

**PROPOSAL HACL-2024-038**  
**Janitorial Services**

Issue Date: **April 17, 2024**

Title: **Janitorial Services**

Due Date: **Wednesday, May 8, 2024, at 11:00AM**

Issuing Agency: Housing Authority of the City of Lumberton  
307 Martin Luther King Jr. Drive  
Lumberton, NC 28358

Period of Contract: The initial term or period of the contract will be for one year (15 May 2024 – 14 May 2025), with up to four (4) options of one (1) year terms are available upon the conclusion of the first term.

All inquiries should be submitted through Housing Agency Marketplace.

Proposals should be directly sent to Housing Agency Marketplace. Emailed proposal shall not be accepted. The offeror is fully responsible to ensure that your proposals arrive in completion to the designated location.

In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods/services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiations. The undersigned further certifies that he/she is authorized to sign this document on behalf of the submitting firm.

\_\_\_\_\_  
Name of Firm

Date: \_\_\_\_\_

\_\_\_\_\_  
Address of Firm

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
City and State                      Zip Code

Name: \_\_\_\_\_  
Print Name and Title

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

FEI/FIN No.: \_\_\_\_\_

**NOTE:** Changes to this RFP may be issued in the form an addendum at any time prior to the due date and time for submitting proposals. Housing Agency Marketplace will send any addendums to any vendor who directly received a copy of the RFP. Any vendor who did not directly receive a copy of the RFP from Housing Agency Marketplace is encouraged to visit the web site regularly to learn of any changes to the solicitation. HACL's purchasing regulations require each offeror to acknowledge receiving a copy of the addendum by the proposal due date and time or included with the firm's response to the solicitation. HACL's purchasing regulations require each offeror to acknowledge receiving a copy of the addendum by the proposal due date and time or included with the firm's response to the solicitation.

Confirmation that all ADDENDUMs have been received: \_\_\_\_\_ of \_\_\_\_\_ addendums as of 8 May 2024.

**PROPOSAL PRICING FORM**

1. The undersigned, having familiarized themselves with the local conditions affecting the cost of the work, and the Project Scope (including this Proposal, the form of Non-Collusive Affidavit, the form of Contract, the General Conditions, the Special Conditions, and the General Scope of Work, if any thereto, and on file in the office of the Housing Authority of the City of Lumberton (HACL), hereby proposes to provide janitorial services for the HACL IAW **RFP HACL-2024-038** all in accordance therewith, for the detailed and total sum of:

**TOTAL BASE PER MONTH:** \_\_\_\_\_ (\$ \_\_\_\_\_)

\_\_\_\_\_ **Initial here if claiming Section 3 contractor status**

\_\_\_\_\_ **Initial here if you included any and all Addendums**  
**(See Supplemental Instructions to Bidders Paragraph 1 with Applicable Attachments)**

2. In submitting this proposal, it is understood that the right is reserved by the HACL to reject any and all proposals. If written notice of the acceptance of this proposal is mailed, telegraphed or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form and furnish the applicable insurance in the name of HACL prior to the contract is presented to him/her for signature.
3. Attached hereto is an affidavit (Non-Collusive Affidavit) in proof that the undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal of the submitting of proposals for the contract for which this proposal is submitted.
4. Submitter must pay applicable wage rates at the hourly rate listed plus fringe benefits equal or more than the amount listed. If no fringe benefits are provided, the listed fringe amount must be added to the hourly rate to be paid on the project.

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

DATE: \_\_\_\_\_, 20\_\_\_\_\_

BY: \_\_\_\_\_  
(Signature)

TITLE: \_\_\_\_\_

Official Address: \_\_\_\_\_

PHONE: \_\_\_\_\_

\_\_\_\_\_

FAX: \_\_\_\_\_

\_\_\_\_\_

EMAIL: \_\_\_\_\_