



## Residential Moving Services

The Jacksonville Housing Authority (JHA) is seeking the services of a qualified vendor to provide Residential Moving Services for the JHA's public housing program residents. This bid will result in an indefinite quantity, firm fixed price contract to supply the services / items as listed on the bid on an as-needed, as-ordered basis. Orders for goods and services under this contract shall be via an approved Purchase Order (PO). The JHA intends to enter into one or more contracts for Residential Moving Services.

Any questions pertaining to this IFB shall be addressed to Colene Orsini (hereinafter, the Contracting Officer or CO) via e-mail at [corsini@jaxha.org](mailto:corsini@jaxha.org). All questions must be submitted in writing by February 24, 2021 at 12:00 p.m. Eastern Standard Time. The JHA will accept the proposed pricing in person to the Contracting Officer, by mail, in person, at 1300 Broad Street N., Jacksonville FL, 32202, by the **bid deadline of March 3, 2021 at 3:00 p.m.** The JHA will NOT accept proposed pricing by email, verbally, or by telephone.

- 1.0 Applicability:** By submitting a quote to the JHA, 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 documents, HUD-5369-B, *Instructions to Offerors – Non-Construction*, which is attached hereto as **Attachment C1**, HUD-5369-C *Certifications and Representations of Offerors – Non-Construction Contract*, which is attached hereto as **Attachment C2**, and Table 5.1 *Mandatory Contract Clauses for Small Purchases Other Than Construction* located in HUD Handbook 7460.8 Rev 2, which is also attached hereto as **Attachment C3**.
- 2.0 Proposed Fees:** The proposed fees shall be entered by the bidder and received by the JHA using the form provided in **Attachment B**. Such fees shall be all-inclusive of all related costs that the Contractor will incur to provide the noted services, including, but not limited to: employee wages and benefits; travel to the site; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; document copying; etc.
- 3.0 JHA Reservation or Rights:** The JHA reserves the right to:

  - 3.1** Reject any or all quotes, to waive any informalities in the IFB process, or to terminate the IFB process at any time, if deemed by the JHA to be in the best interest of the JHA;
  - 3.2** Terminate a contract awarded pursuant to this IFB at any time for its convenience

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upon delivery of a 10-day written notice to the apparent or successful bidder;

- 3.3** Determine the days, hours and locations that the successful bidder shall provide the items or services called for in this IFB;
- 3.4** Reject and not consider any quote that does not, in the opinion of the Contracting Officer (CO), meet the requirements of this IFB, including but not necessarily limited to incomplete quotes offering alternate (not including "or equal" items) or non-requested items or services.
- 4.0** **Bidder's Responsibility:** Each bidder must carefully review and comply with all instructions provided herein and provided within any attachments.
- 5.0** **Deadline:** Each bidder shall submit his/her proposed costs, prior to **March 3, 2021 at 3:00 pm (EST)**. Whereas this is an informal solicitation process, the JHA reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of the CO, it is in the best interests of the JHA to do so.
- 6.0** **Bid Submission:** All proposals must be submitted and received in the designated JHA office no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signature copy (marked "ORIGINAL") and 1 exact copy of the bid submittal, shall be placed unfolded in a sealed package and addressed to:
- Jacksonville Housing Authority  
Attention: Colene Orsini, Procurement Supervisor  
1300 Broad Street N.  
Jacksonville, Florida 32202
- The package exterior must clearly denote the above noted IFB number and must have the bidder's name and return address. Bids received after the published deadline will not be accepted.
- 7.0** **Hold Prices/Non-Escalation:** By submitting a quote, and whereas the quote sum submitted is a firm-fixed quote, each bidder thereby agrees to "hold" or not increase the proposed quote prices during the term of the work.
- 8.0** **Award Criteria:** The JHA reserves the right to make multiple awards as a result of this bid. The award(s) will be made to the lowest responsive and responsible bidder(s) meeting the requirements of the solicitation on a line by line basis, in lots or on a grand total basis whichever is deemed in the best interest of the JHA. The JHA reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the JHA to be in its best interest.
- 9.0** **Invalid or Alternate Bids:** Failure to complete and submit all required information, or to add any additional requirements not acceptable to the JHA, may invalidate the quote

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submitted. Furthermore, the JHA shall reserve the right to reject, without consideration, alternate quotes, meaning those that do not meet the requirements of this IFB.

- 10.0 Quote Costs:** There shall be no obligation for the JHA to compensate any bidder or prospective bidder for any costs that he/she may incur in responding to this IFB.
- 11.0 Assignment of Personnel:** The JHA shall retain the right to demand and receive a change in personnel assigned by the successful bidder to provide services to the JHA if the JHA believes that such change is in the best interest of the JHA and the completion of the work or provision of the items.
- 12.0 Unauthorized Sub-Contracting Prohibited:** The successful bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this IFB (including, but not limited to, selling or transferring the ensuing contract), without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the PO or the contract with the JHA.
- 13.0 Licensing and Licensing Requirements:** The following must be provided with your quote:
- 13.1 An original certificate evidencing the bidder's current industrial (worker's compensation) insurance carrier and coverage amount;
  - 13.2 An original certificate evidencing General Liability coverage with minimum coverage amounts of \$1,000,000 per occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000 with a deductible of not greater than \$1,000. The JHA shall be named upon the certificate issued as an "additional insured", together with providing a copy of the corresponding endorsement evidencing the same;
  - 13.3 An original certificate showing the bidder's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000 with a deductible not greater than \$1,000.
  - 13.4 A copy of the bidder's business license allowing that entity to provide such services within the jurisdiction of Duval County.
  - 13.5 A copy of the bidder's license issued by the State of Florida licensing authority allowing the bidder to provide the services detailed herein.
- 14.0 Documents that apply to this IFB:**

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- 14.1 Attachment A: Form of Proposal;
  - 14.2 Attachment B: Bid Form
  - 14.3 Attachment C1: HUD-5369-B, *Instructions to Offerors Non-Construction*
  - 14.4 Attachment C2: HUD-5369-C, *Certifications and Representations of Offeror, Non-Construction Contract* – **This form must be completed and submitted along with proposed pricing.**
  - 14.5 Attachment C3: Table 5.1 HUD Mandatory Contract Clauses for Small Purchases Other Than Construction
  - 14.6 Attachment E: Section 3 Business Preference Submittal Form (if applicable)
  - 14.7 Attachment E1: Section 3 Business Preference Explanation
  - 14.8 The JHA reserves the right to require the successful bidder/contractor to utilize any form required by HUD to complete the required work and by submitting his/her quote each contractor agrees to do so at no additional charge.
- 15.0 General Requirements:** Contractor shall provide quality assurance in strict accordance with all current moving company industry standards as well as the terms, conditions, special Contract requirements, specifications, attachments and exhibits contained in the General Conditions of Contract as well as this project's contract documents.
- 15.1 Bids will be considered only from firms which are regularly engaged in the business as described in this bid package; with a record of performance for a reasonable period of time, which have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the service if awarded.
  - 15.2 Verification of existing conditions. It shall be the Contractor's sole responsibility to verify existing conditions for each individual work item. The Contractor shall be satisfied that there are no discrepancies between actual conditions and the final Scope of Work as issued. Before ordering materials/products, the Contractor shall verify related conditions to ensure proper installation and immediately notify the JHA of any hidden condition discovered which might affect the progress of work.
  - 15.3 The work shall be performed during regular JHA working hours, which are Monday through Friday from 08:00 a.m. to 05:00 p.m. The Contractor may be authorized to work weekends or evenings if approved, in writing, by the JHA Project Manager.
  - 15.4 Contractor shall always provide a clean work site, including designated storage areas, free from accumulation of waste materials.
  - 15.5 The use of the JHA trash dumpsters shall not be permitted.

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- 15.6 The Jacksonville Housing Authority is not responsible for providing toilet facilities, water, or temporary power to the job site for the contractor. These items may be provided at JHA discretion upon written authorization.
- 15.7 The JHA communities are designed Smoke Free Communities. This smoke-free policy extends to all outdoor areas up to 25 feet from JHA owned buildings.
- 15.8 In case of a conflict in the interpretation of the Scope of Work, the most stringent interpretation will prevail.
- 15.9 Nothing in the Scope of Work shall be interpreted to conflict with local, state, or federal requirements which may apply to this class of work. Should any conflict exist, the contractor shall advise the JHA and be guided by the law and/or regulations.
- 15.10 The contractor shall repair and replace any items stolen or damaged by the work in progress and match existing materials at no additional cost to the owner.
- 15.11 Contractor must give JHA and tenants a minimum of 72 hours advance notice prior to commencing any work.
- 15.12 All current applicable OSHA rules and regulations must always be followed. Security of work site area will be the responsibility of the Contractor.
- 15.13 Extreme care is always to be taken regarding the safety of the residents residing in the immediate and surrounding work areas. Contractor shall complete work with as little interruption and inconvenience to the residents as possible.
- 15.14 Contractor shall ensure that all their employees and the subcontractors scheduled to perform work at JHA-owned or leased properties shall:
  - 15.14.1 Wear distinctive uniform clothing that has the contractor's name easily identifiable, affixed in a permanent or semi-permanent manner.
  - 15.14.2 The Contractor must maintain and submit to the JHA, a Property Carrier Permit from the Florida Department of Transportation for residential moving services.
  - 15.14.3 The Contractor shall provide an onsite supervisor during all moves.
  - 15.14.4 Understand current practices in this field and have experience providing such services in a residential environment. Conduct themselves in a professional and workmanlike manner, with minimal noise and disruption.

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- 15.14.5 Cooperate with the building occupants to assure the progress of this work.
- 15.14.6 Use additional personal protective equipment required for safe performance of work as determined and provided by the contractor that, at a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for products being used. Use only contractor vehicles identified in accordance with state and local regulations.
- 15.14.7 Observes all safety precautions throughout the performance of this contract. Certain areas within some buildings may require special instructions for persons entering these areas.
- 15.14.8 Will comply with all government regulations as are applicable during the time spent on government property.
- 15.14.9 Report to the property management office prior to starting work and upon completion of work each day.

**16.0 Statement of Work (SOW):** The Contractor shall furnish all necessary labor, materials, tools, equipment, water, light, heat, power, transportation, and supervision necessary for the performance of all work in strict accordance with the specifications. Successful bidder(s) will be required to relocate families from JHA Communities, as required on an as needed basis. Residents may relocate to a non-public housing unit anywhere in the city or county. Successful bidder(s) shall be responsible for the loading, transportation and unloading of all furniture, resident-owned appliances and other household items. Services shall include but are not limited to, full pack, full unpack, only if requested by the resident. Boxes shall be broken down and delivered to a designated JHA Office, to be used by other residents. Successful bidder(s) shall provide liability insurance for the loss of or damage to any and all furnishings owned by JHA residents.

**16.1** One-way moves will be performed by the moving contractor within a 50-mile radius of the JHA Property Location.

**16.2 Packing Assistance:** Certain elderly and disabled residents of these communities may need assistance with packing their personal belongings including clothing, dishes/pots and other items. Residents requiring this special assistance packing and unpacking shall be determined by the Relocation Manager. Contractor will receive advance notice from the Relocation Manager for residents requiring this special assistance. The Contractor will carefully and neatly pack these items into appropriate boxes, unpack them and place them into the requested cabinet, shelves or drawers as identified at the new address.

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- 16.3 Physical Move Assistance:** Contractor shall supply all equipment, vehicle(s), transportation, tools and crew to break down beds, other furniture, pack them neatly on moving vehicle along with the packed boxes of personal belongings. Contractor must schedule onsite inspection meeting at the assigned resident's current unit to survey packing needs, required moving supplies and to schedule actual physical move. Moving process for assigned residents shall be completed within seventy-two (72) hours from date of assignment by JHA Property Manager. The Contractor shall transport the packed items of the residents to the new unit (apartment, house) set-up beds, other furniture and personal belongings at the new unit per the resident's instructions.
- 16.4 Set-Up at New Unit:** Upon completion of the physical move, the Contractor shall have the responsibility of furniture set-up in each room of the new unit. The set-up services shall include setting up all beds in bedrooms, furniture in bedroom, in living room and kitchens. Labeled boxes shall be placed in the appropriate rooms to be unpacked by resident at the family's convenience.
- 16.5** This is an indefinite quantity contract solicitation; there is no guaranteed number of moves that the mover will perform as some residents may choose to move themselves. The Housing Authority has the discretion to award more than one Residential Moving Services Contract to more than one Contractor that submits the lowest, most responsive and responsible firm fixed cost per unit bid based on the listed bedroom sizes in this bid form.
- 16.6** When the move is completed, the Contractor shall obtain the signature and date on the bill of lading or move receipt from the resident in which services were rendered. The signed and dated bill of lading or move receipt shall be submitted along with the Contractor's invoice for payment.
- 16.6.1 Submitted invoices shall contain the following information:
- 16.6.1.1 Unique invoice number
  - 16.6.1.2 Contractor's name, address, and telephone number;
  - 16.6.1.3 Date of invoice and/or billing period
  - 16.6.1.4 Contract Number
  - 16.6.1.5 Amount billed
  - 16.6.1.6 Description of service:
  - 16.6.1.7 The "Move From" address
  - 16.6.1.8 The "Move To" address
  - 16.6.1.9 Resident's Name
  - 16.6.1.10 Type of Move
  - 16.6.1.11 Bedroom Size
- 16.7 Bedroom Sizes**
- 16.7.1 Efficiency
  - 16.7.2 One (1) Bedroom

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- 16.7.3 Two (2) Bedrooms
- 16.7.4 Three (3) Bedrooms
- 16.7.5 Four (4) Bedrooms
- 16.7.6 Five (5) Bedrooms

**16.8 JHA Property Locations**

Property*	Address**
1 Anders Park/Anders SS (Scattered Sites)	10770 Anders Blvd Jacksonville FL 32246
2 Colonial/Baldwin	9500 103 <sup>rd</sup> St Jacksonville FL 32210
3 Blodgett Villas	1301 Davis Street Jacksonville FL 32209
4 Brentwood Lake	761 Village Center Drive Jacksonville FL 32206
5 Carrington Place	11815 Alden Rd Jacksonville, FL 32246
6 Centennial Townhouses E/W	1261 Broad St Jacksonville FL 32202
7 Centennial Tower	230 E 1 <sup>st</sup> Street Jacksonville FL 32206
8 Oaks at Durkeeville	1605 N. Myrtle Ave #10 Jacksonville FL 32209
9 Forest Meadows E/W	1935 Forest Blvd Jacksonville FL 32246
10 Fairway Oaks	5570 Golfbrook Drive Jacksonville FL 32208
11 Hogan Creek	1320 Broad Street Jacksonville FL 32202
12 Jacksonville Beach/The Waves	123 S 8 <sup>th</sup> Street Jacksonville Beach 32250
13 Southwind Villas	8711 Newton Road Jacksonville FL 32216
14 Victory Pointe	6750 Ramona Blvd Jacksonville FL 32205
15 Scattered Sites	1085 Golfair Blvd Jacksonville FL 32209
16 Twin Towers	621 W 44 <sup>th</sup> Street Jacksonville FL 32208
17 Riviera N/S	1700 Blanding Blvd Jacksonville FL 32205

\*JHA reserves the right to add other JHA property locations to the contract; any new property locations shall be worked in accordance with the same pricing, terms, conditions as the listed properties under this procurement.

\*\*The address shown is the property management office and represents the general location.

**16.9** As of February 12, 2021, the JHA currently has 2,959 of public housing units.