

# INVITATION FOR BID

Locksmith Services

River Rouge Housing Commission

180 Visger Road

River Rouge, MI. 48218

313-382-1414 – office

313-382-0228 – Fax

[jwilliams@riverrougehousing.com](mailto:jwilliams@riverrougehousing.com)

**REF# OFD-01**

June 9, 2025

- ✓ **Bids are due NO later than Thursday, July 10<sup>th</sup>, 2025 @ 3:00 p.m.**
- ✓ There will not be a pre-bid meeting scheduled for this bid. However, bidders are highly advised and welcomed to self-tour the property prior to submitting 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.

**1.0 SCOPE OF SERVICES**

The Contractor shall provide locksmith services, to include key cutting, keying and installing cores, installation and on-site service of mechanical locks, installation of door frames and doors and associated door hardware such as panic bars and closers for the Commission. Individual tasks may require supervision, manpower, materials, equipment and supplies necessary to complete any services outlined below. All services shall be performed in compliance with industry standards and all federal, state, and local laws, ordinances and regulations.

**1.1 SERVICES**

The services to be provided include, but are not limited to, the

following:

- A. Issuing Keys – following Commission procedures, the Contractor will cut keys and deliver them to two (2) designated locations, excepting emergencies in which keys are delivered as requested. Contractor shall follow Commission procedures for key control and documentation.
- B. Installing Locks, Cores and Closers – per customer requests and following Commission procedures, the Contractor shall install locks, cores, closers, and key cylinders. When directed, locks and cores that have been removed will be returned to the Commission and may be reused.
- C. Door Repairs – the Contractor shall respond to requests for door repairs to include parts replacements, adjustments and complete replacement of frame and door. The Contractor may subcontract the installation of frames and doors with written permission from the Commission in which case the Contractor is permitted a 5% markup to the actual cost of the subcontracted work. Proof of actual cost is required.
- D. Emergency Response – the Contractor shall be available 24 hours a day/7days a week to respond on-site within one hour to emergency requests. The Contractor must phone the customer within fifteen (30) minutes to confirm that a timely on-site response will be made.
- E. Same Day Response – the Contractor shall complete the work request by close-of-business on the day the request is issued.

## 1.2 REQUIREMENTS

### 1.2.1 Material

The Commission reserves the right to specify precisely the types of hardware to be utilized. Substitution shall have the written approval of the Contract Administrator or his designee. The Commission will pay the Contractor's actual cost for hardware. The Contractor(s) shall provide material invoice before payment will be issued. At the Commission's option, it will provide the necessary hardware for the Contractor to install.

### 1.2.2 Work Areas

All work is to be completed at the convenience and safety of the occupants. At all times, the Contractor shall work in a safe manner and use whatever means necessary to protect the health and safety of others in the work area.

### 1.2.3 Productive Hours

Man-hours paid under this Contract shall be only productive hours at the job site. Time spent for transportation of workers, material acquisition, handling and delivery, or for movement of Contractor owned or rented equipment is not chargeable directly but is overhead and the cost shall be included in the fixed hourly rate. The hourly rate shall also include direct labor, general and administrative overhead, taxes, insurance, profit and the cost of equipment that is normal and necessary tools of the trade.

1.2.4 Worker Skill Level

The Contractor shall provide workers who are fully trained to the skill level necessary to complete the job in a satisfactory manner. Should the Contract Administrator determine that a Contractor's worker is not competent to complete a job; the Contract Administrator will either insist on a substitute worker with appropriate skills or cancel the purchase order without penalty to the Commission. The substitution of a worker will be done at no additional cost to the Commission. The Commission is the sole judge of worker competence.

1.2.5 Worker/Vehicle Identification

The Commission requires that all job site workers wear clean work clothes with either a prominently displayed identification badge or company identification affixed to the clothing. Job site vehicles must prominently display company identification.

1.2.6 Scheduling Work

All non-emergency work shall be scheduled by agreement with the Contract Administrator or his/her designee. The Contractor shall confirm scheduling with Contract Administrator or his/her designee prior to the commencement of work. A Contractor who violates this requirement may be denied access or ordered to stop work and resume only after scheduling a new start date. Should this occur, any additional cost is the Contractor's responsibility.

1.2.7 Non-Emergency Response Time

The Contractor shall start all non-emergency work within five (5) working days after a purchase order is issued or verbal authorization is given along with the purchase order number.

1.2.8 Emergency Response Time

The Contractor shall respond to on-site emergencies within one (1) hour of notification for emergency requests. It is the Contractor's responsibility to have a 24hours a day/7days a week point-of-contact that ensures an on-site emergency response within one hour of contact. Failure to respond to a request for emergency service can be cause to terminate the Contract.

1.2.9 Point of Contact

The Contractor must provide a method whereby the Contractor can be readily contacted 24 hours a day /7days a week. Non-emergency calls shall be returned within twenty-four hours. Emergency calls shall be returned within fifteen minutes. Failure to respond to an emergency service request as required can be cause for Contract termination.

1.2.10 Service Request Quote

A. Prior to the commencement of work on any non-emergency request, the Commission's Contract Administrator will provide a scope of work, specifications for materials and drawings, if required. The Contract Administrator will request the Contractor to prepare a written "Fixed Price" Quote containing the following:

1. Brief description of the work to be performed.
2. Labor and material costs for each of the major elements of work. Labor costs shall be based on the approved Contract rate for each class of employee. Material costs will be based on the actual cost of materials. No mark-up on materials is allowed.
3. List of proposed sub-contractors, if any.
4. If required by the Contract Administrator, provide a signed statement confirming that the Contactor has visited the site prior to preparing the estimate and is thoroughly familiar with the site and the scope of work.
5. Number of calendar days required to complete the work after Commission authorization.

It is the responsibility of the Contactor to ensure that the Contractor has all the information necessary to prepare the estimate.

The completed quote shall be signed and dated by the Contractor and returned to the requestor from the Commission for review within five working days after the date of request for quote for non-emergency work. If the quote is unsatisfactory for any reason, the Commission reserves the right to require the Contractor to submit a revised quote. If the second quote is not satisfactory, the Commission has the right to seek a quote from other Contractors. If the start and/or completion time does not meet the Commission's needs, the Commission has the right to use the services of another Contractor.

The Commission will periodically spot check quotes to determine if the Contractor has provided the lowest reasonable price for the requested services. If the Contractor submits more than three quotes in one calendar year that exceed a reasonable, fair price by fifteen percent (15%), this shall be cause for termination of the Contract.

**B. Emergency Work**

Upon receipt of an emergency scope of work, the Contractor shall agree to proceed as directed by the Contract Administrator or his designee on a Time and Material basis or a negotiated fixed fee using labor rates established in this Contract where applicable. All other labor rates shall be based upon on the negotiated time and a half per hour labor rates in this contract. Contractor shall provide the material at cost. The Contractor shall submit a Time and Material estimate or fixed fee to the Commission within one hour after arriving on site. A purchase order will be issued based on the initial estimate or fixed fee. Within 24 hours after starting work, the contractor shall confirm the time and materials estimate or fixed fee, or submit a new fixed fee proposal with proper justification to support the adjustment.

C. It shall be the Contractor's responsibility to ensure he has all Information needed to prepare accurate estimates.

D. Work shall only be performed with the Commission's written authorization by the issuance of a purchase order. Upon authorization, actual work shall not exceed the Contractor's estimate or fixed fee. For emergency work, the Commission will provide an oral purchase order number once the requirement above is met by the contractor to provide a time and materials estimate or fixed fee within one hour after arriving on site. A confirming email purchase order will follow the next business day.

**1.2.11 Schedule and Rates**

All work shall be scheduled at the convenience of the

Commission so as not to interfere with the Commission's conduct of business. In the event the Contractor is required to perform work other than Monday through Friday from 7:30 a.m. to 5:00 p.m., Contractor shall charge no more than 1½ times the fixed hourly rate.

1.2.12 Commencement of Work

The Contractor(s) shall commence on-site non-emergency work no later than five (5) working days after the date of receipt of a purchase order unless the contract administrator or his designee have agreed to a different date in writing. Emergency work, if specified in the authorization, shall commence on-site within one (1) hour after notice to proceed (NTP). Oral authorization by the Purchasing Agent or designee, Contract Administrator or his designee with a purchase order number is the NTP. Repeated failure to meet estimated start and/or completion dates may result in termination of the contract at the option of the Commission.

1.2.1.3 Period of contracts are for 2 years and up to (4) 1-year renewals.

1.2.1.4 The Agreement may be terminated at the option of either party written notice given at least thirty (30) days prior to termination.

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](http://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](http://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 Thursday, **July 10, 2025 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”.**

Contracting officer email address:  
[jwilliams@riverrougehousing.com](mailto: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.**

## ANNUAL CONTRACT FOR LOCKSMITH SERVICES AND SUPPLIES

### BID PROPOSAL

Description	Unit Price
Service call	\$_____
Hourly rate for Locksmith Services	\$_____
a. 8:00 am to 5:00 pm	\$_____
b. 5:01 pm to 7:59 am	\$_____
c. Weekend Rate	\$_____
d. Holiday Rate	\$_____
Key Duplication, American Single Cut	\$_____
Key Duplication, American Double Cut	\$_____
Key Duplication, Foreign Single Cut, 6 Pin	\$_____
Key Duplication, Foreign Double cut	\$_____
Key Duplication, Tubular	\$_____
Key Duplication, Best	\$_____
Rekey/change Lock (Key in Knob)	\$_____
Rekey/change Lock Rim or Mortise Cylinder	\$_____
Rekey/Change Each Additional Key	\$_____
Rekey/change Best, with Change Key	\$_____
Rekey/Change Tubular	\$_____
Door Closer: Repack & Refill Overhead Surface Type	\$_____

## HIGH SECURITY

### Mul-T-Lock

Duplicate Keys	\$ _____
Code Cut Keys	\$ _____
Mortise Cylinders	\$ _____
Rim Cylinders	\$ _____
KIK Cylinders	\$ _____
I. C. Core	\$ _____
Padlocks	\$ _____

### Medeco

Duplicate Keys	\$ _____
Code Cut Keys	\$ _____
Mortise Cylinders	\$ _____
Rim Cylinders	\$ _____
KIK Cylinders	\$ _____
I.C. Core	\$ _____
Padlocks	\$ _____