

Lucas Metropolitan Housing Authority

INVITATION FOR BIDS No. IFB22-B005

Administrative Office Cleaning Services for 424 Jackson

Issue Date: July 12, 2022

Due Date: August 16, 2022



**Joaquin Cintron Vega
President & Chief Executive Officer (CEO)**

**INVITATION FOR BIDS (IFB) No. 22-B005, Administrative Office Cleaning Services at 424
Jackson**

IFB Document

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I acknowledge that all of the above attachments were received.

Signed By: _____ Date: _____

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INTRODUCTION

The Lucas Metropolitan Housing Authority (LMH) (hereinafter, “the HA”) is a public entity that was formed in 1933 to provide federally subsidized housing and housing assistance to low-income families, within the City of Toledo and Lucas County. The HA is governed by a five-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”) and the HA’s procurement policy. The President and Chief Executive Officer controls the daily operations.

Currently, the HA owns and/or manages approximately 2,633 Public Housing and administers 4,616 federal housing choice vouchers rental assistance vouchers. The Housing Choice Voucher Program has achieved high performer status.

The Vision of LMH is “To be a premier partner in creating communities of choice in the Greater Toledo Area”.

The Mission of LMH is “To create and maintain sustainable, affordable housing opportunities, provide pathways to a better quality of life, and empower vibrant communities”.

LMH is committed to a goal of thirty-five percent of all contract funds being awarded to Minority Business Enterprises (MBE) and Women-Owned Business Enterprises (WBE). The firms submitting bids are encouraged to include MBE/WBE participation to the maximum extent possible.

In keeping with its mandate to provide efficient and effective services, the HA is now soliciting bids from qualified, licensed, and insured entities to provide the above noted services to the HA. All bids submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

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IFB INFORMATION AT A GLANCE

[Table No. 2]

LMH CONTACT PERSON & CONTRACTING OFFICER'S DESIGNEE	Gary McPheron, Procurement & Contracts Manager 435 Nebraska Ave Toledo, OH 43604 419-259-9446
HOW TO OBTAIN THE IFB DOCUMENTS ON THE EPROCUREMENT MARKETPLACE	<ol style="list-style-type: none"> 1. Access ha.internationalprocurement.com 2. Click on the "Login" button in the upper left side. 3. Follow the listed directions. 4. If you have any problems in accessing or registering on the eProcurement Marketplace, please call customer support at (866)526-9266.
PRE-BID SITE Visit	July 21, 2022 at 2:00pm Port Lawrence Community Center 201 Belmont Ave 2:30pm - Visit & Walk Thru at 424 Jackson
QUESTION SUBMITTAL DEADLINE	August 4, 2022, 12:00 PM ET
HOW TO FULLY RESPOND TO THIS IFB BY SUBMITTING A BID SUBMITTAL	As instructed within Section 3.0 of the IFB document, submit an original "hard copy" BID to the Agency Administrative Office. An electronic copy is to be furnished upon request
BID SUBMITAL RETURN & DEADLINE	August 16, 2022 at 3:00 PM ET 435 Nebraska Ave, Toledo, OH 43604 The required "hard copy" documentation must be received in-hand and time-stamped by the Agency by no later than 3:00 PM ET on this date.

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1.0 THE AGENCY'S RESERVATION OF RIGHTS. The Agency reserves the right to:

- 1.1 Right to Reject, Waive, or Terminate the IFB.** Reject any or all bids, to waive any informality in the IFB process, or to terminate the IFB process at any time, if deemed by the Agency to be in its best interests.
- 1.2 Right to Not Award.** Not to award a contract pursuant to this IFB.
- 1.3 Right to Terminate.** Terminate a contract awarded pursuant to this IFB, at any time for its convenience upon 10 days written notice to the successful bidder(s).
- 1.4 Right to Determine Time and Location.** Determine the days, hours, and locations that the successful bidder(s) shall provide the services called for in this IFB.
- 1.5 Right to Retain Bids.** Retain all bids submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving bids without the written consent of the Agency Contracting Officer (CO).
- 1.6 Right to Negotiate.** Negotiate the fees proposed by the bidder entity.
- 1.7 Right to Reject any Bid.** Reject and not consider any bid that does not meet the requirements of this IFB, including but not necessarily limited to incomplete bids and/or bids offering alternate or non-requested services.
- 1.8 No Obligation to Compensate.** Have no obligation to compensate any bidder for any costs incurred in responding to this IFB.
- 1.9 Right to Prohibit.** At any time during the IFB or contract process to prohibit any further participation by a bidder or reject any bid submitted that does not conform to any of the requirements detailed herein. By accessing the ha.internationalprocurement.com eProcurement Marketplace (hereinafter, the "eProcurement Marketplace") and by downloading this document, each prospective bidder is thereby agreeing to abide by all terms and conditions listed within this document and within the eProcurement Marketplace, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Agency that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve the Agency, but not the prospective bidder, of any responsibility pertaining to such issue.
- 1.10 Right to Reject – Obtaining Competitive Solicitation Documents.** The eProcurement Marketplace is the only official and appropriate venue to obtain the competitive solicitation documents (and any other information pertaining to the competitive solicitation such as addenda) other than from LMH's Procurement Department's Direct Solicitation List. Accordingly, by submitting a response to this competitive solicitation the respondent thereby affirms that he/she obtained all information on the eProcurement Marketplace. Any other group such as a bid depository that informs potential respondents of the availability of such competitive solicitations are hereby

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instructed to not distribute these documents to any such potential respondents, but to instruct the potential respondents to visit the eProcurement Marketplace to obtain the documents.

2.0 **SCOPE OF WORK (SOW): Lucas Metropolitan Housing Authority (LMH), is seeking bids for Administrative Office Cleaning Services.**

2.1 **Services to be provided**

Lucas Metropolitan Housing Authority (LMH) is seeking bids from qualified, licensed and bonded entities to provide professional administrative office cleaning services at 424 Jackson. The ensuing contract(s) shall be indefinite quantity contracts (IQC), whereas the Agency will call upon the ensuing contractor(s) to perform the required work as proposed in the bidder's response to this IFB. Bidders will submit bids to enter into a (1) year agreement with LMH (the "Agreement") with an option by LMH to extend for (4) subsequent one-year agreements(s).

The work shall include but is not limited to providing all labor, materials, equipment, and services required to provide administrative office cleaning services as indicated within the below scope of services.

**Address of Property: 424 Jackson Street, Toledo, OH 43604
(New LMH Headquarters Building)**

2.1.2 Service areas include; the entire first and second floors, bathrooms, kitchens, offices, conference rooms and parking garage.

2.1.3 Contractor will be responsible for all labor, supervision, equipment, cleaning supplies, and the supply of ALL MATERIALS (to include; toilet tissue, hand soap, paper towels, wastebasket liners, and garbage bags).

2.1.4 Contractor must supply MSDS information of all cleaning supplies to LMH. The MSDS information must be approved by LMH prior to use.

2.1.5 Contractor must provide a copy of the training procedures used to train the cleaning staff.

2.1.6 Alternate pricing will also be solicited for other cleaning services that may arise on an as-needed basis. All proposers must include pricing for these services in their proposals.

2.2 **Specific Work Requirements**

2.2.1 **Work to be performed at each cleaning includes – (Daily Cleaning):**

2.2.1.1 Contractor will empty all waste baskets, replace liners, and take debris to containment area.

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2.2.1.2 Contractor will empty all wastebaskets, replace liners and cleanup debris in all outdoor trash receptacles and in the parking garage.

2.2.1.3 Contractor will dust and clean cleared surfaces of office furnishings such as desktops, credenzas, file cabinets, counter tops, shelves, etc.

2.2.1.4 Contractor will clean all chairs in meeting and conference rooms.

2.2.1.5 Contractor will dust and sanitize telephones.

2.2.1.6 Contractor will complete thorough wall-to-wall vacuuming, including edges and corners. Contractor will vacuum all carpets and runners (Wall-to-Wall).

2.2.1.7 Contractor must sweep with a chemically treated dust mop, and damp mop all tile floors.

2.2.1.8 Contractor will remove / wash all smudges around doors, jambs, push plates, light switches, etc.

2.2.1.9 Contractor will clean all interior glass such as at vestibules, lobbies, doors and interior glass partitions.

2.2.1.10 Contractor will clean and sanitize elevator(s) floor and sanitize all touch surfaces (door, touch pads and rails).

**2.2.2 Work to be performed at each cleaning includes -
(Daily Restroom Cleaning).**

2.2.2.1 Contractor must clean and sanitize all toilets, urinals, sinks and faucets throughout the building.

2.2.2.2 Contractor will clean and polish all glass, mirrors, stainless steel and bright work.

2.2.2.3 Contractor will empty all restroom trash receptacles and replace liners.

2.2.2.4 Contractor will remove all splash, water marks and stains around all sinks, on partitions, walls, doors, etc.

2.2.2.5 Contractor will clean and mop all restroom floors with a commercial germicidal cleaner.

2.2.2.6 Contractor will clean and refill all dispensers (soap, toilet paper and hand towel).

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**2.2.3 Work to be performed at each cleaning includes -
(Weekly Cleaning).**

- 2.2.3.1 Contractor will clean all storage areas
- 2.2.3.2 Contractor will vacuum all fabric chairs and couches.
- 2.2.3.3 Contractor must dust and clean all picture frames, chair bases, moldings, sills, partition tops and other furnishings, decorative trim and ledges.
- 2.2.3.4 Contractor must damp mop, spray wax and buff all floor tile and composition flooring.
- 2.2.3.5 Contractor will clean out and sanitize all refrigerators inside and out.

**2.2.4 Work to be performed at each cleaning includes -
(Monthly Cleaning).**

- 2.2.4.1 Contractor will thoroughly clean all louvers and ceiling vents.
- 2.2.4.2 Contractor will clean parking garage to include; dusting, sweeping, removal of all trash and litter, and wiping down all surfaces.
- 2.2.4.3 Contractor will dust all window and door blinds.
- 2.2.4.4 Contractor will clean and polish all desks, tables and counters.
- 2.2.4.5 Contractor will clean all bathroom drain covers.

2.2.5 Frequency: Cleaning services must be done in the evenings, after 5:00pm, on all LMH workdays. LNH office hours are from 08:30am to 5:00pm, Monday – Friday.

2.2.6 Alternative Pricing: Additional services to be provided on an as-needed basis. Rates for these services must be included on the Bid Form. -

- 2.2.6.1 **Alternative A-1:** Contractor will strip, seal and triple wax tile floors on an as needed basis.
- 2.2.6.2 **Alternative A-2:** Contractor will provide steam-extraction services on an as-needed basis.
- 2.2.6.3 **Alternative A-3:** Contractor will wash interior windows on an as needed basis.

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2.2.6.4 **Alternative A-4:** Contractor will remove, wash and reinstall light fixtures on and as needed basis.

2.3 **CONTRACTOR RESPONSIBILITES AND MINIMUM REQUIREMENTS**

2.3.1 Contractor Licensing and standards: The contractor will have the required experiences, certifications, insurances, financial stability, equipment, and personnel needed to complete and service the work that they are bidding on. All work performed pursuant to this RFP must conform and comply with all applicable local, state, and federal codes, statutes, laws, and regulations, and in accordance with standard business practices.

2.3.2 Contractor must have documented experience. Documented experience in providing like services to private entities, governmental agencies, or agencies of similar size. Contractor must have a broad and practical knowledge of HUD rules, regulations, requirements, law, and related procedures; and knowledge of various HUD housing programs with a particular emphasis on Public Housing and Housing Choice Voucher (Section 8) Housing Programs.

2.3.3 Safety Standards: OSHA Hazard Communication Standard: The Occupational Safety & Health Administration (OSHA) Hazard Communication Standard (29CFR 1910.1200) states that contractors/suppliers must be informed of the hazardous chemicals their employees may be exposed to while performing their work and any appropriate protective measures. To comply with this requirement, Lucas Metropolitan Housing Authority has developed a list of all the hazardous chemicals known to be present in our facility. A Safety Data Sheet (SDS) is also on file for each of the chemicals and / or hazardous substances. This information is available to you and to your employees upon request.

2.3.3.1 MSDS Requirements: In order to protect the safety and health of our own employees, contractors/supplies must provide (upon request) an MSDS on any hazardous chemical (s) or material (s) which they bring into the facility. Failure to provide this information in a timely manner will result in a stoppage of work until the information is provided and approved.

2.3.3.2 Subcontractors: Each employer is also responsible for notifying any subcontractor they employ regarding the requirements of OSHA Hazard Communication Standard and other provisions described in this notice.

2.3.3.3 OSHA Guidelines: Contractor must follow the Occupational Safety and Health Administration (OSHA) guidelines, all state and local codes and regulations, and services shall be performed in accordance with any applicable

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governmental regulations, and any directions issued regarding performance of work during the COVID-19 crisis.

2.3.3.4 Regarding fall protection, the Contractor shall review and comply with OSHA fall protection standard: 1926.501 and/or 1926.501(b)(10). Failure to adhere to proper fall protection protocols could result in termination of contract.

2.3.4 Unauthorized Sub-Contracting Prohibited: The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling, or transferring the contract) without the prior written consent of the CO. All subcontractors must be disclosed prior to the start of the work. 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 contract with the Authority, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the CO. If subcontracting shall be involved in this contract, the proposer shall clearly describe the responsibilities of each party and the assurances of the performance you offer.

2.3.5 Section 3 Applicability: This project will be subject to any Section 3 requirements that may apply.

2.3.6 MBE/WBE Participation: The proposal should include percentage participation of MBE/WBE of the firms that comprise the proposer's team. LMH has established an administrative goal of 35% utilization of disadvantaged and historically underutilized businesses for performance of the work under this procurement.

2.3.7 No Smoking on LMH properties: Smoking has been banned from all LMH properties. Smoking shall only be allowed in posted designated areas or a minimum of 20 feet away from building windows and doors.

2.3.8 Identification: The contractor's employees should have a name badge, uniform or other identification that clearly identifies that he/she is an employee of the company.

2.3.9 Normal Agency Work Hours: The Agency's typical work week is Monday-Friday, 8:30 AM to 5:00 PM, with a one-hour lunch break. Unless otherwise approved by the Agency, in writing, the Contractor shall not perform work on Agency property after hours, or during a holiday nor weekend days (Saturday or Sunday).

2.3.10 Maintenance Wage Rates: Please see Attachment G-8, attached hereto. HUD has determined that, for non-construction maintenance work (work not covered by Davis-Bacon requirements, which is construction-related only), the Agency must ensure that Contractors do not pay its employees that perform the work for the Agency at a rate less than the rates listed on the HUD MWRD.

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2.3.11 Davis Bacon Applicability: Depending on the site location and type of work being performed, Contractors may be required to adhere to the provisions of the Davis Bacon Act (DBA). As such, Contractors shall be required to pay applicable worker's prevailing wages for work performed at all applicable locations to include all public housing development locations for work that involves construction related tasks.

2.4 PROOF OF INSURANCE FOR VENDORS AND CONTRACTORS

Workers' Compensation:

1. LMH requires that contractors and vendors supply LMH with a current Workers' Compensation Certificate.
2. LMH requires that the Workers' Compensation Certificate be valid for term of the contract.
3. Contractors and vendors will immediately provide verification of coverage for the contract term.

General and Commercial Liability:

Contractor agrees to name **LMH** as an **additional insured** on its general liability policy, which shall be primary to LMH's general liability policy, and any other insurance policy as determined by LMH that is relevant to the contract scope of work. These policies shall also be primary to and non-contributory to LMH's General Liability policy.

1. Contractors and subcontractors shall name LMH as an additional insured on their General Liability policy, and any other insurance policy as determined by LMH that is relevant to the contract scope of work.
2. Contractor and subcontractor shall indemnify LMH, to the fullest extent provided by law, for all claims arising out of the contractor's and subcontractor's performance of this contract.
3. Contractor and subcontractor shall provide proof of General Liability insurance coverage with combined single limit for bodily injury and property damage not less than \$1million per occurrence.
4. LMH reserves the right to request a copy of the contractor's and subcontractor's full insurance policies and applicable endorsements.
5. Contractors and subcontractors must maintain the insurance policies that were submitted during the entire length of the contract.

Insurance Automobile Liability:

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Contractors and subcontractors shall provide proof of Automobile insurance of owned and non-owned vehicles used on the sites or in connection therewith for combined single limit for bodily injury and property damage not less than \$500,000 per occurrence.

Indemnity:

Contractors and vendors agree to indemnify LMH, to the fullest extent provided by law, for all claims arising out of their performance of the contracts.

Processing:

LMH's Manager of Procurement shall be responsible for obtaining proof of the listed above documents and ensuring that LMH contracts have the appropriate indemnifications

3.0 BID FORMAT.

3.1 Bid Documents to be Submitted

3.1.1 Tabbed Bid Submittal

All bidders will initially submit documentation/information detailed within the following listed Step #1 of the following Table No. 3 herein. Then, the Agency anticipates that it will notify the apparent low bidder(s) to submit, within 5 days after being notified to do so, the information detailed within the following detailed Step #2 within the same Table.

3.1.2 Tabbed Bid Submittal

As may be further described herein, the Agency intends to retain a Contractor(s) pursuant to a 'Low Bid' basis also taking into consideration responsiveness and responsibility. Therefore, so that the Agency can properly evaluate the offers received, all bids submitted in response to this IFB must be formatted in accordance with the sequence noted within the table below. Each category must be separated by numbered index dividers, which number extends so that each tab can be located without opening the bid and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the Agency has published herein or has issued by addendum.

[Table No. 3]

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IFB Section	Tab No.	Description
3.1.1.1		Step #1: Initial documentation/information to be submitted unfolded within a sealed envelope by all bidders prior to the posted bid submittal deadline.
3.1.1.1.1	Tab 1	Form of Bid. This Form is attached hereto as Attachment A to this IFB document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the initial bid submittal.
3.1.1.1.2	Tab 1	Bid Form Attachment H - Place behind the Form of Bid.
3.1.1.1.3	Tab 2	Profile of Firm Form. The Profile of Firm Form is attached hereto as Attachment C to this IFB document. This 2-page Form must be fully completed, executed and submitted under this tab as a part of the bid submittal.
3.1.1.1.4	Tab 4	Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract.</i> This form is attached hereto as Attachment B to this IFB document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the initial bid submittal.
3.1.1.1.6	Tab 2	<p>Proposed Services & Client References. Relevant experience, a brief history of providing similar work and services. The bidder shall submit a listing of 3 former or current professional references for which the bidder has performed similar or like services to those being proposed herein within the last 3 years. You must reference any previous work performed for another Housing Authority and/or other government agency. It is reasonable to assume the Authority will contact references. The listing at a minimum, is to include:</p> <ul style="list-style-type: none"> • The client’s name or business name, • The client’s contact name and title, • The client’s address, • The client’s telephone number and email address, • A brief description and scope of services, • The dates the services were provided

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3.1.1.1.7	Tab 2	The firm's resources (e.g. personnel; equipment) to provide the services.
3.1.1.1.8	Tab 4	EEO Form attached hereto as (Attachment I)
3.1.1.1.9	Tab 4	Subcontractor Listing attached hereto as (Attachment J) If applicable
3.1.1.1.10	Tab 4	Non-Collusive Affidavit attached hereto as (Attachment K)
3.1.1.1.11	Tab 4	Level of Interest attached hereto as (Attachment L)
3.1.1.2	Step #2: Documentation/information to be submitted, within 5 days, only by the apparent low bidder(s) when directed to do so by the Agency.	
3.1.1.2.1	Tab 1	A fully completed Form W-9, Request for Taxpayer Identification Number and Certification
3.1.1.2.2	Tab 2	Managerial Capacity/Financial Viability. The bidder entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment C, <i>Profile of Firm Form</i> . Such information shall include the bid's qualifications to provide the services, including a description of the background and current organization of the firm.
3.1.1.2.3	Tab 3	Supplier Diversity. Any Certifications that will support the contractor's status as MBE, Veteran-Owned, Woman owned business.
3.1.1.2.4	Insurance Certificates. The apparent successful bidder will also direct its insurance broker or carrier to deliver directly to the Agency (by email is preferred) the insurance certificates detailed within the following Sections 5.4.1 through 5.4.3 herein. NOTE: The apparent successful bidder will NOT deliver these certificates—the insurance broker or carrier will do so.	
3.1.1.2.5	Optional Tabs. If no information is to be placed under any of the above noted tabs (especially the "Optional" tabs), please place there under a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." DO NOT eliminate any of the tabs.	
3.1.1.2.6	Bid Submittal Binding Method. It is preferable and recommended that the bidder bind the bid submittals in such a manner that the Agency can, if needed, remove the binding (i.e. "spiral-type" etc.) or remove the pages from the cover (i.e. 3-ring binder; etc.) to make copies, then conveniently return the bid submittal to its original condition.	

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3.2 Recap of Proposed Fees.

3.2.1 Proposed Fees.

The proposed fees shall be submitted by the bidder and received by the agency. Please use the Bid form Provided (Attachment H), and include under TAB #1, behind the Form of Bid.

3.2.2 Pricing Labor Hours.

The proposed LABOR fees are all-inclusive of all related costs that the successful bidder will incur to provide the noted services, including, but not limited to: equipment; disposal; employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; long distance telephone calls; travel expenses; document copying not specifically otherwise agreed to by the Agency; etc. You must submit a price for every line item in the solicitation in which you are bidding for the Bid to be valid.

3.2.3 All Materials and labor that ultimately become a part of the completed structure or improvement that constitutes the Project will be exempt from State Sales Tax as provided in Section 5739.02, ORSC, and State Use Tax as provided in Section 5741.01, ORC. The purchase, lease or rental of material, equipment, parts, or expendable items such as form lumber, tools, oils, greases, and fuels, which are used in connection with the work, are subject to the application of State Sales Tax and State Use Tax.

3.3 Additional Information Pertaining to the above Pricing Items.

3.3.1 Quantities.

All quantities entered by the Agency herein and within the corresponding Pricing Items on the Marketplace are for calculating purposes only. As may be further detailed herein, the Agency expects you to verify the number and types of units that are to be inspected with the HUD regulations. An award ensuing from this IFB, is expected to be an Indefinite Quantity contract (IQC), for the work that is presented in this IFB, in which case the Agency shall retain one contractor only for the services the Agency requires. Please note the immediate following exception to the aforementioned "Requirements Contract" language.

3.3.2.2 Determination of the Lowest Calculated Labor Cost. After a bidder has entered their proposed Labor unit costs for the Pricing Items, the Contractor will total the proposed Labor unit costs by the listed quantities.

3.3.2.3 Assumption. Pertaining to the Pricing Items listed within Table No. 3, it shall be the Agency's assumption that the successful bidder has:

3.3.2.3.1 Submitted a bid in response to this IFB. The successful bidder automatically agrees that such is accurate. Accordingly, the Agency may use such assumption, if necessary, to do any lump-sum bid

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or estimate breakdown calculation that may be needed during the ensuing contract period.

3.3.2.4 HUD Maintenance Wage Rates Determination (MWRD). Please see Attachment G-8, attached hereto. HUD has determined that, for non-construction maintenance work (work not covered by Davis-Bacon requirements, which is construction-related only), the Agency must ensure that Contractors do not pay its employees that perform such work for the Agency at a rate less than the rates listed on the HUD MWRD.

3.3.2.4.1 Therefore, by submitting a bid, each bidder is thereby agreeing to and verifying that he/she will not pay his/her employees at rates less than detailed within Attachment G-8, attached hereto. Please note that, as detailed within Section 10.10 of HUD Procurement Handbook 7460.8 REV 2 (most specifically within Section 10.10.E therein), the Contractor may not be required to submit certified payrolls; however, the Contractor must make its payroll records available to either the Agency or HUD on request, and failure on the part of the Contractor to comply with this requirement will be the sole responsibility of the Contractor, including any ensuing penalties, court costs, or wages due to employees as a result of the Contractor's failure to comply.

3.3.2.4.2 To be clear, unless the Agency declares a job to be construction-related, which will be atypical, the Contractor shall assume that all remaining work assigned by the Agency will be maintenance-related; accordingly, the MWRD will typically apply to the work.

3.3.3 Overtime. Pursuant to the Contract Work Hours and Safety Standards Act, overtime shall be not less than time and one half for hours worked in excess of 40 hours per week. The Agency shall consider regular time to be Monday-Friday (excluding holidays), 8:30 AM – 5:00 PM. Accordingly, should the contractor elect to work beyond a regular 40-hour week, his employees would be entitled to overtime. The contractor must obtain approval by LMH to work outside normal business hours at its sites.

3.3.3.1 The Agency shall NOT be responsible to pay the successful bidder for any work that the successful bidder CHOOSES to work during non-regular-time hours; meaning, if the necessity for the work "after hours" is due to the Contractor's lack of staffing or if such work is to support any of the work the Agency expects that such work will be provided during normal work hours. The exception to this shall be if a "non-normal" action by the Agency or an "Act of God" causes the Contractor to work "after hours" to solve the problem, then aforementioned over-time rule shall apply. All such overtime work must be pre-approved in writing by the Agency.

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- 3.3.4 No Deposit/No Retainer.** The Agency will NOT pay any deposit or retainer fees as a result of award of the ensuing contract. This means that the Agency will pay the successful bidder(s) for the firm-fixed fees or, in the case of the potential additional consulting hourly fee, actual hours worked only. The Contractor will be required to submit a full back-up detail of all hours worked, listed by no less than the “15-minute” standard.
- 3.3.5 Prior Agency Approval Required.** Please note that the successful bidder shall NOT conduct any work without the prior written authorization of the Agency representative (this “prior written authorization” may take the form of an email sent to the successful bidder by the Agency and acknowledged by return email by the successful bidder). Failure to abide by this directive shall release the Agency of any obligation to pay the successful bidder for any work conducted without the noted prior written authorization.
- 3.4 Bid Submission.** All “hard-copy” bids must be submitted and time-stamped received in the designated Agency office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signature copy of the “hard copy” bid submittal, shall be placed unfolded in a sealed package and addressed to:

**Lucas Metropolitan Housing Authority
Attention: Gary McPheron
435 Nebraska Avenue, Toledo, OH 43604**

- 3.4.1 Submission Package Markings.** The package exterior must clearly denote the above noted IFB number and must have the bidder’s name and return address.
- 3.4.2 Submission Conditions.** DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS, OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Bidders are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the Agency by the bidder, such may invalidate that bid. If, after accepting such a bid, the Agency decides that any such entry has not changed the intent of the bid that the Agency intended to receive, the Agency may accept the bid and the bid shall be considered by the Agency as if those additional marks, notations, or requirements were not entered on such. By accessing the eProcurement Marketplace, registering, and downloading these documents, each prospective bidder that does so is thereby agreeing to confirm all notices that the Agency delivers to him/her as instructed, and by submitting a bid, the bidder is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this IFB.
- 3.4.3 Submission Responsibilities.** It shall be the responsibility of each bidder to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by the Agency, including the IFB

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document, the documents listed within the following Section 3.8, and any addenda and required attachments submitted by the bidder. By virtue of completing, signing, and submitting the completed documents, the bidder is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the bidder not authorized in writing by the CO to exclude any of the Agency requirements contained within the documents may cause that bidder to not be considered for award.

3.5 Bidder's Responsibilities — Contact with the Agency. It is the responsibility of the bidder to address all communication and correspondence pertaining to this IFB process to the CO only. Bidders must not make inquiry or communicate with any other Agency staff member or official (including members of the Board of Commissioners) pertaining to this IFB. Failure to abide by this requirement may be cause for the Agency to not consider a bid submittal received from any bidder who may not have abided by this directive.

3.5.1 Addenda. All questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by addendum to all prospective bidders (i.e. firms or individuals that have obtained the IFB Documents). During the IFB solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation—"substantive" meaning, when decisions pertaining to the IFB are made—between the Agency and a prospective bidder when other prospective bidders are not present) conversations that may give one prospective bidder an advantage over other prospective bidders. This does not mean that prospective bidders may not call the CO—it simply means that, other than making replies to direct the prospective bidder where his/her answer has already been issued within the solicitation documents, the CO may not respond to the prospective bidder's inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective bidders in writing by addendum.

3.6 Bidder's Responsibilities — Equal Employment Opportunity and Supplier Diversity. Both the Contractor and the Agency have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

3.6.1 Within **2 CFR §200.321** it states:

3.6.1.1 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

3.6.1.2 (a) The Non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

3.6.1.3 (2) Affirmative steps must include:

3.6.1.3.1 (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

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- 3.6.1.3.2** (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- 3.6.1.3.3** (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- 3.6.1.3.4** (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
- 3.6.1.3.5** (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- 3.6.1.3.6** (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

3.6.2 Within **HUD Procurement Handbook 7460.8 REV 2** it states:

- 3.6.2.1** Section 15.5.A, Required Efforts. Consistent with Presidential Orders 11625, 12138, and 12432, the [Agency] shall make every effort to ensure that small businesses, MBEs, WBEs, and labor surplus area businesses participate in [Agency] contracting.
- 3.6.2.2** Section 15.5.B, Goals. [The Agency] is encouraged to establish goals by which they can measure the effectiveness of their efforts in implementing programs in support of . . . contracting with disadvantaged firms. It is important to ensure that the means used to establish these goals do not have the effect of limiting competition and should not be used as mandatory set-aside or quota, except as may otherwise be expressly authorized in regulation or statute. Some localities have adopted minority contracting set-aside policies or geographic limitations, which may be in conflict with Federal requirements for full and open competition.

3.6.3 Within our **Agency Procurement Policy** it states that our Agency will:

- 3.6.3.1 Assistance to Small and Other Business, Required Efforts:**

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- 3.6.3.1.1** Including such firms, when qualified, on solicitation mailing lists;
- 3.6.3.1.2** Encouraging their participation through direct solicitation of bids or bids whenever they are potential sources;
- 3.6.3.1.3** Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- 3.6.3.1.4** Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- 3.6.3.1.5** Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
- 3.6.3.1.6** Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 135 (so-called Section 3 businesses); and
- 3.6.3.1.7** Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

3.7 Pre-bid Conference Meeting. The scheduled pre-bid conference meeting identified on Page 4 of this document is, pursuant to HUD regulation, not mandatory. Many prospective bidders have previously responded to an IFB with a multi-tabbed submittal and feel comfortable in doing so without attending the pre-conference meeting. Typically, such meetings last 1-1/2 to 2 hours or less, though such is not guaranteed. The purpose of this conference meeting is to assist prospective bidders in having a full understanding of the IFB documents so that he/she feels confident in submitting an appropriate bid; therefore, at this conference meeting the Agency will conduct an overview of the IFB documents, including the attachments. Prospective bidders may also ask questions, though the Moderator may require that some such questions are delivered in writing prior to a response. Whereas the purpose of this conference meeting is to review the IFB documents, **attendees should have a copy of the IFB documents available during the conference meeting.**

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3.8 Recap of Attachments. It is the responsibility of each bidder to verify that he/she has downloaded the following attachments pertaining to this IFB, which are hereby by reference included as a part of this IFB:

[Table No. 4]

IFB Section	Document No.	Attach	Description
3.8.1	1.0		This IFB Document
3.8.2	2.0	A	Form of Bid
3.8.3	3.0	B	Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
3.8.4	4.0	C	Profile of Firm Form
3.8.4.1	4.1	C-1	2992 - Disbarment Form
3.8.5	5.0	D	Section 3 Business Self Certification Form
3.8.5.1	5.1	D-1	Section 3 Hours Worked Reporting Form
3.8.5.2	5.2	D-2	Section 3 Low Income Person Self Certification Form
3.8.6	6.0	E	Form HUD-5369-B (8/93), <i>Instructions to Offerors, Non-Construction</i>
3.8.7	7.0	F	<i>Supplemental Instructions To Bidders & Contractors (SIBC)</i>
3.8.8	8.0	G	Sample Contract Form (please note that this contract and the listed appendices are being given as a sample only—the Agency reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the Agency feels it is in its best interests to do so)
3.8.8.1	8.1	G-1	Sample Contract Appendix No. 1: form HUD-5370-C (01/2014), <i>General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)</i>
3.8.8.2	8.2	G-2	Sample Contract Appendix No. 2: form HUD-5370-C (1/2014), <i>General Conditions for Non-Construction Contracts Section II (With Maintenance Work)</i>
3.8.8.5	8.5	G-5	Sample Contract Appendix No. 5: Form HUD-4010 (06/2009), Federal Labor Standards Provisions
3.8.8.6	8.8	G-8	Sample Contract Appendix No. 8: HUD FORM 52158, <i>Maintenance Wage Rate Determination</i> (04/2005); Effective Date: January 1, 2019; Expiration Date: December 31, 2020.

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3.8.8.7	8.11	G-11	Sample Contract Appendix No. 11: form HUD 50071 (01/14), <i>Certification of Payments to Influence Federal Transactions</i> (NOTE: This form will only be completed and included as a part of the ensuing contract if the Agency anticipates that total awards pursuant to the ensuing contract may or will exceed \$100,000.)
3.8.8.8	8.12	G-12	Sample Contract Appendix No. 12: Standard Form LLL (Rev. 01/14), <i>Disclosure of Lobbying Activities</i> (NOTE: This form will only be completed and included as a part of the ensuing contract if the Contractor designates an affirmative answer to Item No. (2) within the immediate identified form 50071.)

3.8.9	9.0	H	Bid Form for Pricing Items
3.8.10	10.0	I	EEO Form
3.8.11	11.0	J	Subcontractor Listing
3.8.12	12.0	K	Non-Collusive Affidavit
3.8.13	13.0	L	Level of Interest / Acknowledge Addendums

4.0 BID EVALUATION.

4.1 Public Opening. At the set date and time, all bids received will be opened and publicly read aloud by the CO, including the company name of the bidder and the total calculated costs proposed. At the bid opening the Agency will only disclose the following information: (a) The company name of each bidder; and (b) **the calculated total amount bid.** A copy of the bid tabulation or recap recorded will be made available to each member of the public attending such opening and to anyone who requests such afterwards. The bids will not be made available for inspection by anyone at this time; the Agency will, at a later time, review all bids in detail and will, in a timely manner (within 5 days), notify all bidders of any bidder that is, as a result of the more detailed inspection of bids submitted, ruled to be non-responsive or not-responsible (please remember, as detailed within Section 8(d) of form HUD-5369 and Section 7(b)(3) of form HUD-5369-B, the Agency reserves the right to, as determined by the Agency, “waive informalities and minor irregularities” in the offers received. Bids will be available for inspection by the public after the award has been completed.

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4.1.1 Ties. In the case of bids, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by “drawing lots or other random means of selection.”

4.2 Responsive Evaluation. After the public opening the “hard copy” bid submittals received will be evaluated in private for responsiveness (i.e. meets the minimum of the requirements). Firms not meeting the minimum that are deemed to be non-responsive will be notified of such in writing by the Agency in a timely manner (in any case, in no less than 5 days after such determination is made).

4.3 Responsible Evaluation. The Agency will evaluate each bid submitted as to responsibility (e.g. a firm that is qualified, responsible and able to provide to the Agency the required services in the scheduled timeframe). If the Agency ascertains that such firm has the required ability, capability, experience, knowledge, licensing, insurance and resources to provide the required services, the Agency may proceed with award as detailed herein. If the Agency determines that such firm is deemed to be not responsible, such firm will be notified of such in writing by the Agency in a timely manner (in any case, in no less than 5 days after such determination is made); in such case the Agency may proceed with the noted Responsive and Responsible Evaluations with the next lowest bidder.

4.3.1 Depending on the amount of the award, it is possible that the Agency may take such contract award to the Agency Board of Commissioners (BOC) for approval of the award prior to executing a contract with the apparent successful bidder(s).

4.4 Restrictions. Any and all persons having ownership interest in a bidder entity or familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a bidder entity will be excluded from participation in the evaluation of the bid.

5.0 CONTRACT AWARD.

5.1 Contract Award Procedure. If a contract is awarded pursuant to this IFB, the following detailed procedures will be followed:

5.1.1 By completing, executing and submitting a bid, the “bidder is thereby agreeing to abide by all terms and conditions pertaining to this IFB as issued by the Agency, either in hard copy or obtained on the eProcurement Marketplace,” including the contract clauses already attached as Attachments G and G-1, G-2, G-5, G-8, G-11 and G-12, each attached hereto. Accordingly, the Agency has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

5.2 Contract Conditions. The following provisions are considered mandatory conditions of any contract award made by the Agency pursuant to this IFB:

5.2.1 Contract Form. The Agency will not execute a contract on the Contractor’s form—contracts will only be executed on the Agency form (please see Sample Contract G

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and, G-1, G-2, G-5, G-8, G-11 and G-12, each attached hereto), and by submitting a bid the Contractor agrees to do so (please note that the Agency reserves the right to amend this form as the Agency deems necessary). However, the Agency will during the IFB process (prior to the posted question deadline) consider any contract clauses that the bidder wishes to include therein and submits in writing a request for the Agency to do so; but the failure of the Agency to include such clauses does not give the Contractor the right to refuse to execute the Agency's contract form. It is the responsibility of each prospective bidder to notify the Agency, in writing, prior to submitting a bid, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The Agency will consider and respond to such written correspondence, and if the prospective bidder is not willing to abide by the Agency's response (decision), then that prospective bidder shall be deemed ineligible to submit a bid.

5.2.1.1 Mandatory HUD Forms. Please note that the Agency has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this IFB.

5.2.2 Assignment of Personnel. The Agency shall retain the right to demand and receive a change in personnel assigned to the work if the Agency believes that such change is in the best interest of the Agency and the completion of the contracted work.

5.2.3 Unauthorized Sub-Contracting Prohibited. The Contractor 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 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 contract with the Agency, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the CO.

5.3 Contract Period. The Agency anticipates that it will initially award a contract for the period of one year with the option, at the Agency's discretion, of two (4) additional one-year option periods, for a total maximum contract period of three (5) years.

5.4 Insurance Requirements. Prior to award (but not as a part of the bid submission) the *Contractor* will be required to provide:

5.4.1 Workers Compensation Insurance. An original certificate evidencing the bidder's current industrial (worker's compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);

5.4.2 General Liability Insurance. An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional

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insured under said policy (minimum of \$1,000,000 each 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 maximum deductible amount of \$5,000;

- 5.4.3 Automobile Insurance.** An original certificate showing the bidder's automobile insurance coverage in a combined single limit of \$500,000. 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 \$100,000/\$300,000 and medical pay of \$5,000.
- 5.5 City/County/State Business License.** A copy of the bidder's business license allowing that entity to provide such services within the City of Toledo, Lucas County, and/or the State of Ohio. Each bidder is required to enter related information where provided for on the Profile of Firm Form (Attachment 4.0)
- 5.6 Certificates/Profile of Firm Form.** Pertaining to the aforementioned (within Sections 5.4.1 through 5.4.3 and 5.5) insurance certificates and licenses, each bidder is required to enter related information where provided for on the Profile of Firm Form.
- 5.7 Right to Negotiate Final Fees.** The Agency shall retain the right to negotiate the amount of fees that are paid to the Contractor, meaning the fees proposed by the top-rated bidder may, at the Agency's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the Agency has chosen a top-rated bidder, after the determination that the bidder is responsive and responsible. If such negotiations are not, in the opinion of the CO successfully concluded within five (5) business days, the Agency shall retain the right to end such negotiations and begin negotiations with the next-rated bidder. The Agency shall also retain the right to negotiate with and make an award to more than one bidder.
- 5.8 Contract Service Standards.** All work performed pursuant to this IFB must conform and comply with all applicable local, state, and federal codes, statutes, laws, and regulations.
- 5.9 Prompt Return of Contract Documents.** All documents required to complete the contract, including contract signature by the successful bidders, shall be provided to the Agency within 10 workdays of notification by the Agency.
- 5.10 CONFIDENTIALITY.** Any vendor that has access to confidential information will be required to keep that information confidential.
- 5.11 Public Records Law.** All bids/proposals submitted to LMH are subject to the Ohio Public Records Law (O.R.C. 149.43 and the Sunshine Act [5 USC 522(b)]) and may be subject to disclosure to the public. Information in proposals that would be deemed a trade secret or otherwise not subject to disclosure under public records laws shall be clearly indicated as such by the contractor, including citations from the Ohio Public Records Law or the Sunshine Act for the exemptions. Also, the contractor shall submit one hard copy and upon request, one electronic copy of its proposal and other submissions, which has been redacted of all trade secrets and other information not subject

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to disclosure pursuant to a public records request. Failure to do so may subject the entire contents to disclosure under public records laws.

5.12 Termination. The Authority will only give one verbal notification to the contractor to cure deficiencies. A second notification to the contractor for deficiencies will be in writing and will clearly state that, if required, a third notification will result in termination.

5.13 Normal Agency Work Hours. The Agency’s typical work week is Monday-Friday, 8:30 AM to 5:00 PM.

5.14 Smoking Policy: Smoking has been banned from all LMH properties. Smoking shall only be allowed in posted designated areas or a minimum of 20 feet away from building windows and doors.

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[Table No. 5]

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