

ALACHUA COUNTY HOUSING AUTHORITY

REQUEST FOR PROPOSAL

FOR VACANT UNIT TURN CONTRACTOR 2024

Issue Date: Friday February 16, 2024

Due Date and Time: Monday March 4, 2024 @ 11:00am EST

Send Proposals To: Alachua County Housing Authority
Attn: Ronald Hall, Director of Operations
703 NE 1st St
Gainesville, FL 32601

Inquiries: Attn: Ronald Hall, Director of Operations
(352) 372-2549 ext 512
ron@acha-fl.com

**REQUEST FOR PROPOSALS
VACANT UNIT TURN CONTRACTOR 2024**

The Alachua County Housing Authority (hereinafter "ACHA" or "Authority" or "owner") is currently soliciting proposals for "Vacant Unit Turn Services" on an 'as needed' basis for a one (1) year period with the option for additional (1) year extensions up to 5 total years.

SEALED PROPOSALS will be received until **Monday March 4, 2024 @ 12:00 noon EST** at ACHA's Office located at 703 NE 1st St Gainesville, FL 32601. **No proposals received after this date and time will be accepted.** It will be the responsibility of the contractor to see that their proposal is in the office by the specified time and date. ACHA is not responsible for delays in the delivery of your proposal. Award of one or more contracts will be announced by ACHA as soon thereafter as is practicable. Proposals must be submitted in a **SEALED envelope clearly labeled on the outside "VACANT UNIT TURN CONTRACTOR 2024"** to the attention of Ronald Hall, Director of Operations 703 NE 1st Street Gainesville, FL 32601.

ACHA reserves the right to reject any or all proposals, to waive any informality in the specifications or proposal process or to cancel in whole or in part this Request for Proposal if it is in the best interest of ACHA to do so. The attention is directed to the fact that the proposed work will be financed in whole or in part with Federal Funds, and therefore, all applicable Federal Statutes, ruling and regulations will apply. ACHA encourages Minority, local and Woman-Owned firms to apply. ACHA also reserves the right to award multiple contracts for services if it is in the best interest of the Authority to do so.

Proposal may be withdrawn personally by written request at any time prior to the scheduled closing time of receipt of proposals. **NO PROPOSAL SHALL BE WITHDRAWN FOR A PERIOD OF THIRTY (30) DAYS** subsequent to the opening of Proposals without consent of ACHA.

Any questions or clarifications may be directed to the attention of Ronald Hall, Director of Operations.

PROPOSAL REQUIREMENTS VACANT UNIT TURN 2023

1.0 PURPOSE:

It is the expressed intent of this formal Request for Proposal (RFP) to acquire one or more professionals (aka “awardee” or “contractor”) to turn vacant units on an ‘as needed’ basis as listed in this RFP at the Alachua County Housing Authority (hereinafter “ACHA” or “Authority” or “Owner”) in the County of Alachua in accordance with specifications and conditions herein. The awardee(s) will enter into an Indefinite Quantity Indefinite Delivery “IDIQ” contract with the ACHA.

2.0 SCOPE OF WORK:

The Awardee(s) shall perform all required work and shall furnish all professional & skilled services, supervision, labor, materials, tools, equipment, insurance and all else required to provide ‘as needed’ unit turn over at the ACHA.

The “awardee(s) shall supply trained maintenance technicians to the properties owned and operated by ACHA to perform a wide variety of building and apartment maintenance duties of both a skilled and semi-skilled nature. Each unit turnaround is to be completed within five (5) business days from the Notice to Proceed letter or as designated/arranged by the Authority representative.

Square Footage for units is approximate – use Square Footage for determining painting and flooring costs. Complete address listing available upon request.

Neighborhood	Street Address	Unit Count per bedroom size	City	Bed	Bath	Sq Ft house *	Sq Ft walls & Ceilings **	Stories
Cedar Ridge	507 SW 67th Ter	8	Gainesville	2	1	950	3558	2
Cedar Ridge	503 SW 68th Ter	4	Gainesville	2	1	950	3558	2
Greentree	3409 and 3411 SE 23rd Ave	2	Gainesville	3	2	1260	4436	1
Hitchcock	14 Various addresses	2	Alachua	5	1.5	1500	5260	1
		5	Alachua	4	1.5	1275	4475	1
		5	Alachua	3	1	1075	3795	1
		2	Alachua	2	1	825	2729	1
Meadowbrook	30 Various addresses	3	Newberry	5	1.5	1456	5299	4
		10		4	1.5	1210	4401	1
		11		3	1	1040	3908	1
		6		2	1	816	2872	1
Neighborhood	Street Address	Unit	City	Bed	Bath	Sq. Ft.	Sq. Ft.	Stories

		Count per bedroom size				of house *	walls & ceilings **	
Merrillwood	48 Various Addresses	4	Alachua	5	1.5	1500	5260	1
		20	Alachua	4	1.5	1275	4475	1
		14	Alachua	3	1	1075	3795	1
		11	Alachua	2	1	825	2729	1
Mill Run	12 Various Addresses	12	Gainesville	2	1	980	3676	2
Phoenix	12 Various Addresses	6	Gainesville	3	1	856	3960	1
		6	Gainesville	2	1	1008	4237	2
Pine Forest	12 Various Addresses	6	Gainesville	2	1	1110	4337	2
		2	Gainesville	3	2	1076	4956	2
		2	Gainesville	2	1	1010	3810	2
		2	Gainesville	3	1.5	1278	5278	2
Pine Glade	7203 SW 17th Pl	1	Gainesville	3	1.5	1133	3493	1
Pine Tree Terrace	20 Various addresses	2	Waldo	5	1.5	1428	5299	1
		7	Waldo	4	1.5	1236	4401	1
		7	Waldo	3	1	1040	3908	1
		4	Waldo	2	1	816	2872	1
Rocky Point	32 Various addresses	22	Gainesville	1	1	681	2441	1
		2	Gainesville	2	1	960	3428	1
		8	Gainesville	1	1	592	2351	1
Linton Oaks	924 SW 61st St	16	Gainesville	2	1	1014	3822	2
Thistle Hills East	14 Various addresses	1	Archer	5	1.5	1468	5299	1
		5		4	1.5	1225	4401	1
		5		3	1	1052	3908	1
		4		2	1	824	2872	1
Thistle Hills West	15 Various addresses	2	Archer	5	1.5	1468	5299	1
		6		4	1.5	1225	4401	1
		5		3	1	1052	3908	1
		2		2	1	824	2872	1
Neighborhood	Street Address	Unit	City	Bed	Bath	Sq. Ft	Sq. Ft.	Stories

		Count per bedroom size				house *	walls & ceilings **	
Tower Oaks	1817 SW 69th Ter	4	Gainesville	2	1	973	3397	2
Tower Oaks	1714 SW 70th Ter	4	Gainesville	2	1	973	3397	2
Tower Oaks	1910 SW 70th Ter	4	Gainesville	2	1	973	3397	2
Westpoint	2313 SW 72nd Ter	1	Gainesville	3	1.5	1133	3493	1
Westpoint	7305 SW 22nd Pl	1	Gainesville	3	1.5	1133	3493	1
Westpoint	2320 SW 72nd Ter	1	Gainesville	3	1.5	1133	3493	1
* Square Feet based on Alachua County Property Appraiser web-site								
** Estimate based on width x height for wall space + base area of house (for ceiling equivalence) = sq ft								
Note: Doors, base, casing, trim, etc. are not necessarily included or separated out in the area estimates but will need to be painted.								

At a minimum, unit turnover will consist of:

- Prep work – spackling and patchwork of all holes in walls and ceilings
- Painting – walls, ceiling, doors & trim, exterior doors and closets, and screen doors
- Unit repairs - including minor window adjustment, closet door repairs, shelving, cabinets, replacing door knobs, etc.
- Cleaning entire unit including all rooms, closets, windows, bathroom & kitchen; including all cabinets and appliances. Strip and wax VCT floors.

As necessary (see flooring specifications):

- Installation of waterproof vinyl plank flooring throughout unit
- Floor repairs, including setting tiles and minor tile repairs
- Replacement of bathroom sink and vanity including water lines, faucet, drain lines, etc.
- Replacement of toilet including new wax rings, bolts, etc.
- Replacement of kitchen cabinets
- Replacement of interior and exterior doors

Note: This project shall be bid as a separate price for each size unit for painting and each size unit for floors. Additional work will be priced at the per hour rate as provided in your proposal. Materials for “As needed items” will either be provided by ACHA or paid for at cost plus percentage. See proposal fee sheets starting on page 23.

2.1 Work Hours:

Unless otherwise agreed upon by ACHA, work hours will be from 7:30 AM until 5:00 PM. Monday thru Friday. Keys will be picked up and dropped off from the ACHA main office at 703 NE 1st St Gainesville, FL 32601. A master set of keys may be provided with approval of ACHA. Weekend and holiday work is allowed with prior approval.

3.0 TERMS AND CONDITIONS:

3.1 HUD Requirements:

The Awardee agrees to comply with the terms and conditions of HUD Form 5369-B, Instructions to Offerors - Non Construction Contracts; HUD Form 5369-C, Certifications and Representations of Offerors – Non Construction Contracts; HUD Form 5370-C, General Contract Conditions for Non-Construction Contracts; HUD Form 2992 Certification Regarding Debarment and Suspension: Form of Non-Collusive Affidavit; HUD Form 50070 Certification for a Drug Free Workplace. Forms are due at the contract signing.

This RFP falls under the Stipulations of HUD Determined Wage Rates. All employees shall be paid no less than the rates provided by the United States Department of Housing and Urban Development Office of Labor Relations on HUD Form 52158 as attached hereto.

3.2 Drug-Free Workplace:

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitation /contracts or advertisements for employees; placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$2,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

3.3 Non-Discrimination and Equal Opportunity:

The Contractor and ACHA agree that in the performance of this Agreement they will abide by all applicable federal non-discrimination and equal opportunity provisions as set forth in 29 CFR Part 37.

A bidder, offeror, or contractor shall not be discriminated against in the solicitation/contract or award of this contract because of race, religion, color, gender, national origin, age, disability, faith-based organizational status, any other basis prohibited by Federal and state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest.

By submitting a proposal, the contractor certifies to ACHA that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended.

In every contract over \$2,000 the provisions in paragraph (1) and (2) below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitation/contracts or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitation/contracts placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of 1 above in every subcontract or purchase order over \$2,000, so that the provisions will be binding upon each subcontractor or vendor.

3.4 Ethics in Public Contracting:

By submitting a proposal, contractors are certifying that their proposal was made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other contractor, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan subscription, advance, deposit of money, services or anything of more than nominal value, present or promised.

3.5 Immigration Reform and Control Act of 1986:

By submitting a proposal, the Contractor certifies that they do not, and will not during the performance of the contract for goods and services with ACHA, violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

3.6 Liability:

The said Contractor hereby finds himself and his successors to indemnify and save harmless ACHA and its officers, agents, or employees from all suits and actions of every name and description brought against it or them and all costs or damages to which it or they may be put, on account of, or by reason of any injury or alleged injury to the person or property of another resulting from negligence or carelessness in the performance of the work or in guarding the same or from any improper materials used in its construction or by, or on account of any act or omission of the Contractor or his agents; and that the whole or so much of the monies due to the Contractor, under and by virtue of this Contract, as shall or may be considered necessary by the ACHA, shall

and may be retained until all such suits and claims for damages as aforesaid shall have been settled and evidence to that effect furnished to the satisfaction of the ACHA. The said Contractor further agrees to indemnify and save harmless the ACHA against any and all claims, suits or demands that may accrue to be suffered by, or adjudicated against it by reason of any injury sustained by an employee in and about the said work under and pursuant to the provisions of the Workman's Compensation Law or any amendments thereto, and the Contractor shall produce certificates or other satisfactory evidence of ample protection against such liability.

3.7 Property Damage:

It is further agreed that should any damage be done to public or private property, in consequence of any act or omission on the part of the Contractor or his employees or agents in carrying out the Contract, then the Contractor shall make such repairs as necessary in consequence thereof, at their own expense and to the satisfaction of the ACHA representative; and in case of their failure to do so promptly, then the said repairs may be made by the ACHA representative and the expense thereof shall be deducted out of any monies due or to become due to the Contractor under the Contract. Permits shall be obtained to perform the work when required. The contractor shall be responsible to ensure that permission is granted from the owner of adjacent properties if access is necessary.

3.7 Debarment Status:

By submitting a proposal, contractor certifies that they are not currently debarred by the State of Florida, the Federal Government, or ACHA from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation/contract, nor are they an agent of any person or entity that is currently so debarred.

3.8 Site Examination:

No pre-proposal conference is schedule for this RFP.

Before submitting a proposal, the contractor(s) shall carefully examine the site(s) of proposed work, to become fully familiarized to the existing conditions and limitations and include in the proposal the total cost of all items contemplated by the contract. All contractor(s) **MUST** notify Ronald Hall at the contracting office prior to site examination. There are no vacant units available for interior visits. No allowance shall be made subsequently in this connection on behalf of the contractor for any error or negligence on their part. **Responsibility of visiting sites rests with the Contractor. Interior site visits of available vacant units may be arrange prior to RFP submission deadline by contacting Ronald Hall at 352-372-2549 ext 512.**

3.9 Clarifications of Terms:

If any prospective contractor has questions about the specifications or other solicitation documents, the prospective contractor should contact Ronald Hall at 352-372-2549 ext 512. Any revisions to the solicitation will be made only by addendum issued by ACHA.

3.10 Sex Offender/Predator and Convicted Felons

It is the responsibility of the contractor to inform the Authority of any Sex Offender/Predator or Convicted Felon under his employment. Further, to provide a safe environment for the residents of the Authority in fulfillment of contractors obligations.

4.0 SPECIAL CONDITIONS:

4.1 Inspection of Work:

ACHA representative will inspect all work prior to acceptance and payment.

4.2 Changes Orders:

ACHA acting through its authorized representatives, may order extra work, or make changes by altering, adding to, or deducting from the work, the Contract Sum being adjusted accordingly. All such orders and adjustments shall be in WRITING and such work shall be executed under the conditions of the Original Contract. No modification of the terms of the contract shall be made except by written amendment or a change order and shall be executed by both the Contractor and the Authority. Contractor shall not perform additional work unless authorized to do so in writing by the Contracting Officer. If contractor performs any work outside of this contract, contractor does so at their own risk. Failure to get prior approval for a change order will cause it to be denied. Any request for a Change Order that is not reasonably priced will not be approved.

4.3 Compliance with Regulations:

The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, rules or regulations, and without such notice to ACHA, he shall bear all costs arising there from.

4.4 Invoicing/Payment:

Statements should be delivered to ACHA, 703 NE 1st ST Gainesville, FL 32601; Attn: Ron Hall. Invoice should detail the work performed, the number of hours of service performed and the cost per hour of providing such service. All invoices must be accompanied by a Notice to Proceed/work order that is signed by the Director of Maintenance. A separate statement for each work site (properly identified) is required for ACHA's accounting and consumption records. Upon satisfactory completion of any work, payment will be made within thirty (30) days of receipt and approval of invoices by the Authority. Net-30

4.5 Sub-Contracting:

It is further agreed that the Contractor will give his attention constantly to the faithful performance of the work specified herein or any extra work in connection therewith; that he will not transfer, convey, sub-let or otherwise dispose of the Contract or his right, title or interest in or to the same or any part hereof, without the previous consent in writing of the said ACHA; and that he will not assign, by power of attorney, or otherwise, any of the monies due or to become due and payable under this Contract, unless by and with the consent in writing of the said ACHA. If the Contractor shall without such previous written consent, assign, transfer, convey, sub-let or otherwise dispose of the Contract or his right, title or interest therein, or any of the monies to become due under the Contract, to any other person, company or corporation, the Contract, or his right, title or interest therein, or any of the monies to become due under the Contract may, at the option of the ACHA, be revoked and annulled and the ACHA shall thereupon be relieved and discharged from all liability and obligations growing out of the same to the Contractor and to his

assignee or transferee; provided that nothing herein contained shall be construed to hinder or prevent an assignment by the Contractor for the benefit of his creditors, made pursuant to the statutes of the State of Florida; and no right under the contract or to any money to become due hereunder shall be asserted against the ACHA, in law or in equity, by reason of any so-called assignment of the Contract or any part thereof; or any monies to become due hereunder, unless authorized as aforesaid by the written consent of the ACHA.

4.6 Insurance (MUST BE PRESENTED WITHIN 5-DAYS IF AWARDED A CONTRACT):

The Contractor shall procure at their own expense during the term of this Contract; Automobile Liability, Commercial General Liability and Workmen's Compensation Insurance (or documented exemption). Minimum Insurance coverage's and limits required are as follows:

- (a) Automobile Liability Insurance on owned and non-owned motor vehicles used in connection with this contract and shall contain a limit of bodily injury of at least \$500,000 per person and a total limit per occurrence of at least \$1,000,000 and Property Damage Limit of \$500,000 per accident.*
- (b) Commercial General Liability Insurance with a combined single limit for bodily injury of not less than \$1,000,000 per occurrence and \$500,000 property damage per occurrence to protect the Contractor and the Authority against claim for bodily injury or death and damage to the property of others.*
- (c) Worker's Compensation Insurance shall be maintained in accordance with Section 440.185(4), Florida Statutes. Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify ACHA of increases in the number of employees that changes their workers' compensation requirements under the Florida Statutes during the course of the contract shall be in noncompliance with the contract.*

The ACHA shall be named as an additional insured and so endorsed on each policy. The Contractor shall furnish ACHA (annually or as changed arise) certificates of insurance. The bidder or offeror certifies that the contractor will maintain in full force and affect these insurance coverage's during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in The State of FL.

4.7 Permits & Licenses:

Contractor shall provide ACHA with a copy of its current Business License and completion of the Request for Taxpayer's Identification Number and Certification. When necessary, contractor shall make all necessary applications for permits and licenses of a temporary nature, which are required for the execution of the work.

4.8 Taxes:

Sales to ACHA are normally exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request. ACHA FEIN registration number is 59-1316716.

4.9 Special Contract Requirements – Section 3:

The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 W.S.C. 170lu (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3 shall, to the greatest extent feasible, be directed to low and very low income persons, particularly persons who are recipients of HUD assistance for housing.

1. The Contractor is responsible for making every effort to ensure that employees from ACHA Section 3 residents have first right of refusal when hiring new employees under this contract.
2. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by the execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
3. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
4. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate actions, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
5. The contractor will certify that any vacant employment positions, including training positions, that are filled: 1) after the contractor is selected but before the contract is executed, and 2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
6. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
7. With respect to work performed in connection with Section 3 covering housing assistance, section 7 (b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7 (b) agree to comply

with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

4.10 Protection of Work, Property and Persons:

The Contractor shall adequately protect the work, adjacent property, and the public and shall be responsible for any damage or injury caused by him or his authorized agent's act or neglect.

5.0 PROJECT SPECIFICATIONS:

5.1 Term of Contract:

It is the intent of ACHA to formulate a written contract for the services requested with services commencing on a date set forth in the contract and shall continue for a one (1) year period with the option on the part of ACHA for one (1) year extensions up to 5 total years under contract. We have spent over \$100,000 per year on unit turns and associated work.

5.2 Termination of the Contract for Cause:

If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of the Contract, ACHA shall thereupon have the right to terminate the Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Contractor under the Contract shall, at the option of ACHA, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

Notwithstanding the above, the Contractor shall not be relieved of liability to ACHA for damages sustained by the Authority by virtue of any breach of the Contract by the Contractor, and ACHA may withhold any payments to the Contractor for the purpose of setoff until such time as the exact amount of damages due the Authority from the Contractor is determined.

In a continued effort to provide decent safe and sanitary housing for our residents, the Alachua County Housing Authority has implemented a policy that it does not allow Registered Sex Offenders and Predators to work on any public housing site. This includes a restriction on contractors whom perform work under an arrangement with the Authority. We ask that you help us maintain our resident's safety by cooperating with this policy. Should we find a contractor in violation of this policy; efforts will be made to abate the situation first. Any subsequent violations may result in cancelation of the contracted work.

5.3 Termination for Convenience of Authority:

ACHA may terminate the Contract at any time by a notice in writing from the Authority to the Contractor. If the Contract is terminated by ACHA as provided herein, the Contractor will be paid an amount which bears the same ratio to the total compensation as the services actually and satisfactorily performed bear to the total services of the Contractor covered by the Contract, less payments of compensation previously made.

5.4 Default:

In case of failure on the part of the Contractor to deliver goods or services in accordance with the contract, the Authority, after due oral or written notice to the Contractor, may procure the required goods or services from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Authority may have.

6.0 SELECTION CRITERIA

Proposals will be evaluated by ACHA using the following:

<u>Criteria Value</u>	<u>Maximum Point</u>
1. Business Profile & Experience	20
2. Past Performance (List of existing/prior contracts)	20
3. MBE and/or Section 3 contractor	10
4. Unit Turn Over Price	50
Total	<hr/> 100

Contractors shall provide a company profile; number of employees, the names of key personnel to contact for emergency purposes and pictures of similar projects recently completed.

Contractors are to insure that they are capable of supplying services as requested. Pre-qualifications shall include but not limited to, number, capacity, and experience in servicing developments of a similar size. References should be provided.

6.1 Small, Women-owned and/or Minority-owned Business Utilization:

Document if your business can be classified as Small, Women-owned, and/or Minority-owned.

6.2 Award of Contract:

Award will be made based on the selection criteria. Each "Request for Proposal" will be considered individually. The quality of services to be supplied, their conformity with the specifications, their suitability to the requirements or ACHA, past work experience, and the delivery terms will be taken into consideration. Price shall be considered, but need not be the sole determining factor. ACHA may cancel this Request for Proposal or reject proposals at any time prior to an award. Should ACHA determine, in writing and in its sole discretion, that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated.

SPECIFICATIONS FOR PAINTING

1. GENERAL SCOPE PAINTING

- 1.1. Contractor shall furnish all labor, materials, paint, tools, equipment, transportation and supplies necessary to paint interior walls, ceiling and doors, exterior doors and screen doors at the designated Public Housing sites in accordance with the specifications, provisions and conditions contained herein. ACHA shall furnish all utilities including water and electricity needed to complete the work. No utilities are to be borrowed, purchased from or otherwise bartered from another resident or resident unit.
- 1.2. The work required under this specification includes at a minimum the patching and painting of all painted surfaces including walls, ceilings, shelving, doors, jams, base, molding, casing, window sills, etc. unless otherwise specified.
- 1.3. Replacement of interior doors on an as needed basis.
- 1.4. Please see item #8 "Paint and Paint Products" on page 16 for paint specifications.
- 1.5. See page 3-5 for additional information regarding the dwelling units that may be painted as part of this IDIQ contract. This shows the square footage of the walls and ceilings for estimating. The actual quantity of units to be painted varies according to need. Not all units will be painted, just vacant units as available.

2. DELIVERY, STORAGE, AND HANDLING

- 2.1. Contractor shall deliver materials to job site in new, original, and unopened containers bearing manufacturer's name, trade name, and label analysis.
- 2.2. Contractor shall be responsible for storage.
- 2.3. Contractor shall store paint products in accordance with the manufacturer's instructions.
- 2.4. Contractor shall be fully responsible at all times for securing any and all equipment and property belonging to the Contractor.
- 2.5. The Contractor shall confine the storage of any materials and/or equipment on site to the unit being painted.

3. GENERAL PREPARATION AND PAINTING

- 3.1. Contractor shall inspect surfaces to be finished to determine that the finish will satisfactorily adhere and perform as intended.
- 3.2. Contractor shall remove existing loose scaling, peeling or cracking paint; scrape, wire brush sand paper smooth and feather surfaces smooth enough and/or texture to receive finish. (NOTE: NO SANDBLASTING)! Edges shall be feathered into sound adjoining surfaces and dust clean. Such treated surfaces are to receive paint preparation treatment (sealer, primer, etc.) and paint to cover surface.
- 3.3. Preparations, applications and workmanship shall be performed by Contractor in accordance with manufacturer's recommendations and best trade practices.
- 3.4. Contractor shall protect glass, cabinetry, base, furniture, appliances, and finished surfaces adjacent to painted surfaces.
- 3.5. Prior to all surface preparation and painting operations, Contractor shall completely mask, remove or otherwise adequately protect all hardware, accessories, floor or other surfaces, plates, lighting fixture and similar items in contact with painted surfaces but not scheduled to receive paint.

- 3.6. Contractor shall maintain a folder of MSDS sheets for each product used
- 3.7. Contractor shall be responsible for providing in-place, adequate, and clean cover and protection.
- 3.8. All over painted items of work shall be cleaned by Contractor to the satisfaction of the Alachua County Housing Authority.
- 3.9. Contractor shall mask off all items subject to damage or over painting.
- 3.10. Contractor shall fill all nail holes, dimples, cracks, open joints, and other defect with matching material.
- 3.11. All walls shall be properly prepared and, as needed, primed by Contractor to ensure full coverage of paint specified in scope of work.

4. SURFACE PREPARATION (ALL SURFACES)

- 4.1. Contractor shall clean all dirt, dust, grease, blistered paint, chipped, peeling, loose or scaling paint and all other foreign matter from wall, ceiling, drywall, masonry, and wood surfaces and any other surfaces to be repainted. Contractor shall not paint over un-scraped, chipped, blistered, peeling paint or improperly prepared surfaces. Surfaces which cannot be adequately covered with one coat shall be painted with additional coats at the discretion of the ACHA representative.
- 4.2. Contractor shall remove projecting nails, screws or hooks then fill all holes, cracks and defects. Patch cracks and holes, prime and paint all patched holes. Large holes will be repaired using replacement pieces of sheet rock. Caulk all cracks around windows, doors, walls, etc., by using acrylic latex paintable caulk and by re-puttying at window sashes and painting where needed.
- 4.3. Contractor shall remove any stickers or foreign objects from surfaces to be finished or painted.
- 4.4. Contractor shall remove and protect any blinds prior to painting and re-hang after painting.
- 4.5. Spot repair: In addition to priming bare new surfaces, be sure to feather-in repairs so that surface differences don't show through. Apply two coats to the entire area to lessen color variation.
- 4.6. Contractor shall paint over mildew and dirt as follows:
 - 4.6.1. Treat mildew on any surface with a solution of one part bleach to three parts water before you start painting. (Note: Always add water to the bucket first, and then carefully pour in the bleach. Wear eye and skin protection.)
 - 4.6.2. Leave the bleach-and-water solution on the surface for 20 minutes, then rinse thoroughly.
 - 4.6.3. Next, wash off mildew and any remaining dirt with a detergent solution. Let surface dry thoroughly.
 - 4.6.4. Contractor shall apply all materials per manufactures specifications.
- 4.7. Contractor shall paint all pantries, laundry or hall closets including top and bottom of shelves including any cleaning or prep work as previously specified.

5. INTERIOR DOORS

- 5.1. Contractor shall prepare and paint all non-stained interior doors with SW7757 Highly Reflective White in semi-gloss.

- 5.2. The contractor shall clean all soiled areas on doors, jambs, and trim.
- 5.3. Dents and scratches are to be filled to achieve smooth surface prior to painting.
- 5.4. Interior doors that have been stained and sealed need to be lightly sanded and re-sealed with polyurethane.
- 5.5. Interior painted doors that need replacement will be replaced, primed and painted to match existing with at least two coats of paint
- 5.6. Interior stained doors that need replacement will be replaced, stained and sealed with two coats of poly.

6. PROTECTION OF ADJACENT AREAS, LIGHT FIXTURES, WINDOWS, DOORS, FURNITURE, APPLIANCES, ETC.

- 6.1. Contractor shall provide protection to any area not to be painted by use of drop cloths, plastic, tape and best painting practice, and make immediate clean-up of any and all paint spills or splashes.

7. COVERAGE

- 7.1. The reference "paint to cover" is defined as follows:
 - 7.1.1. If one (1) coat can properly cover, then it will be considered adequate.
 - 7.1.2. If one (1) coat does not properly cover, then additional coats will be required, until the surface is covered and protected.
 - 7.1.3. The ACHA representative will be the sole judge of this requirement.
- 7.2. Painting preparation and paint application shall be carried out in accordance with the manufacturer's printed specifications. The awarded contractor should keep a copy of these specifications on the job site at all times.
- 7.3. Each coat shall be thoroughly dry before the application of the succeeding coat.

8. PAINT AND PAINT PRODUCTS

- 8.1. All paint products used shall be of best quality. Acceptable paints include Sherwin Williams ProMor 400, KILZ Pro-X NO.170, Richards Rich-Air Zero VOC Acrylic Latex Interior or another approved acceptable alternate.
 - 8.1.1. The ACHA representative shall be the sole judge of an alternate's acceptability.
 - 8.1.2. Contractors wishing to use an alternate must provide the documentation showing the equivalence with their proposal including a full technical data sheet and MSDS sheet for evaluation; otherwise the ACHA specified paint is to be used.
 - 8.1.3. Quote will not be adjusted or allowance/disallowance given for an approved/disapproved paint. See minimum paint specifications below.
- 8.2. Paint and other similar surface coating materials containing lead in any percentage shall not be used.
- 8.3. The interior paint minimum specifications follow:
 - 8.3.1. Solvent Type – Waterborne
 - 8.3.2. Resin Type – Modified Co-polymer or Vinyl Acrylic
 - 8.3.3. Finish – 25 – 35 units @ 60°
 - 8.3.4. Solids by weight 41 to 53%
 - 8.3.5. Solids by volume 30 to 38%

- 8.3.6. Weight per gallon – 10-12 lbs
- 8.3.7. Pigment – 30 to 35%
- 8.3.8. VOC - <50g/l
- 8.3.9. Film thickness – range from 6.4 mils Wet, 2.01 mils Dry @ 250SFPG to 4.0 mils wet, 1.3 mils dry @ 400SFPG
- 8.3.10. Coverage 250–400 cubic feet per gallon
- 8.3.11. Color for all walls and ceilings – SW7020A Incredible White Eggshell
- 8.3.12. Color for interior doors SW7757 High Reflective White Semi-Gloss
- 8.4. All paint colors shall be store or factory mixed in large enough batches so that dye lots are not changed on any one interior building surface. On-site mixing will not be allowed.
- 8.5. The ACHA reserves the right to reject bids offering paint products which cannot meet the warranty conditions stated herein. Because of limited ACHA storage space, inspection of paint may take place at the Contractor's location.
- 8.6. Color sampling may be required.
- 8.7. “M-1 Advanced Mildewcide” liquid paint additive (AM 1.5B) or equivalent shall be included in the paint.
- 8.8. **Product Compatibility:** Contractor shall provide written approval from the manufacturer of replacement materials indicating its compatibility with the encapsulating material to be used.
- 8.9. **Extra Paint if Approved Equal is used:** Contractor shall provide ACHA with 2 (two) gallons of paint if using an approved equal for housing staff to use for touch ups, repairs, etc. Cost of this paint shall be included in the bid price.
- 8.10. **Exterior Doors and Screen Doors:** Exterior Doors will be painted using Sherwin Williams A100 Latex Gloss Ultra “Burgandy Royal Housing” or an approved acceptable alternate. Exterior Screen Doors are to be painted with All Surface Enamel Oil Based Low Luster Ultra Deep Brown Rustoleum or an approved acceptable alternate.

9. WORK SCHEDULE

- 9.1. The Contractor shall plan a schedule of work with the ACHA’s Director of Maintenance, and adhere to the Work Schedule and subsequent timeline provided within this document. Care shall be exercised by the Contractor to minimize the inconvenience and danger to residents, and personnel.
- 9.2. Contractor’s painting and delivery schedules will be coordinated with the ACHA Project Manager or other ACHA authorized representative.
- 9.3. Work will be performed during regular ACHA site hours of 7:30 A.M. to 5:00 P.M., Monday through Friday.
- 9.4. Work on weekends and ACHA holidays will not be permitted without prior approval from the ACHA Project Manager or other ACHA authorized representative.

10. PROPERTY DAMAGE

- 10.1. Contractor shall be responsible for repair of any damage to ACHA property and restoration of any area disturbed by interior painting work to the satisfaction of the ACHA representative prior to final payment.
- 10.2. Any repair and / or restoration of damaged area shall be performed at no cost to the ACHA.

- 10.3. Contractor shall limit parking on the grass to the greatest extent feasible.
- 10.4. Contractor shall not rinse or otherwise dispose of paint or any other chemical on the property grounds. Cleanup of materials should follow product recommendations.
- 10.5. Contractor shall not use sinks, tubs, toilet, etc. for rinsing or disposing of paint or any other chemicals.

11. WARRANTY

- 11.1. All paint products furnished shall be warranted against any defect, including chipping, peeling, cracking, blistering, flaking, running, and/or significant fading for a period of two (2) years.
- 11.2. All workmanship provided shall be warranted for a minimum two (2) year period of time.

12. SPECIAL PROVISIONS

- 12.1. Contractor shall supply all "wet paint" signs, equipment, plastic covers, barricades and any other specialty items that may be required and should include these costs in the bid price.
- 12.2. Contractor shall proceed with painting work to be performed in accordance with manufacturer's recommendations and warranty requirements.

Please note that these reference design and quality standards and that any other product that clearly and demonstrably meet the standard are acceptable. Therefore an approved equal is acceptable; however it is the responsibility of the respondent to provide appropriate documentation of the equivalence of the substituted product with the quote. If not provided with the quote, then the product specified must be used. The Alachua County Housing Authority has the sole and final responsibility of the acceptance of any substituted product

SPECIFICATIONS FOR FLOORING

1. Details:

- Remove old base boards throughout unit
- Remove all old caulking along base
- Undercut door jambs to prepare for new flooring
- Remove commodes so Vinyl Plank Flooring can be installed to waste (set commodes in shower stall with protection to keep tub from being damaged)
- Prepare floors for new Vinyl Plank Flooring – fill voids/level floors
- Install new Vinyl Plank Flooring throughout entire house using product instructions to best trade practices
- Re-install commodes with new wax rings and bolt kits
- Replace base with 4" (3.25") primed colonial baseboards throughout
- Paint per painting specifications
- Caulk all areas where flooring meets walls, jams, fixtures, etc.
- Sweep and mop out unit

- Cleanup and removal is the responsibility of the contractor and site must be kept clean at all times

2. Materials

Materials are the responsibility of the installer and include, but not limited to, the following:

- Ardenmore Oak 6Mil thickness x 7.1" wide x 48" long Locking Waterproof Vinyl Plank Flooring.
- ACHA will work with contractor(s) when needed as stock availability fluctuates

3. Option:

The ACHA may decide to install ceramic tile. Specifications as follows:

Daltile Ridgeview 18" x 18" field Tile ACHA to pick from stock colors

Bullnose base/trim to match (include costs related to removal and repair of old wood base)

Please note that these reference design and quality standards and that any other product that clearly and demonstrably meet the standard are acceptable. Therefore an approved equal is acceptable; however it is the responsibility of the respondent to provide appropriate documentation of the equivalence of the substituted product with the quote. If not provided with the quote, then the product specified must be used. The Alachua County Housing Authority has the sole and final responsibility of the acceptance of any substituted product.

SPECIFICATIONS FOR CLEANING

1. GENERAL SCOPE

- 1.1.** Contractor shall furnish all labor, materials, tools, equipment, transportation and supplies necessary to clean interior areas at the designated Public Housing sites in accordance with the specifications, provisions and conditions contained herein. ACHA shall furnish all utilities including water and electricity needed to complete the work. No utilities are to be borrowed, purchased from or otherwise bartered from another resident or resident unit.
- 1.2.** The work required under this specification includes cleaning all aspects of the interior of assigned units including living room, dining room, kitchen, bathrooms, bedrooms, hallways, storage rooms, closets, appliances, windows, blinds cabinets, fixtures, outlet/switch plate covers, light covers, etc..
- 1.3.** See above for addresses and additional information regarding the dwelling units that may be cleaned as part of this IDIQ. The actual quantity of units to be cleaned varies according to need.

2. DELIVERY, STORAGE, AND HANDLING

- 2.1.** Contractor shall deliver materials to job site in original containers bearing manufacturer's name, trade name, and label analysis.
- 2.2.** Contractor shall be responsible for storage.
- 2.3.** Contractor shall store products in accordance with the manufacturer's instructions.
- 2.4.** Contractor shall be fully responsible at all times for securing any and all equipment and property belonging to the Contractor.

2.5. The Contractor shall confine the storage of any materials and/or equipment on site to the unit being cleaned.

2.6. Contractor shall maintain a folder of MSDS sheets for each product used

3. **GENERAL CLEANING GUIDELINES**

- Sweep and clean all floors including base boards, closets, pantries, etc.
- Remove all built up wax and apply two coats of new wax (ceramic floors do not receive wax) using proper equipment and materials
- Clean inside and outside of windows
- Clean blinds
- Clean window sills free of dirt grease and old paint
- Window and door tracks are to be cleaned and vacuumed out
- Clean window screens free of dirt and cob-webs
- Clean top, inside and outside of cabinets, remove and wipe out drawers, wipe down counter tops, back splash and end caps
- Clean sink, drains and faucets
- Range: Clean oven and broiler. Clean stove top and under stove top. Clean sides of stove, drip pans, back splash, walls etc.
- Refrigerator: Clean inside and outside of refrigerator including shelving, door guards, veggie pans, and door seals. Wipe down exterior and vacuum out underneath.
- Bathroom: Clean shower wall, sink, tub, toilet, vanity, medicine cabinet, mirrors, floors, towel bar, soap dish, tooth brush holder, tissue holder, etc.
- Air diffusers: Clean air vents, fans, louvers, etc
- Light covers: Clean all light covers and re-hang after painting is complete
- Switch and Receptacle Plates: Clean and dry all switch and receptacle plates. Re-Install after painting is complete
- Closets: Clean all closets including water heater and a/c closets
- Vacuum out closet door tracks
- Porches: Sweep and clean floors and sweep down any cob-webs
- Doors and door hardware: Clean all doors and door hardware for all rooms
- Sweep down all cob-webs, moth nests, wasp nest, etc. from exterior of structure

SPECIFICATIONS FOR GENERAL SCOPE ADDITIONAL REPAIRS

All additional Items will be installed at best trade practices and include new in box items. These items may include doors, vanities, light fixtures, door knobs, towel bars, soap dishes, toilet paper holders, window locks, flooring, cabinets, etc. These items will be listed on the Notice to Proceed when assigned. Pay will be based on actual item cost and time based on hourly rate as proposed on proposal documents.

SUBMITTAL REQUIREMENTS

Failure to submit all information requested may result in ACHA requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Quotes, which are substantially incomplete or lack key information, may be rejected by ACHA at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

THE FOLLOWING FORMS ARE TO BE COMPLETED AND RETURNED

Business Profile Contractors may provide up to three references for similar projects. Include company name and name and phone number of individual from those companies who can verify contractual data.(4 pages)

Proposal Sheets Please fill out your best pricing in the corresponding areas. If there is a service listed that you do not provide, then please note it. (4 pages)

Required HUD Forms Attached for Reference Only

HUD 52168 Maintenance Wage Rate (1 page)

Table 5.1 of HUD Procurement Handbook 7460.8 Rev. 2 (2 pages)

HUD 5370-C General Conditions for Non-Construction Contracts (3 pages)

Legally Required Statement and Provisions Regarding Access to Records (2 pages)

NOTE: If awarded a contract, Proof of Insurance as noted on page 10 must be presented within 5-days listing ACHA as additionally Insured. Workman's Compensation or an Exemption must also be presented.

BUSINESS PROFILE

In submitting this proposal, the undersigned agrees:

- (a) That the Owner reserves the right to waive irregularities, to reject proposals and to award the Contract to the most qualified contractor, should it be in the best interest of the Owner to do so;
- (b) That in the event the contractor does not perform the services as stipulated in the contract to the satisfaction of the Alachua County Housing Authority, the Authority may cancel the contract at anytime by giving at least fifteen (15) days written notice of the intent to cancel the contract; and
- (c) The contractor shall be responsible for the employment, control and conduct of his employees during the course of the contract.

The undersigned hereby designates his business structure and location:

Contractor is: (check one)

Sole Proprietor ()

Partnership ()

Corporation ()

If the Contractor is a Sole Proprietor, state the following:

Name(s) of Partners:

If the Contractor is a Corporation, state the following:

Organized under the laws of the State of _____

Name(s) and title(s) of officers authorized to sign the contract:

The Proposal is authorized and submitted by:

(Name of Firm)

Authorized Official (Please Print)

(Signature)

(Title)

(Date)

COMPANY INFORMATION/SIGNATURE: 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 services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number)		FEDERAL TAXPAYER NUMBER (ID#)	
BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name)		FEDERAL TAXPAYER NUMBER (If different than ID# above)	
BILLING NAME (Company name as it appears on your invoice)		FEDERAL TAXPAYER NUMBER (If different than ID# above)	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
CONTACT NAME/TITLE (PRINT)		SIGNATURE (IN INK)	DATE
E-MAIL ADDRESS	TELEPHONE NUMBER	FAX NUMBER	

TYPE OF BUSINESS: (Please check all applicable classifications). If your classification is certified by the State of Florida as a Women Owned and/or Minority Business Enterprise, provide your certification number(s): _____.

_____ Large

_____ Small business – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years. Department of Minority Business Enterprise (DMBE) certified women-owned and minority-owned business shall also be considered small business when they have received DMBE small business certification.

_____ Women-owned business – A business concern that is at least 51% owned by one or more women who are U. S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.

_____ Minority-owned business – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals

REFERENCES

Reference 1:	
Company:	
Address:	
Point of Contact:	
Phone Number:	
Fax Number:	
Email Address:	
Dollar Value:	
Description of Work:	
Reference 2:	
Company:	
Address:	
Point of Contact:	
Phone Number:	
Fax Number:	
Email Address:	
Dollar Value:	
Description of Work:	
Reference 3:	
Company:	
Address:	
Point of Contact:	
Phone Number:	
Fax Number:	
Email Address:	
Dollar Value:	
Description of Work:	

PROPOSAL SHEETS

COST BREAKDOWN

Total Costs for Painting and Cleaning Entire Unit (See page 3 – 5 for estimates area measurements)

All costs are to include parts, labor, equipment, permits, etc. See Specifications

1 Bedroom 1 bath flat	\$_____
2 Bedroom 1 bath flat	\$_____
3 Bedroom 1 bath flat	\$_____
2 Bedroom 1 bath townhouse	\$_____
3 Bedroom 1 bath townhouse	\$_____
3 Bedroom 1 ½ bath townhouse	\$_____
3 Bedroom 1 ½ bath flat	\$_____
3 Bedroom 2 bath townhouse	\$_____
4 Bedroom 1 ½ bath flat	\$_____
5 Bedroom 1 ½ bath flat	\$_____
Per Gallon for Kills (Cover Stain) applied	\$_____

Note: Painting includes repair costs for holes up to 4" in area. Please list the costs for repairs of larger holes using the following criteria.

All costs are to include parts, labor, equipment, permits, etc.

Small holes up to 4" in surface area	<u>\$included in painting costs</u>
Medium holes 4" to 12" in area	\$_____
Large holes 12" to 24" in area	\$_____

Any larger holes will be negotiated with the Director of maintenance

FREQUENT AS NEEDED REPLACEMENT ITEMS INCLUDING LABOR

All costs are to include parts, labor, equipment, permits, etc. See specifications

18" interior painted door	\$_____
24" interior painted door	\$_____
28" interior painted door	\$_____
30" interior painted door	\$_____
32" interior painted door	\$_____
36" interior painted door	\$_____
18" interior stained door	\$_____
24" interior stained door	\$_____
28" interior stained door	\$_____
30" interior stained door	\$_____
32" interior stained door	\$_____
36" interior stained door	\$_____
32" Exterior Steel 6-panel door	\$_____
36" Exterior Steel 6-panel door	\$_____
18" vanity, delta faucet, drain lines, etc.	\$_____
24" vanity delta faucet, drain lines, etc.	\$_____
36" vanity delta faucet, drain lines, etc.	\$_____
Recessed Medicine Cabinets	\$_____

Other general Items not otherwise specified may be requested and will be paid at cost plus % with receipt provided. Labor cost will be added at rate specified below.

Labor cost per person per hour \$_____

Item cost if not provided will be billed at what % markup? %_____

TOTAL COSTS FOR VINYL PLANK FLOOR INSTALLATION

(see pages 3 – 5 for estimated flooring area to be used in estimating)

All costs are inclusive to parts, labor, equipment, permits, etc.

1 Bedroom 1 bath flat \$ _____

2 Bedroom 1 bath flat \$ _____

3 Bedroom 1 bath flat \$ _____

2 Bedroom 1 bath townhouse \$ _____

3 Bedroom 1 bath townhouse \$ _____

3 Bedroom 1 ½ bath townhouse \$ _____

3 Bedroom 1 ½ bath flat \$ _____

3 Bedroom 2 bath townhouse \$ _____

4 Bedroom 1 ½ bath flat \$ _____

5 Bedroom 1 ½ bath flat \$ _____

Per linier foot costs for base board \$ _____

Other Flooring

Ceramic flooring installed per 1' square \$ _____

Maintenance Wage Rate Determination	U.S. Department of Housing and Urban Development Office of Labor Relations	HUD FORM 52158 (04/2005)
Agency Name: Alachua County Housing Authority	LR 2000 Agency ID No: FL001A	Wage Decision Type: <input checked="" type="checkbox"/> Routine Maintenance <input type="checkbox"/> Nonroutine Maintenance
	Effective Date: October 01, 2022	Expiration Date: September 30, 2024
<p>The following wage rate determination is made pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended, (public housing agencies), or pursuant to Section 104(b) of the Native American Housing Assistance and Self-determination Act of 1996, as amended, (Indian housing agencies). The agency and its contractors may pay to maintenance laborers and mechanics no less than the wage rate(s) indicated for the type of work they actually perform.</p>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Elisa Oliver, LRS <hr style="border: 0; border-top: 1px solid black;"/> HUD Labor Relations (Name, Title, Signature) </div> <div style="width: 45%; text-align: right;"> 10/01/2022 <hr style="border: 0; border-top: 1px solid black;"/> Date </div> </div>		
WORK CLASSIFICATION(S)	HOURLY WAGE RATES	
	BASIC WAGE	FRINGE BENEFIT(S) (if any)
Director of Maintenance	\$26.39	\$12,000/yr
Maintenance Laborer-Cleaner	\$15.82	\$12,000/yr
Maintenance Mechanic-Groundskeeper	\$15.82	\$12,000/yr
Maintenance Mechanic I- Part time	\$15.82	N/A
Maintenane Mechanic I	\$15.82	\$12,000/yr
Maintenance Mechanic II	\$16.47	\$12,000/yr
Maintenance Mechanic II-HVAC	\$19.06	\$12,000/yr
TRADES FOR MAINTENANCE CONTRACTS		
Janitor/Grounds Laborer		
Carpenter	\$10.47	*Rates based on Florida Occupational Employment and Wages survey data for Gainesville, 2022
Electrician	\$13.91	
HVAC Mechanic	\$14.58	
Landscaper/Groundskeeper	\$14.32	
Painter	\$11.19	
Plumber	\$13.54	
Tile Setter	\$14.18	
Tree Trimmer and Pruner	\$10.48	
Operator: Backhoe/Loader Combo	\$16.73	
Operator: Chipper Shredder	\$10.36	
Operator: Stump Grinder	\$10.36	
Operator: Bucket Truck	\$10.36	
		<input type="checkbox"/> The agency employee benefit program has been determined by HUD to be acceptable for meeting the prevailing fringe benefit requirements.

TABLE 5.1 of HUD Procurement Handbook 7460.8 REV 2

**MANDATORY CONTRACT CLAUSES FOR SMALL PURCHASES OTHER THAN
CONSTRUCTION**

The following contract clauses are required in contracts pursuant to **24 CFR 85.36(i) and Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act**. HUD is permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy. The PHA and contractor is also subject to other Federal laws including the U.S. Housing Act of 1937, as amended, Federal regulations, and state law and regulations.

Examination and Retention of Contractor's Records. The PHA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until three years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

Right in Data and Patent Rights (Ownership and Proprietary Interest). The PHA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials, and documents discovered or produced by Contractor pursuant to the terms of this Contract, including, but not limited to, reports, memoranda or letters concerning the research and reporting tasks of the Contract.

Energy Efficiency. The Contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this contract is performed.

Procurement of Recovered Materials

(a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.

(b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded

TABLE 5.1 of HUD Procurement Handbook 7460.8 REV 2

**MANDATORY CONTRACT CLAUSES FOR SMALL PURCHASES OTHER THAN
CONSTRUCTION**

with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

Termination for Cause and for Convenience (contracts of \$10,000 or more).

(a) The PHA may terminate this contract in whole, or from time to time in part, for the PHA's convenience or the failure of the Contractor to fulfill the contract obligations (cause/default). The PHA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the PHA all information, reports, papers, and other materials accumulated or generated in performing the contract, whether completed or in process.

(b) If the termination is for the convenience of the PHA, the PHA shall be liable only for payment for services rendered before the effective date of the termination.

(c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (cause/default), the PHA may (1) require the Contractor to deliver to it, in the manner and to the extent directed by the PHA, any work described in the Notice of Termination; (2) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by the PHA; and (3) withhold any payments to the Contractor, for the purpose of set-off or partial payment, as the case may be, of amounts owned by the PHA by the Contractor. In the event of termination for cause/default, the PHA shall be liable to the Contractor for reasonable costs incurred by the Contractor before the effective date of the termination. Any dispute shall be decided by the Contracting Officer.

General Conditions for Non-Construction Contracts

Section II – (With Maintenance Work)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Office of Labor Relations
OMB Approval No. 2577-0157 (exp. 11/30/2023)

Public Reporting Burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Applicability. This form HUD-5370C has 2 Sections. These Sections must be inserted into non-construction contracts as described below:

- 1) Non-construction contracts (*without* maintenance) greater than \$250,000 - use Section I;
- 2) Maintenance contracts (including nonroutine maintenance as defined at 24 CFR 905.200) greater than \$2,000 but not more than \$250,000 - use Section II; and
- 3) Maintenance contracts (including nonroutine maintenance), greater than \$250,000 – use Sections I and II.

Section II – Labor Standard Provisions for all Maintenance Contracts greater than \$2,000

1. Minimum Wages

- (a) All maintenance laborers and mechanics employed under this Contract in the operation of the project(s) shall be paid unconditionally and not less often than semi-monthly, and without subsequent deduction (except as otherwise provided by law or regulations), the full amount of wages due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Housing and Urban Development which is attached hereto and made a part hereof. Such laborers and mechanics shall be paid the appropriate wage rate on the wage determination for the classification of work actually performed, without regard to skill. Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein; provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination, including any additional classifications and wage rates approved by HUD under subparagraph 1(b), shall be posted at all times by the Contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.
- (b) (i) Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the Contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate only when the following criteria have been met:
 - (1) The work to be performed by the classification required is not performed by a classification in the wage determination;
 - (2) The classification is utilized in the area by the industry; and
 - (3) The proposed wage rate bears a reasonable relationship to the wage rates contained in the wage determination.
- (ii) The wage rate determined pursuant to this paragraph shall be paid to all workers performing work

in the classification under this Contract from the first day on which work is performed in the classification.

2. Withholding of funds

The Contracting Officer, upon his/her own action or upon request of HUD, shall withhold or cause to be withheld from the Contractor under this Contract or any other contract subject to HUD-determined wage rates, with the same prime Contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics employed by the Contractor or any subcontractor the full amount of wages required by this clause. In the event of failure to pay any laborer or mechanic employed under this Contract all or part of the wages required under this Contract, the Contracting Officer or HUD may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment or advance until such violations have ceased. The Public Housing Agency or HUD may, after written notice to the Contractor, disburse such amounts withheld for and on account of the Contractor or subcontractor to the respective employees to whom they are due.

3. Records

- (a) The Contractor and each subcontractor shall make and maintain for three (3) years from the completion of the work records containing the following for each laborer and mechanic:
 - (i) Name, address and Social Security Number;
 - (ii) Correct work classification or classifications;
 - (iii) Hourly rate or rates of monetary wages paid;
 - (iv) Rate or rates of any fringe benefits provided;
 - (v) Number of daily and weekly hours worked;
 - (vi) Gross wages earned;
 - (vii) Any deductions made; and
 - (viii) Actual wages paid.
- (b) The Contractor and each subcontractor shall make the records required under paragraph 3(a) available for inspection, copying, or transcription by authorized representatives of HUD or the HA and shall permit such representatives to interview employees during working hours on the job. If the Contractor or any subcontractor fails to make the required records available, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance or guarantee of funds.

4. Apprentices and Trainees

- (a) Apprentices and trainees will be permitted to work at less than the predetermined rate for the work they perform when they are employed pursuant to and individually registered in:
 - (i) A bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration (ETA), Office of

- Apprenticeship Training, Employer and Labor Services (OATELS), or with a state apprenticeship agency recognized by OATELS, or if a person is employed in his/her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by OATELS or a state apprenticeship agency (where appropriate) to be eligible for probationary employment as an apprentice; A
- (ii) trainee program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, ETA; or
 - (iii) A training/trainee program that has received prior approval by HUD.

- (b) Each apprentice or trainee must be paid at not less than the rate specified in the registered or approved program for the apprentice's/trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Apprentices and trainees shall be paid fringe benefits in accordance with the provisions of the registered or approved program. If the program does not specify fringe benefits, apprentices/trainees must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification.
- (c) The allowable ratio of apprentices or trainees to journeyman on the job site in any craft classification shall not be greater than the ratio permitted to the employer as to the entire work force under the approved program.
- (d) Any worker employed at an apprentice or trainee wage rate who is not registered in an approved program, and any apprentice or trainee performing work on the job site in excess of the ratio permitted under the approved program, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed.
- (e) In the event OATELS, a state apprenticeship agency recognized by OATELS or ETA, or HUD, withdraws approval of an apprenticeship or trainee program, the employer will no longer be permitted to utilize apprentices/trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

5. Disputes concerning labor standards

- (a) Disputes arising out of the labor standards provisions contained in Section II of this form HUD-5370-C, other than those in Paragraph 6, shall be subject to the following procedures. Disputes within the meaning of this paragraph include disputes between the Contractor (or any of its subcontractors) and the HA, or HUD, or the employees or their representatives, concerning payment of prevailing wage rates or proper classification. The procedures in this section may be initiated upon HUD's own motion, upon referral of the HA, or upon request of the Contractor or subcontractor(s).
 - (i) A Contractor and/or subcontractor or other interested party desiring reconsideration of findings of violation by the HA or HUD relating to the payment of straight-time prevailing wages or classification of work shall request such reconsideration by letter postmarked within 30 calendar days of the date of notice of findings issued by the HA or HUD. The request shall set

forth those findings that are in dispute and the reasons, including any affirmative defenses, with respect to the violations. The request shall be directed to the appropriate HA or HUD official in accordance with instructions contained in the notice of findings or, if the notice does not specify to whom a request should be made, to the Regional Labor Relations Officer (HUD). The HA or HUD official shall, within 60 days (unless otherwise indicated in the notice of findings) after receipt of a timely request for reconsideration, issue a written decision on the findings of violation. The written decision on reconsideration shall contain instructions that any appeal of the decision shall be addressed to the Regional Labor Relations Officer by letter postmarked within 30 calendar days after the date of the decision. In the event that the Regional Labor Relations Officer was the deciding official on reconsideration, the appeal shall be directed to the Director, Office of Labor Relations (HUD). Any appeal must set forth the aspects of the decision that are in dispute and the reasons, including any affirmative defenses, with respect to the violations. The Regional Labor Relations Officer shall, within 60 days (unless otherwise indicated in the decision on reconsideration) after receipt of a timely appeal, issue a written decision on the findings. A decision of the Regional Labor Relations Officer may be appealed to the Director, Office of Labor Relations, by letter postmarked within 30 days of the Regional Labor Relations Officer's decision. Any appeal to the Director must set forth the aspects of the prior decision(s) that are in dispute and the reasons. The decision of the Director, Office of Labor Relations, shall be final.

- (b) Disputes arising out of the labor standards provisions of paragraph 6 shall not be subject to paragraph 5(a) of this form HUD-5370C. Such disputes shall be resolved in accordance with the procedures of the U.S. Department of Labor set forth in 29 CFR Parts 5, 6 and 7. Disputes within the meaning of this paragraph 5(b) include disputes between the Contractor (or any of its subcontractors) and the HA, HUD, the U.S. Department of Labor, or the employees or their representatives.

6. Contract Work Hours and Safety Standards Act

The provisions of this paragraph 6 are applicable only where the amount of the prime contract exceeds \$100,000. As used in this paragraph, the terms "laborers" and "mechanics" includes watchmen and guards.

- (a) **Overtime requirements.** No Contractor or subcontractor contracting for any part of the Contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.
- (b) **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the provisions set forth in paragraph 6(a), the Contractor and any

subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to the District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the provisions set forth in paragraph (a) of this clause, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by provisions set forth in paragraph (a) of this clause.

(c) Withholding for unpaid wages and liquidated damages.

HUD or its designee shall upon its own action or upon written request of an authorized representative of the U.S. Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such Contract or any federal contract with the same prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the provisions set forth in paragraph (b) of this clause.

7. Subcontracts

The Contractor or subcontractor shall insert in any subcontracts all the provisions contained in this Section II and also a clause requiring the subcontractors to include these provisions in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the provisions contained in these clauses.

8. Non-Federal Prevailing Wage Rates

Any prevailing wage rate (including basic hourly rate and any fringe benefits), determined under state law to be prevailing, with respect to any employee in any trade or position employed under the Contract, is inapplicable to the contract and shall not be enforced against the Contractor or any subcontractor, with respect to employees engaged under the contract whenever such non-Federal prevailing wage rate, exclusive of any fringe benefits, exceeds the applicable wage rate determined by the Secretary of HUD to be prevailing in the locality with respect to such trade or position.

Legally Required Statement and Provisions Regarding Access to Records

The Parties acknowledge and agree that the statement and provisions below are required by Florida Statute to be included in this Agreement. The inclusion of this statement and provisions below shall not be construed to imply that the VENDOR has been delegated any governmental decision-making authority, governmental responsibility, or governmental function or that the VENDOR is acting on behalf of the ALACHUA COUNTY HOUSING AUTHORITY as provided under Section 119.011(2), Florida Statutes, or that the statement or provisions are otherwise applicable to the VENDOR. As stated below, the VENDOR may contact the ALACHUA COUNTY HOUSING AUTHORITY'S Custodian of Public Records with questions regarding the application of the Public Records Law; however, the VENDOR is advised to seek independent legal counsel as to its legal obligations. The ALACHUA COUNTY HOUSING AUTHORITY cannot provide the VENDOR advice regarding its legal rights or obligations.

IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

- i) Ronald Hall
- ii) 352-372-2549 ext 512
- iii) Ron@acha-fl.com
- iv) Alachua County Housing Authority
703 NE 1st Street
Gainesville, FL 32601

If, under this Agreement, the VENDOR is providing services and is acting on behalf of the ALACHUA COUNTY HOUSING AUTHORITY as provided under Florida Statutes Section 119.011(2), the VENDOR shall comply with public records laws, and specifically shall comply with the following:

- i) Keep and maintain public records required by the ALACHUA COUNTY HOUSING AUTHORITY to perform the services.
- ii) Upon request from the ALACHUA COUNTY HOUSING AUTHORITY'S custodian of public records, provide the ALACHUA COUNTY HOUSING AUTHORITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in

Chapter 119 Florida Statutes or as otherwise provided by law.

- iii) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the VENDOR does not transfer the records to the ALACHUA COUNTY HOUSING AUTHORITY.
- iv) Upon completion of the Agreement, transfer at no cost to the ALACHUA COUNTY HOUSING AUTHORITY, all public records in possession of the VENDOR or keep and maintain public records required by the ALACHUA COUNTY HOUSING AUTHORITY to perform the service. If the VENDOR transfers all public records to the ALACHUA COUNTY HOUSING AUTHORITY upon completion of the Agreement, the VENDOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the VENDOR keeps and maintains public records upon completion of the Agreement, the VENDOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the ALACHUA COUNTY HOUSING AUTHORITY, upon request from the ALACHUA COUNTY HOUSING AUTHORITY'S custodian of public records, in a format that is compatible with the information technology systems of the ALACHUA COUNTY HOUSING AUTHORITY.

Failure of the VENDOR to comply with Chapter 119, Florida Statutes, and/or the provisions set forth above, where applicable, shall be grounds for immediate unilateral termination of this Agreement by the ALACHUA COUNTY HOUSING AUTHORITY.