

INVITATION FOR BID

Locksmith Services

River Rouge Housing Commission

180 Visger Road

River Rouge, MI. 48218

313-382-1414 – office

313-382-0228 – Fax

enugin@riverrougehousing.com

REF# 2021-OFD-05

Re-issued Date:

June 3rd, 2021

- ✓ **Bids are due NO later than Wednesday, June 16th, 2021 @ 3:00 p.m.**
- ✓ There will be a pre-bid meeting for this bid.
- ✓ All bidders are responsible for making own copies of their submitted bid prior to submission. Bids may be hand delivered, mailed, faxed or e-mailed. Contact information is provided within Invitation for Bid.
- ✓ The RRHC will not be held responsible for any third-party delivery service which does not deliver Invitation for Bid

FOR RRHC USE ONLY			
Date Rec'd _____	Time Rec'd		
<input type="checkbox"/> Mail	<input type="checkbox"/> Hand-delivered	<input type="checkbox"/> Fax	<input type="checkbox"/> E-mail
Initials: _____			

An Affirmative Action/Equal Opportunity Employer
Minority / Women Business Enterprise are encouraged to apply

Services Needed	Pg. 3 - 5
Maintenance/Prevailing Wage information	Pg. 6
Section 3 Requirements	Pg. 6
References	Pg.7
Insurance	Pg. 8 - 9
Bid Tabulation	Pg. 10 - 11
Vendor/Contractor Information Sheet	Attachment A
HUD 5369-A	Attachment B
HUD 5370 EZ	Attachment C
Maintenance Wage Rates	Attachment D

**Invitation for Bid
For
Locksmith Services**

APPLICABILITY: By submitting a quote (hereinafter referred to as “bid”) to River Rouge Housing Commission (RRHC), the firm or individual doing so (hereinafter, “the bidder”) is automatically agreeing to abide by all terms and conditions listed herein, including those terms and conditions within the HUD Handbook 7460.8 REV 2, Procurement Handbook for Public Housing Agencies, dated 2/2007, HUD Table 5.1, Mandatory Contract Clauses for Small Purchases Other Than Construction. Davis-Bacon Act: For all construction contracts awarded in excess of \$2,000 when required by Federal Grant Program legislation, both parties hereby agree to comply with Davis-Bacon Act (40 USC 276a to 276a-7) as supplemented in Department of Labor Regulations (29 CFR Part 5) and attached wage decision.

Specifications for Invitation for Bidders on Locksmith Services

The purpose of this Invitation for Bidders is to solicit responses from interested, qualified, companies/individuals to provide Locksmith services for the River Rouge Housing Commission’s 300 public housing dwelling units, Hyacinth Court II Community center and The River Rouge Housing Commission main office.

Scope of Work

The following are to be considered minimum requirements:

1. The Locksmith Service to be performed by Contractor will in general consist of providing repairs, replacement keys and lock out services to the RRHC’s 300 public housing dwelling units, Hyacinth Court II Community Center and the RRHC’s main office.
2. The Contractor shall provide all labor, supervision, materials, tools, products, parts, and equipment necessary to accomplish the Locksmith / repair services as directed by the RRHC. In the course of providing said Locksmith / repair services, the Contractor

must provide the RRHC with an opinion as to whether any maintenance / repairs were necessitated due to tenant abuse, normal wear and tear or accidental damage. The Contractor must also provide the RRHC with a written description of the problem and what was needed to make the necessary repairs.

3. It is the policy of the RRHC that any Locksmith request that may cause unsafe sanitary conditions, severe property damage, or pose a threat to human safety is considered an emergency and must be addressed by the Contractor within twenty-four (24) hours. The Executive Director has the authority to determine what constitutes an emergency. All other maintenance requests must be addressed by the Contractor within seventy-two (72) hours.
4. Contractor shall maintain all licenses required by federal, state and local laws to carry out said Locksmith / repair services.
5. Contractor warrants compliance with all HUD regulations and all federal, state, and local laws, statutes, ordinances, building codes, rules, and the orders and decrees of any courts and administrative bodies or offices which may be applicable to performance of services under these specifications. Fees and/or costs associated with such compliance are the responsibility of the contractor and not payable by the RRRC.
6. The Contractor must treat all information it obtains by performance under the contract as private/confidential information as provided under state and federal law.
7. The Contractor agrees to perform all Locksmith / repair services according to the directives of the RRHC. The Contractor further agrees that should any question of policy or law be encountered; it will contact the RRHC immediately for guidance.
8. The Contractor shall employ experienced, neat and courteous help.
9. The Contractor shall conduct its Locksmith / repair services with the utmost professionalism and at no time use any threats, intimidation or harassment or violate any other applicable governmental law, regulation or guideline.
10. Contractor shall, where possible, leave the RRHC work premises in a sanitary and operable condition at the conclusion of each day's work.
11. Contractor shall have proof of ownership or legal control of proper equipment to perform to the satisfaction of the RRHC.

12. All disputes or complaints concerning the Locksmith / repair services shall be reported to the Executive Director, or designated agent. The Executive Director or his/her agent shall make a thorough investigation and decision, which will be binding on all parties.
13. The Contractor shall state in writing, their entire fee proposal prior to the signing of this agreement. No change in the fee proposal will be acceptable without prior written authorization of the RRHC. The total price for the goods provided by the Contractor and/or for the services provided shall be the bid price as awarded.
14. The Contractor will bill the RRHC monthly for its Locksmith / repair services. The RRHC will pay Contractor for all authorized work performed at the prices contained in the Contractor's bid documents within thirty (30) days of receipt of the invoices. The RRHC shall be obligated to pay only those invoices for which the Contractor has submitted justifiable verification of the charges in a form acceptable to the RRHC.
15. The Contractor will return all damaged parts to the RRHC.
16. The Contractor shall consult with the Building Department of the City of River Rouge prior to the commencement of major repair or renovation work.
17. Time and coordination are of the essence of any Locksmith / repair services contract. If the Contractor does not proceed with the Locksmith / repair services with such diligence as will ensure their completion within the specified time periods (including approved extensions) the RRHC may terminate any contract and take over and complete the Locksmith / repair services.
18. Period of contracts are for **1 year and up to (4) 1-year renewals.**
19. The Agreement may be terminated at the option of either party by written notice given at least thirty (30) days prior to termination.
20. In the event that Contractor or Contractor's employees and/or agent, by act or omission, cause damage to any RRHC facility or property or any RRHC resident's property, the RRHC, having notified Contractor in writing, shall have the right to charge Contractor for the reasonable cost of repairs or restoration, at the RRHC's option.
21. The RRHC has the authority to halt any work in process, if in its opinion, problems exist that must be corrected.
22. The Contractor agrees to comply with, abide by, and be bound to the terms and conditions of its contract with the RRHC.
23. The resulting contract will be entered into within the State of Michigan and the

law of said state, whether substantive or procedural, shall apply to the contract, and all statutory, charter and ordinance provisions that are applicable to public contracts within the County of Wayne and the State of Michigan shall be followed with respect to the contract with the RRHC.

RRHC reserves the right to randomly interview on-site staff to verify pay rates.

RRHC has its Maintenance wage rate determination attached.

Contractor will be required to complete Certified Payroll on the WH-347 form. Form is available at www.dol.gov

Additional information is available at <https://beta.sam.gov/>

Section 3 Requirements

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency.

The Department recognizes that HUD funds represent one of the largest sources of federal dollars in communities, and the normal expenditure of these funds typically results in new contracting and employment opportunities. The Section 3 requirements ensure that when new jobs or contracts are created during the usage of certain HUD funds, priority consideration is given to low- and very low-income persons residing in the community in which the funds are spend (regardless of race or gender), and to the businesses that substantially employ these persons.

Compliance with Section 3 is both a statutory and regulatory requirement. Compliance is not an option – it is a requirement.

If there are any proposed subcontractors, they are required to be in compliance with Section 3 as well.

Visit www.hud.gov/section3 for additional information.

The bidder () is or () is not in compliance with the Section 3 requirements.

The bidder () is or () is not listed on HUD's Housing Investments Resulting in Employment (HIRE) Section 3 Business Registry.

V. REJECTION OF ADDITIONAL FEES PROPOSALS:

The River Rouge Housing Commission reserves the right to reject any bid which includes a provision for a service charge levied by a vendor when payment by

RRHC is not made within a specified time period.

INSPECTION BY BIDDER:

Bidder will be held to have visited the premises and examined the site(s), to familiarize themselves with conditions under which they will conduct his/her work. No extras will be allowed due to his/her failure to examine the site(s) before completing his/her bid or neglect to include all material and labor to complete the work.

COMPLETION OF WORK:

Successful contractor(s) must commit to complete job within a reasonable amount of time to prevent additional inconvenience to residents. RRHC is requesting for all work to be completed within 30 days.

We will perform as stated and will have the work completed within 30 days

We will not perform as stated, but offer the following:

EXPERIENCE AND REFERENCES:

Past performance and experience may be factors in making the award.

Provide at least three professional references where Contractor has completed a similar project.

Company Name	Address	Phone Number	Contact Person

INSPECTION AND VERIFICATION:

The RRHC will conduct periodic inspections to ensure that work is being performed in a clean, safe and organized manner. Continuous disregard to cleanliness and safety may result in termination of contract even if project is not completed. In the case where contract is termination due to unsafe practices, the RRHC will negotiate with contractor for compensation for completed work.

In addition, the RRHC will interview Contractor's staff to verify compliance of Prevailing Wages requirements.

INSURANCE:

1. The Contractor shall maintain at its expense during the term of this contract, the following insurance
 - a. **Worker's Compensation Insurance** which meets Michigan statutory requirements and **Employer's Liability insurance** with minimum limits of \$500,000 each accident, \$500,000 each disease, \$500,000 each disease/employee.
 - b. **Commercial General Liability Insurance** with a minimum combined single limit of \$1,000,000 per occurrence subject to a minimum aggregate limit of \$2,000,000. Coverage is to include blanket contractual liability. The River Rouge Housing Commission shall be named as additional insured.
 - c. **Automobile Liability Insurance** covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No-Fault Insurance Act, including residual liability insurance with a minimum combined single limit of \$1,000,000.
2. If, during the term of this Contract, changed conditions or other pertinent factors, should in the reasonable judgment of the RRHC, render inadequate the insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be affected at the contractor's expense, under valid and enforceable policies.
3. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice to the

RRHC. The Public Liability insurance policy **shall name RRHC as an additional insured.** Certificates of insurance evidencing such coverage shall be submitted to the River Rouge Housing Commission, Procurement Division, prior to the commencement of performance under this contract and at least fifteen (15) days prior to the expiration dates of expiring policies.

BONDS AND INSURANCE:

Receipt of bonds and/or insurance is part of the process of determining which bidder may be recommended for award to the Board of Commissioners. If cause is found to change the recommendation that your company be awarded the contract, or if the Board of Commissioners does not approve the recommendation, the RRHC shall not be liable for any costs incurred by you in the bid process, including the cost of acquiring bonds and/or insurance.

CONTRACT ACCEPTANCE:

The successful bidder shall be notified of the execution of a contract by the River Rouge Housing Commission upon issuance of a “**Contract Award Notice**” or a “**Purchase Order**”. The Contract Award Notice shall contain the date the contract award was approved.

The signed, accepted bid of the successful bidder will be the contract between the bidder and the River Rouge Housing Commission, containing the full description of all contractual terms and conditions. A copy of your signed bid will **not** be mailed to you. Each bidder shall keep a copy of his/her signed bid for future reference.

DEADLINE:

-

Entire completed bid packets are due no later than Wednesday, June 16th, 2021 by 3:00 p.m. Bidders are responsible for making own copies for their records. **RRHC reserves the right to disqualify any bids received that does not include entire completed packet.** Bids may be faxed, e-mailed, mailed or hand delivered to RRHC

“The RRHC reserves the right to restrict number of contract award to one bidder/contractor. In addition, the RRHC reserves the right to award contract to more than one bidder/contractor”.

Capital Fund Coordinator email address:

jwilliams@riverrougehousing.com

The RRHC will not be held responsible for third party deliveries not received on time. This includes but is not limited to mailing bid packet via USPS, FedEx or hand-delivering to **any individuals outside of Management office.**