

ALACHUA COUNTY HOUSING AUTHORITY

REQUEST FOR PROPOSAL

**FOR
GENERAL LABOR CONTRACTOR 2025**

Issue Date: Friday February 28, 2025

Due Date and Time: **Tuesday April 1, 2025 @ 12:00 noon 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 General Labor Contractor 2025

The Alachua County Housing Authority is currently soliciting proposals for “General Labor Contract” on an ‘as needed’ basis for a one (1) year period with the option for additional (1) year extensions up to 5 total years.

PROPOSALS will be received until **Tuesday April 1, 2025 @ 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 “GENERAL LABOR CONTRACTOR 2025” 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 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Proposal may be withdrawn personally by written request at any time prior to the scheduled closing time of receipt of proposals. **NO PROPOSAL SHALL BE WITHDRAWN FOR A PERIOD OF THIRTY (30) DAYS** subsequent to the opening of Proposals without consent of ACHA.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 ron@acha-fl.com by the **question deadline of Tuesday March 25, 2025 @ 12:00 noon.**

Evaluation Criteria

Proposals will be evaluated by ACHA using the following point scale:

<u>Criteria Value</u>	<u>Maximum Point</u>
1. Business Profile & Experience	20
2. Past Performance (List of existing/prior contracts)	20
3. Section 3 Business Concern	10
4. Pricing sheets	<u>50</u>
Total	100

PROPOSAL REQUIREMENTS GENERAL LABOR CONTRACT 2025

PURPOSE:

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

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 services on an as needed basis in various activities of the Authority. Services may include items as listed in this RFP including vacant unit turn around and maintenance/repair items.

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 assigned task order is to be completed within five (5) business days or as designated/arranged by the Authority representative. Progress pictures may be requested.

At a minimum, unit turnover will consist of:

See associated specifications and pricing sheets

- 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 doorknobs, etc.
- Strip and replace caulking and grout in bathrooms
- Removal and replacement of toilet seat

Additional work as assigned (may not be needed in all units)

- Installation of waterproof vinyl plank flooring throughout unit

Maintenance/Repair Items on an “as needed basis” (see Appendix E Proposal Sheets for a complete list of items under this RFP):

See associated specifications and pricing sheets for a more detailed list of potential work items

- Floor repairs, including setting tiles and minor tile repairs
- Bathroom repairs including sink and vanity, faucet, etc. replacement of toilet including new wax rings, bolts, etc., tub caulking and grouting, etc.
- Replacement of kitchen cabinets
- Replacement of interior and exterior doors
- Minor Electrical repairs including outlets, switches, light fixtures, etc.
- Plumbing repairs including replacement of drain lines, water lines, etc.
- Sheetrock removal and replacement

TERMS AND CONDITIONS:**HUD Requirements - Forms:**

The Awardee agrees to comply with the terms and conditions of the following documents. These documents can be located on the ACHA website www.acha-fl.com/procurement. The highlighted forms will need to be signed and returned with your proposal.

General

- Insurance Requirements For Contractors
- Legally Required Statement and Provisions Regarding Access to Records
- Form HUD-5369-A Representations, Certifications and Other statements of Bidders Public and Indian Housing Programs;
- Form HUD-2992 Certification Regarding Debarment and Suspension;
- Form HUD-50070 Certification for a Drug Free Workplace;
- Form of Non-Collusive Affidavit;
- Section 3 Form and Explanation (must be returned if claiming Section 3)

For Maintenance Work

- Table 5.1 of HUD Procurement Handbook 7460.8 REV2 Mandatory Contract Clauses for Small Purchases Other Than Construction
- Form HUD-5369-B Instructions to Offerors - Non Construction Contracts;
- Form HUD-5369-C Certifications and Representations of Offerors – Non Construction Contracts;
- Form HUD-5370-C Section II (With Maintenance Work) General Contract Conditions for Non-Construction Contracts;
- Form HUD-52158 Maintenance Wage Rate (updated annually)

For Construction Related Work (for example extensive sheetrock removal and replacement)

- Form HUD-5370-EZ General Contract Conditions for Small Construction/Development Contracts
- Davis Bacon Wage Decision FL20250052 MOD 0 01/03/2025 Residential (updated annually)

STATEMENTS:**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. 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. More information can be found at the US Department of Labor website: <https://www.ecfr.gov/current/title-29/subtitle-A/part-37>

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.

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.

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.

Site Examination:

Before submitting a proposal, the contractor(s) shall carefully examine available sites and units to become fully familiarized to the existing conditions and limitations. **Responsibility of visiting sites rests with the Contractor. Interior site visits of available units may be arranging prior to RFP submission deadline by contacting the Director of Maintenance Robert Cortes at 352-372-2549 ext522 or the Maintenance Clerk Amanda Gill at 352-372-2549 x518.**

Sex Offender/Predator and Convicted Felons

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. It is the responsibility of the contractor to inform the Authority of any Sex Offender/Predator or Convicted Felon under his employment.

SPECIAL CONDITIONS:**Inspection of Work:**

An ACHA representative will inspect all work prior to acceptance and payment. Payment may be withheld or delayed if work is not acceptable.

Change Orders:

ACHA may order extra work, or make changes by altering, adding to, or deducting from the work with 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 Director of Maintenance. 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 may cause it to be denied. Any request for a change order that is not reasonably priced will not be approved.

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, shall bear all costs arising there from.

Invoicing/Payment:

Statements should be delivered to ACHA, 703 NE 1st ST Gainesville, FL 32601; Attn: Accounting. Invoice should contain a Task Order signed by the Director of Maintenance and Contractor detailing the work assigned and associated cost. A separate statement for each work site (properly identified) is required for ACHA's accounting. The Authority will make payment on a net-30 basis.

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.

Insurance

See ACHA Insurance Requirements for Contractors

The ACHA shall be named as both “Additional Insured” and “Certificate Holder” as so endorsed on each policy. The Contractor shall furnish ACHA (annually or as changes arise) updated certificates of insurance. The Contractor certifies that they will maintain in full force and affect these insurance coverages’ during the entire term of the contract and that insurance companies authorized to sell insurance in the State of Florida will provide all insurance coverage.

Permits & Licenses:

Contractor shall provide ACHA with a copy of its current Business License and 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.

Special Contract Requirements – Section 3:

See Section 3 Form and Explanation if Claiming 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 an 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).

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.

CONTRACT SPECIFICATIONS:

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 five (5) total years under contract.

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.

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.

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.

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 of 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.

WORK SCHEDULE:

- 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.
- Work will be performed during regular ACHA site hours of 7:30 A.M. to 5:00 P.M., Monday through Friday unless arranged otherwise.
- Work on weekends and ACHA holidays will not be permitted without prior approval from the ACHA Project Manager or other ACHA authorized representative.
- Contractor shall not use sinks, tubs, toilet, etc. for rinsing or disposing of paint or any other chemicals.

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 WITH YOUR PROPOSAL

I pulled out the forms and will put them on the website in two sections. One section is required forms for review and the other will be for forms needing completion/signatures.

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.

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.

HUD Forms

- Form HUD-5369-A Representations, Certifications and Other statements of Bidders Public and Indian Housing Programs;
- Form HUD-2992 Certification Regarding Debarment and Suspension;
- Form HUD-50070 Certification for a Drug Free Workplace;
- Form of Non-Collusive Affidavit;
- Section 3 Form and Explanation (must be returned if claiming Section 3)
- Form HUD-5369-C Certifications and Representations of Offerors – Non Construction Contracts