Work not covered in this bid proposal.

**RIVER ROUGE HOUSING COMMISSION
GENERAL LABOR BID PROPOSAL
COMPRISED OF THE FOLLOWING CATEGORIES**

A. Removing debris from Polk St. and Beechwood St. site also Tot Lot on Polk

Per Clean _____

B. Removing debris from Kleinow St., Lenoir Ct. and Superior Ct. Site also along Block Wall.

Per Clean _____

C. Removing debris from Goodell St. Site

Per Clean _____

D. Clean Common Halls and Common Basements

Per Unit _____

E. Clean Vacant Unit and Appliances

Per Clean:

1 Bedroom _____

2 Bedroom _____

3 Bedroom _____

4 Bedroom _____

5 Bedroom _____

F. Trash/Debris Hauling

Per Load _____

G. BIDDER MUST HAVE OWN VEHICLE FOR HAULING

H. The bidder must have a substitute if not available.

I. The bidder can be directed where to work by the Executive Director.

J. The bid form must be used.