

**RIVER ROUGE HOUSING COMMISSION
INVITATION TO BIDDERS
JANITORIAL SERVICES**

Date available for download: May 16, 2018

www.riverrougehousing.com

Pre-Bid meeting: June 6, 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

JANITORIAL CLEANING SERVICES/MAIN OFFICE & HYACINTH COURT

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 income families, senior citizens and disabled individuals. We also provide self-sufficiency programs and non-discriminatory housing assistance service and **Janitorial Cleaning Services @ Main office & Hyacinth Court “II Community Center”** 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 Janitorial Cleaning Services for the RRHC’s 300 public housing dwelling units, the curb side, rear area of the RRHC’s main office, and the Hyacinth Court II Community Center (including the parking lot), located at 460 ½ Lenoir Ct., River Rouge, Michigan.

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 Janitorial Cleaning 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:

Mrs. 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: Mrs. 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, **“Janitorial Cleaning 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. 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 Mrs. Lori D. Long, 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 Mrs. 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 Janitorial Cleaning Services 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 Janitorial Cleaning 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.

VII. PROPOSAL PURPOSE AND SCOPE/GENERAL

In the following, River Rouge Housing Commission will be referred to as "RRHC" and the Janitorial Cleaning Service contractor as "Contractor".

Responsibilities:

The Contractor shall be responsible to work under the direction of the RRHC and to the satisfaction of the RRHC Board of Commissioners. All rules, regulations, ordinances and laws of the City of River Rouge, Wayne County, and the State of Michigan, concerning Janitorial Cleaning services shall be strictly adhered to.

Period of Contract:

RRHC intends to award a one (1) year contract.

Contract Cancellation:

This contract may be terminated at the option of either party by written notice given at least thirty (30) days prior to termination.

VIII. PROPOSAL SPECIFICATIONS

If there are any questions regarding the following specifications, please contact:

Lori D. Long, Executive Director
180 Visger Road
River Rouge, MI 48218

Accounts, Audit and Records:

The Contractor shall maintain books, records, documents and other evidence of all work done by Contractor under this contract. The Contractor shall make available to the RRHC all books, records, documents and other evidence of all work done by Contractor under this contract immediately upon request, during the period of this "contract".

RIVER ROUGE HOUSING COMMISSION

JANITORIAL CLEANING-MAIN OFFICE

BID PROPOSAL

180 VISGER RD., RIVER ROUGE, MI. 48218

Scope of Work-Main Office

River Rouge Housing Commission Office has one Entry Lobby, One Front Office, One Large Conference Room, and three Administrative Offices, and One Executive Directors Office, Two Restrooms, and one Kitchen.

River Rouge Housing Commission's office cleaning includes:

Cleaning three (3) days a week

1. Main Office at 180 Visger Road must be cleaned at least 3 times a week.
2. Vacuum Entire floors Housing building.
3. Dust, clean and vacuum Front Office, dusting of all desks, dusting of all computers in the offices, (When desk is not cleaned by staff-can ignore)
4. Dust, clean and vacuum conference room daily: this includes dusting the furniture: TV, Fax Machine, file cabinets, conference table.
5. Dust, clean and vacuum all four offices, dusting of all desks, and dusting of all computers in the offices.
6. Empty all trash receptacles
7. Clean walls as needed-or as specified by RRHC
8. Clean both restrooms, this includes: cleaning sink, toilet, sweep, mop and sanitize floors.
9. Cleaning of kitchen includes: Counter area, Sink, Sweeping, mopping and waxing kitchen floor, cleaning of stove and refrigerator bi-weekly (inside and out)
10. Overall cleaning of stove bi-weekly (cleaning of range, hood, burners and oven)

Contractor MUST provide cleaning supplies, and cleaning tools (broom, mop, vacuum, etc.)

The River Rouge Housing Commission reserves the right to determine the number of times per week that clean-up services will be performed.

BID FOR CLEANING OF THE MAIN OFFICE _____ Per Clean

TOTAL WEEKLY COST: _____ Per Week

RIVER ROUGE HOUSING COMMISSION

JANITORIAL CLEANING- HYACINTH CT. II COMMUNITY CENTER

460 ½ LENOIR CT.

Scope of Work

The Hyacinth Ct. II Community center has four (4) Administrative offices, three (3) restrooms, one (1) auditorium and hallway, one (1) kitchen and one (1) lobby. Janitorial duties consist of the following, performed three (3) times weekly or as directed by the Executive Director:

1. Vacuum all office
2. Mop, clean and sanitize three(3) restroom
3. Clean Auditorium
4. Dust file cabinets in offices
5. Clean kitchen (stove, refrigerator, counter tops, sinks and floors)
6. Empty all trash cans
7. Strip, wax and buff Auditorium floor as needed or as directed by Executive Director
8. Clean up after weekend events (Center Rentals)
9. Table and chair set up for events (includes removing and storing tables and chairs after center rental events are over
10. Tables and chair set up for monthly commission meeting and special meetings (includes removing and storing tables and chairs after commission/special meeting is over)
11. Contractor **MUST** supply **ALL** materials, equipment and labor to perform janitorial services.

JANITORIAL CLEANING-HYACINTH CT. II COMMUNITY CENTER

460 ½ LENOIR CT.

BID PROPOSAL

PROPOSAL FOR CLEANING OF THE CENTER	_____ Per Clean
WEEKLY PROPOSAL FOR CLENAING OF CENTER	_____ Per Week
PROPOSAL FOR CLEANING, STRIPPING, WAXING BUFFING	
BUFFING OF FLOOR WHEN NEEDED	_____ Per Job
PROPOSAL FOR SETTING UP FOR CENTER RENTAL	_____ Per Set Up
PROPOSAL FOR CLEANING UP AFTER CENTER RENTAL	_____ Per Take Down
PROPOSAL FOR SETTING UP FOR COMMISSION MTG. (THIS INCLUDES SETTING UP FOR SPECIAL MEETINGS	_____ Per meeting