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1917 Harden St., Columbia, SC 29204

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REQUEST FOR PROPOSAL
COLUMBIA HOUSING
JS #013020

For

Janitorial Services

The Housing Authority of the City of Columbia, SC

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Additional forms included must be returned with response:

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HUD-5369-C Instructions to Bidders for Contracts Public and Indian
Housing Programs

HUD-5369-A Representations, Certifications, and Other Statements of Bidders

HUD-5370-C General Conditions for Non-Construction Contracts

REQUEST FOR PROPOSAL

DATE: January 8, 2020

BID NUMBER: JS #013020

The Housing Authority of the City of Columbia (CH) will receive proposals from qualified janitorial service contractors to furnish all labor necessary for the work known as Janitorial Services located in Columbia, South Carolina, until 3:00P.M., local time on January 30, 2020, at the office of the Columbia Housing located at 1917 Harden Street, Columbia, SC. At that time and place, all proposals received will be publicly opened and read aloud. All submissions will be evaluated using the criteria listed in a separate section. At the time of Award all documents submitted unless marked as confidential will become a matter of public record and subject to all laws pertaining thereto.

The work consists of providing all labor, equipment and supplies necessary to provide janitorial services for office complexes at the following sites:

- 1 a. Central Office- 1917 Harden Street, Columbia, SC
- b. Technical Services Building- 1915 Harden Street, Columbia, SC
(these locations will be considered as one site)
- 2 Tillis Family Life Center- 2111 Oak Street, Columbia, SC
- 3 CHA Annex- 2012 Harden Street, Columbia, SC
- 4 Friendship Center 1135 Carter Street, Columbia, SC

A pre-proposal conference will be held January 22, 2020 beginning at 10:00 a.m. at 1917 Harden Street, Columbia, SC. After the conference, a tour will be conducted to familiarize the offerors with the buildings. Attendance is strongly suggested but not mandatory. Copies of proposal documents may be obtained from www.scbo.gov and the Columbia Housing website: www.columbiahousing.org **Faxed or emailed responses will not be accepted.**

Contractors submitting proposals must possess and disclose a City of Columbia Business License and have insurance in the amount of ; General Liability- \$1,000,000.00, Automobile-\$500,000.00 and Worker's Compensation- \$500,000.00. Contractors **MUST** provide with the response a minimum of **THREE (3) REFERENCE ACCOUNTS** where work of a similar nature, scope, dollar value and complexity have been performed for at a minimum of three years. **All employees must be bonded.**

CH reserves the right to reject any or all proposals and to waive minor technicalities and irregularities in the bidding process. Bids more than \$100,000.00 **MUST** be awarded by the CH Board of Commissioners. No other party has the authority to commit the Board to make an award. All bidders will be notified of the Board's decision. Award will be made to the most responsive and responsible bidder. The Instructions to Bidders for Contracts Public and Indian

Housing Programs (HUD-5369), Representations, Certifications, and Other Statements of Bidders (HUD-5369-A), General Conditions for Non-Construction Contracts (HUD-5370-C) require careful reading and also requires the bidder to complete certain clauses or insert certain information. Bidders must return this Form in addition to the Bid Schedule, the Non-Collusive Statement, proof of required insurance coverage, MBE/Section 3 Certification Form, and three (3) reference accounts where work of a similar nature has been done. Failure to read these documents and complete them as required may result in the outright rejection of such incomplete bids.

CH encourages minority owned businesses to participate in its continuous purchasing of goods and services. For further information call (803) 376-5047 ext. 318, Gary Wilhelm, Director of Procurement/Capital Funds and Contract Administration, or contact your local Minority Business Development Center (MBDC)

SPECIFICATIONS

1. GENERAL

1-A SCOPE OF WORK

Provide **all** labor, permits, taxes, insurance and services to perform all operations to complete the janitorial services in accordance with the specifications listed on the attached sheets. This includes, but is not limited to, daily; vacuuming carpeted areas, damp mopping of tiled areas, cleaning toilets/urinals, sanitizing walls around toilets/urinals, dusting office furniture, window ledges, cleaning window/door glass up to seven feet above the floor and dust mop/clean vinyl flooring. Quarterly; carpeted areas shall be cleaned. Semi-annually; all glass shall be cleaned interior/exterior. The response to this RFP must include an outline of the equipment the Contractor requires Columbia Housing to supply the contractor to be able to perform the daily tasks outlined in the RFP. The contractor shall be required to provide the equipment for quarterly carpet cleaning and semi-annual window washing. All tasks and services shall be completed after hours between 5:30 PM and 7:00 AM.

The Contractor's response must include a plan on how the services required will be accomplished. The plan must include the number of personnel used to execute the contract, the time each day when personnel will report to perform the services, and the estimated time it will take to complete the services on a daily, weekly, monthly and quarterly basis. The Contractor's plan must also demonstrate that there are sufficient personnel to provide the services listed.

1-B QUANTITY

During the contract period, the Contractor will perform services at sites identified on a daily basis; daily basis meaning Monday through Friday, except for CHA Holidays, (see attached Holiday list).

1-C TERM OF CONTRACT

The initial term of the contract will be for 730 calendar days, with the option by the Authority to renew the contract annually for three additional one year terms. During the final year of the contract and any of the additional one year terms, Columbia Housing at its' discretion may issue a new RFP for janitorial services. The new RFP will not be awarded until the end of the term of the contract or renewal period.

1-D CONTRACTOR REQUIREMENTS

1. Proceed in a workmanlike manner, maintaining a clean and safe working environment. After completion of work, the Contractor will remove all rubbish, debris, and accumulated materials.

2. The contractor shall furnish a checklist of tasks completed in a designated area to be reviewed by the building manager. The Contractor shall also provide in writing to the building manager the time and date of quarterly carpet cleaning and semi-annual window cleaning.

3 Comply with all fire protection measures. All dust cloths and mop treatment products, and floor treatment products shall be free of any spontaneous heating tendency. Listing of these products are free of this tendency by qualified nationally recognized testing organizations will be consider as meeting this requirement.

4 Will not store combustible supplies, including but not limited to rags and paper products near possible sources of ignition. The Contractor will consider contaminated buckets, mops, cloths and brushes as potentially subject to spontaneous heating and will not store such items in the buildings.

5 Will store used wiping cloths and treated dust mops in covered metal containers. Mop buckets will be emptied and sanitized daily.

6 Maintain an inventory of all cleaning chemicals, paper products and equipment required to perform tasks involved. The Contractor shall notify the building manager in writing when supplies need to be replenished a minimum of one week notice.

7 Provide their employees with suitable photo identification and uniform or smock to be worn at all times when performing janitorial services at CHA locations.

ID-1 Cleaning Specifications

Perform the tasks listed on Exhibit C at the following Columbia Housing sites:

1. Central Office- 1917 Harden Street, Columbia, SC- approx. 19,800 square feet

2. Tech Svcs Building-1915 Harden Street, Columbia, SC- approx. 9,044 square ft.
- 3 Tillis Center- 2111 Oak Street, Columbia, SC - approx. 8,705 square ft.
- 4 CH Annex- 2012 Harden Street, Columbia, SC- approx. 1,000 square ft.
5. Friendship Center-1135 Carter Street Columbia, SC- Approximately 2100 square feet, 2 bathrooms and a breakroom.

ID-2 Areas to be Cleaned

Lobby, elevators (where applicable), rest rooms, stairwells (where applicable), halls, offices, employee lounges, assembly areas, porches, and within 12 feet of each exterior door. Janitorial Check List will be utilized by area inspectors on a daily basis and submitted to Building Manager for review. (See Exhibit C) ID-3 Cleaning Tasks

The Contractor is responsible for notifying the building manager if and when any equipment breaks. Contractor shall assure that all equipment utilized is kept in good condition. If any equipment supplied by the Columbia Housing becomes inoperable and it is determined that the failure is due to abuse and neglect the contractor will be responsible for reimbursing Columbia Housing for the equipment. Normal wear and tear is understood. Supplies and equipment will be furnished by CH.

1-E CONTRACTORS QUALIFICATIONS

- a. Bidder must possess a South Carolina Business License.
- b. Bidders must provide a minimum of ***THREE (3/ REFERENCE ACCOUNTS*** where work of a similar nature, scope, dollar value and complexity have been performed for a minimum of three years.

1-F RESPONSIBILITY

- a. The contractor alone will be responsible for the employment, control and conduct of their employees and for any injury to such employees and subcontractors in the course of their employment or otherwise, or to others through acts of neglect by such employees. Wages will be paid as specified in the attached schedule. All employees of contractor will wear professional uniforms and be bonded:

b. The contractor and each of his subcontractors will retain a certified payroll report and compliance statement from execution of the contract through contract completion and close out by the CH. This payroll report will be provided to CH upon request.

1-G LIABILITIES

Contractor is liable for any damage to Housing Authority property that is a result of contractor's work activity during the contract period.

1-H PERMITS

The contractor will obtain, at his own expense, all permits, licenses and inspections and will comply with all laws, codes and ordinances promulgated by authorities having jurisdiction which may bear on the work.

1-I INSURANCE

1. Each contractor will procure at their own cost and expense and maintain in full force and effect while the contract is in effect, the following:

- a. Workmen's Compensation Insurance for all employees engaged under the Contract. (\$500,000.00)
- b. Comprehensive General Liability Insurance with bodily injury and Broad Form property damage. The minimum amount of coverage is \$1,000,000.00 per occurrence. The policy will cover all operations of the Contractor.
- c. Automobile Liability on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.

2. Insurance Certificates will indicate that the insurance company will give the Authority thirty (30) days prior notice of any cancellation or non-renewal of policy. The CH will also be identified as an additional insured.

1-J PAYMENT

Checks will be processed on the 10th and the 25th of each month for work satisfactorily completed and accepted by Columbia Housing for invoices received in accounting by the 1st and the 15th of each month. All items not completed satisfactorily will be deducted from the payment. Columbia Housing will withhold payments to the contractor if the contractor has not performed in accordance with the scope of work.

1-K MBE REQUIREMENTS

Contractor receiving an award of competitively bid contracts in excess of \$25,000 will be required to take affirmative steps listed in Items 1-5 below and are encouraged to have a minimum of 15% minority-owned business subcontract participation. A contractor who claims an inability to identify a qualified and responsible minority subcontractor will include a Certificate to that effect which will be included for consideration by the Housing Authority Board of Commissioners in their decision to award a contract.

1. Placing qualified small and minority business enterprises on solicitation lists;
2. Assuring that small minority business, and women's business enterprises are solicited whenever there are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
5. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

1-K CANCELLATION

If the Contractor fails to comply with these specifications he or she will be given written notice that if he fails to comply with the specifications in any additional instances, The Housing Authority reserves the right to cancel this agreement and secure satisfactory service from other sources. Either party may terminate this agreement by giving the other party 30 days written notice.

1-L INDEPENDENT CONTRACTOR

The employees, officers and agents of the Contractor are not, nor shall they be deemed for any purpose, employees or agents of CH, nor are they entitled to any rights, benefits, or privileges of CH. It is understood that the relationship of the Contractor to CH will be that of an independent contractor.

1-M PROHIBITED CONTACTS

The Contractor, including any person affiliated with or in any way related to the Contractor, is strictly prohibited from any contact with the evaluation committee members on any matter having to do in any respect with this RFP. Failure by any Contractor to adhere to this prohibition will result in the disqualification and rejection of any proposal.

REQUEST FOR PROPOSAL EVALUATION CRITERIA

The items below will be used as evaluation criteria for the RFP. A selection committee will review and evaluate all proposals. It is critical that the responses provide complete and accurate information and it is stated clearly.

	Point Value
1. Completeness of the proposal. Proposals must contain evidence of the Contractor's experience and abilities in the areas specified in the Scope of Work.	35
2. Qualifications of key personnel. A list of the proposed staff and proof that they are qualified and bondable.	20
3. Past performance in terms of quality control and service. Past record of performance with respect to such factors as cost controls, quality of work, and ability to meet schedules. Contractor must provide letters of recommendation from present (other than the Columbia Housing Authority) or past customers where work was done in commercial buildings of this size and nature attesting to the quality of service received.	20
4. Costs relative to other proposals. Cost for services will be compared against other responses.*	25

* Only the vendor with the lowest price will receive the 25 points available for price. All others will receive a % of points in relationship to the lowest price.

Proposals must be organized as follows:

1. Cover letter
2. Title page
3. Table of Contents
4. Approach to the Scope of Work
5. Experience and Performance History
6. References (Exhibit A)
7. Key personnel
8. Proof of all required insurance
9. Proposed Schedule (Exhibit B)
10. Pricing Schedule (Exhibit C)

The Contractor must provide the required information both as to itself and any other person, including any corporation, partnership, contractor, joint venture, consortium, or individual which the Contractor intends to assign to a key management role in the material responsibilities under this contract.

Cover letter must contain the following information:

- A brief identification of the roles of all the team members;
- Identification of the principal contact person for the Contractor and an alternate contact person together with addresses, telephone and facsimile numbers, and email addresses;
- A clear statement indicating that the attached proposal constitutes a clear and binding offer by the Contractor to CH;
- A clear statement indicating that all information in support of the proposal is accurate, truthful, and factual.

Title Page must be on the letterhead of the Contractor. It must contain the following information:

- name and identification number of this RFP
- identify the name, title, company, mailing address, phone numbers of the person(s) authorized to commit the Contractor to contractual arrangements with CH. This person(s) will be considered to be the Contractor's contact point for all communication regarding this procurement.

Approach to the Scope of Work must provide a thorough description of the overall approach to providing Janitorial Services and describe why this is the best approach for CH.

Experience and Performance History must disclose the amount of time that Contractor has been performing services under its current business name. Contractor will provide a list of municipalities similar to CH that the Contractor has provided similar services to those for which the Contractor is submitting a proposal.

References – Contractor must provide a minimum of three references from where services substantially similar to those referenced in this RFP were performed. Letters of reference will be accepted or Exhibit A may be used.

Key Personnel- Contractor must provide list of all personnel required to perform the Scope of Work. Contractor will ensure personnel bear some means of identification, such as uniforms with name badges, name tags, or identification cards. The Contractor must all provide a description of its company policies and procedures that are in place to ensure that personnel performing services are qualified and proficient.

1. Administrative Information

NOTE: While effort has been made to separate substantive and procedural matters through the division of the Requests for Proposals (hereinafter called RFP) into various parts, the distinctions between such categories are not always precise. Consequently, OFFERORS are advised that all contents of this RFP, along with the contract, will constitute the substantive terms and conditions of the relationship, if any occurs, between that OFFEROR and the Housing Authority of the City of Columbia (CH).

1. Scope

The purpose of this solicitation is to obtain a qualified firm to provide professional services to the CH. Nothing herein is intended to limit proposals but is for the purpose of meeting the full needs of the CH using a system of fair, impartial and free competition among OFFERORS. It is the intent and purpose of the CH that this RFP permit competition. It will be the OFFEROR'S responsibility to advise the Procurement Director of CH if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by CH not later than the time and date specified in the schedule of "Key Event Dates" section of this RFP. A review of such notifications will be made.

2. Discussions/Negotiations

In accordance with Federal and CH Procurement Policy, CH may conduct negotiations with any OFFEROR submitting a proposal which appears to be eligible for award pursuant to the selection criteria set forth in the RFP. All apparently eligible OFFERORS will be accorded the opportunity to submit best and final proposals if negotiation with any other OFFEROR results in a material alteration to the RFP and such alterations has a cost consequence that may alter the order of OFFERORS price quotations contained in the initial proposals. In conducting negotiations, there will be no disclosures of any information derived from proposals submitted by competing OFFERORS.

3. Offeror Responsibility

Each OFFEROR will fully acquaint himself with the conditions relating to the scope and restrictions attending the performance of obligations under the conditions of this RFP. The failure of an OFFEROR to acquaint himself with existing pre-contract conditions or post-contract consequences will in no way relieve such OFFEROR of any obligation with respect to the proposal or to any contract resulting here from. OFFERORS are notified that failures to inspect,

familiarize, or otherwise gather information as to the total cost to the CH, will, in addition to any and all other remedies available, create cost difference liabilities and claims against the successful OFFEROR.

4. Proposal Constitutes Offer

By submitting a proposal, the OFFEROR agrees to be governed by the terms and conditions as set forth in this document. Any proposal containing variations from the terms and conditions set forth herein, may in sole discretion of the CH, render such proposal non-responsive. Any inconsistencies between the RFP and any other contractual instrument will be governed by terms and conditions of this RFP, except where subsequent amendments to any contract resulting from this RFP are specifically agreed to in writing by the parties to supersede any such provision of this RFP.

5. Preparation of Proposal

All proposals should be complete and carefully worded and must convey all the information requested by CH. If errors are found in the OFFEROR'S proposal, or if the proposal fails to conform to the essential requirements of the RFP, CH and CH alone will be the judge as to whether that variance is significant enough to reject the proposal. The instructions below provide guidance for the preparation and submission of proposals. The purpose is to establish the requirements, format, and content of the proposal so that proposals are complete, contain all essential information, and can be evaluated easily.

6. Multiple Proposals

OFFERORS may submit only one proposal for this RFP. It is the responsibility of the OFFEROR to submit that proposal which the OFFEROR feels best meets the requirements of this RFP.

7. Specifications Mandatory

The OFFEROR must meet all of the mandatory specifications and requirements set forth in this RFP. By incorporating said specifications into the OFFEROR'S proposal, subject to acceptance by the CH of any amendments hereto as submitted by the OFFEROR, the OFFEROR is agreeing to comply with said specifications. Failure to provide mandatory capability will result in rejection of the OFFEROR'S proposal.

8. Questions

Every effort has been made to insure that all information needed by the OFFEROR is included herein. If an OFFEROR finds that he cannot complete a proposal without additional information, he may submit written questions to the person designated herein on or before the deadline set forth herein. No questions will be accepted by CH after this date. All replies to questions will be in writing. When a question received by CH is found to be already sufficiently answered in the RFP, that question will be returned to the OFFEROR with a reference to the part of the RFP containing the answer.

9. Amendments

If it becomes necessary to revise any part of the RFP, all amendments will be provided in writing to all OFFERORS. ALL AMENDMENTS TO AND INTERPRETATIONS OF THIS SOLICITATION WILL BE IN WRITING. CHA WILL NOT BE LEGALLY BOUND BY ANY AMENDMENT OR INTERPRETATION THAT IS NOT IN WRITING.

10. Presentations

Any OFFEROR may, at the sole discretion of CH, be required to make an oral presentation of their proposal to CH after the proposal opening. Such presentations provide an opportunity for the OFFEROR to clarify proposals and to insure thorough mutual understanding. The CH will schedule the time and location for these presentations.

11. Partial Acceptance

All proposals must be for the entire RFP. However, CH reserves the right to accept any portion(s) of the OFFEROR'S proposal if it is deemed to be in the best interest of CH to do so.

12. Confidential Information

No documents relating to this procurement will be presented or made otherwise available to any other person until notification of Award. Commercial or financial information obtained in response to this RFP which is privileged and confidential and if clearly marked as such will not be disclosed at any time unless requested by court order. Such privileged and confidential information includes that which if disclosed might cause harm to the competitive position of the OFFEROR supplying the information. OFFEROR'S therefore, must visibly mark

as "CONFIDENTIAL" each part of a proposal which they consider to contain propriety information.

13. Receipt of Proposals: Timeliness

Any proposal received after the schedule opening date and time will be immediately disqualified, rejected and returned to the sending party without any consideration what-so-ever.

14. Number of copies of Proposals to be submitted

Each OFFEROR is to submit (as indicated in the "Key Event Dates") three copies of the proposal, under a seal, to the Procurement Director, Columbia Housing Authority, 1917 Harden Street, Columbia, South Carolina, 29204. Each copy of the proposal should be bound in a single volume where practical. The OFFEROR is required to have typed on the envelope or wrapping containing the proposal the RFP identification number as specified in this RFP.

15. Proposals Signed

All proposals must be signed by an officer of the company authorized to commit to the provisions of this RFP. Unsigned proposals will be rejected unless an authorized representative is present at the proposal opening and provides the needed signature, provided that the discovery is made prior to the closing of the proposal opening ceremony.

16. Public Opening

All proposals received in response to this RFP will be opened publicly at the time and place specified in the schedule of Key Event Dates. At that time, only the name of each OFFEROR will be listed and made available for public inspection. No other information will be made available until after award.

17. Award

Award will be made to the responsive and responsible OFFEROR whose proposal is determined by the CH Board of Commissioners to be the most advantageous to the CH, taking into consideration price and the evaluation factors set forth in the RFP. No other factors or criteria may be used in evaluation and there must be adherence to any weights specified for each factor in the RFP. However, the right is reserved to reject any and all proposals received and in all cases, the CH will be the sole judge as to whether an OFFEROR'S

proposal has or has not satisfactorily met the requirements of this RFP as governed by the Federal Regulations and the CH Procurement Policy.

18. Governing Law

Successful OFFEROR must comply with the laws of the State of South Carolina which require that it be authorized and/or licensed to do business in said state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful OFFEROR from requirements that it be authorized to do business in said state, by signing of this agreement OFFEROR agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina or federal courts as to all matters and disputes arising or to arise under the agreement and the performance thereof, including any questions as to the liability of taxes, licenses or fees levied by the state.

19. Affirmative Action

Successful OFFEROR will take affirmative action in complying with all federal and state requirements concerning fair employment and employment of the disabled, and concerning the treatment of all employees, without regard to or discrimination by reason of race, color, religion, national origin, age, handicap, or familial status.

20. Insurance

Successful OFFEROR will maintain throughout the performance of its obligations under this agreement, a policy of Worker's Compensation insurance with such limits as may be required by law and a policy or policies of general liability insurance insuring against liability for injury to, and/or death of persons and damage to and destruction of property arising out of or based upon any act or omission of the OFFEROR or any of its subcontractors or their respective officers, directors, employees or agents. Such general liability insurance will have limits sufficient to cover any loss or potential loss resulting from this contract, with a minimum limit of \$1,000,000.00 per occurrence. Successful OFFEROR will also carry Primary Premises Comprehensive General Liability including Non-Owned Automobile Liability in the amount of \$500,000.00 per occurrence. CH is to be added on as an additional insured party to this policy.

21. Contractual

Contract negotiations will be started immediately with the apparent successful OFFEROR (contractor). If any points cannot be resolved so that a final contract

to the mutual satisfaction of all parties can be reached, negotiations may be initiated with the next qualified OFFEROR. All contractual documents are available for inspection at the CH offices.

22. Indemnification

The CHA, its officers, agents, and employees will be held harmless from liability from any claims, damages, and actions of any nature (including costs of reasonable attorney fees) missing from the use of any materials furnished by the Contractor, provided that such liability is not attributable to negligence on the part of the user to use the materials in the manner outlined by the Contractor in descriptive literature or specifications submitted with the contractor's proposal.

23. Warranty

Contractor warrants that any service provided to the CH as a result of this RFP complies with all specifications and other terms and conditions herein set forth, and further warrants and guarantees that said services will be performed in accordance with the defined standard of performance and other terms and conditions as herein specified, in addition to any and all other remedies provided by law, or specified herein, and all remedies will be considered cumulative, and not exclusive. The contractor will be responsible for the full performance hereunder of any subcontractors and/or suppliers and the CH will rely solely upon said contractor for contracted performance.

24. Licenses, Permits, and Compliance

During the term of the contract, the contractor will be responsible for obtaining and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each. It will be the contractor's responsibility to comply with all codes, rules, ordinances, regulations, tariffs and industry standards.

25. Termination

Non-Appropriation of Funds:

Funding for this agreement is from local and/or Federal appropriations. In the event no funds or insufficient funds are appropriate and budgeted in any fiscal year (July 1 - June 30) for payments to become due under this agreement, or there is no further need for the products and/or services to satisfy the need for which same were acquired hereunder, then the CH will immediately notify the contractor, and this agreement will create no further obligation of the CH as to

such current or succeeding fiscal year and will be null and void, except as to the portion of payments herein agreed upon for funds which will have appropriated and budgeted. In such events, this agreement will terminate on the last day of the fiscal year for which appropriations were received without penalty or expense to the CH of any kind what-so-ever. Either party may terminate this agreement by giving the other party thirty (30) days written notice.

Default of Contractor:

If the contractor refuses or fails to prosecute the work, or any separable part thereof, with the diligence that will insure its completion within the time specified in this contract, or any extension thereof, or fails to complete said work within this time, the CH may, by written notice to the contractor, terminate the right to proceed with the work (or separable part of the work) that has been delayed. In this event the CH may take over the work and complete it, by contract or otherwise, and may take possession of and use any materials, equipment or data on the work site necessary for completing the work. The contractor and its sureties will be liable for any damage to the CH resulting from the contractor's refusal or failure to complete the work within the specified time, whether or not the contractor's right to proceed with the work is terminated. This liability excludes any increased costs incurred by the CH in completing the work.

DOCUMENT 00310- BID FORM

TO: Columbia Housing Authority

The undersigned, having carefully examined the Project Specifications entitled, "Janitorial Services", the premises and conditions affecting the work, proposes to furnish all labor, equipment and supplies necessary for the entire work in accordance with said documents, for the following sum per site per year:

		Year 1	Year 2	Year 3
1a-b	Central Office and Technical Services	\$ _____	\$ _____	\$ _____
2	Tillis Family Life Center	\$ _____	\$ _____	\$ _____
3	CHA Annex	\$ _____	\$ _____	\$ _____
4	Friendship Center	\$ _____	\$ _____	\$ _____

BID HOLDING TIME AND CONTRACT ACCEPTANCE:

The undersigned hereby agrees that this bid may not be revoked or withdrawn after the time set for the opening of bids, but will remain open for acceptance for a period of ninety (90) days following such time. In case the undersigned be notified in writing by mail, telegraph, or delivery of the acceptance of this bid within ninety (90) days after the time set for opening of bids, he agrees to execute a contract (and furnish proper bonds and insurances) within ten (10) days of notice.

COMPLETION DATES:

The work will be completed daily Monday through Friday excluding Columbia Housing Holidays. The Contract will run for two year, 730 calendar days from the start date in the "Notice to Proceed."

CONTRACTOR RESOURCES:

It is understood that, before a proposal is considered for award, Bidder may be requested by Columbia Housing Authority to submit a statement of facts in detail as to his previous experience in performing similar or comparable work, his business and technical organization and financial resources.

Respectfully submitted,

Bidder's Frim Name: _____

Address: _____

By: _____

Title: _____

SEAL IF BIDDER IS A CORPORATON

HOLIDAY SCHEDULE

New Years Day
Martin Luther King Birthday
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving
Day After Thanksgiving
Christmas Day
Day After Christmas

KEY EVENT DATES

Project: JS-013020

1. Issue of Request for Proposal January 15, 2020

 2. Pre-proposal meeting will be held at 1915 Harden Street January 22, 2020
10:00AM

 3. Deadline for receipt of written questions concerning this RFP
is 4:30 PM January 24, 2020. All questions must be e-mailed. January 24, 2020

 4. Deadline for receipt of 3 copies of formal proposal document to
Gary Wilhelm, Director of Procurement, Columbia Housing ,
at 1917 Harden Street, Columbia, SC 29204. January 30, 2020
- Mark proposal JS-013020
- January 30, 2020
3:00 PM EDT

CERTIFICATE OF SECTION 3 COMPLIANCE

I certify that I have reviewed and fully understand the attached Section 3 Specification Clause and program and will demonstrate compliance to the "greatest extent feasible", to meet the numerical goal of 30% new hires. I further certify that I have and will make every reasonable effort to purchase from those small businesses located within the boundaries of the Section 3 covered project area and further, will take concrete steps to expand resident training and employment opportunities such as, asking if residents are aware of available training and employment positions, encouraging residents to participate in the job application process, and actually employing Section 3 area residents. Furthermore, I will contact the Housing Authority to obtain listings of available individuals to fill my labor needs, if any such needs arise, for the duration of this contract.

_____ Date _____
Principal Officer of Bidding Company

END OF DOCUMENT

SECTION 3 SPECIFICATION CLAUSE

All Section 3 covered contracts shall include the following clause (referred to as the Section 3 clause):

A. 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 U.S.C. 1701u (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.

B. The parties of this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their 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.

C. 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 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 application for each of the positions; and the anticipated date the work shall begin.

D. 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 action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in the regulations in 24 CFR pmi 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.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contractor is executed, and (2) with persons other than those to whom the regulations 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. 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.

G. With respect to work performed in connection with Section 3 covered Indian 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).

END OF DOCUMENT

MBE PARTICIPATION CERTIFICATION

I certify that I have reviewed and fully understand the attached Columbia Housing Authority MBE requirements and will take the five affirmative steps listed and make a GOOD FAITH EFFORT to achieve the MBE participation goal.

Principal Officer of Bidding Company

Date

END OF DOCUMENT

FORM OF NON-COLLUSIVE AFFIDAVIT

AFFIDAVIT

(Prime Bidder)

State of _____)ss.

County of _____)

being first duly sworn deposes and says:

That he is _____

(a partner or officer of the firm of, etc.)

that party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or of that of City of Columbia, South Carolina or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of:

Bidder, if the bidder is an individual

Partner, if the bidder is a partnership

Officer, if the bidder is a corporation

Subscribed and sworn to before me

This _____ day of _____ 20.

My Commission expires

_____ 2 _____

CONTRACTOR'S TRACKING FORM

To assist the CH in implementing and tracking this contract, please provide the following information. Complete one form for the prime contractor and one for each subcontractor you plan to use.

BID NUMBER: _____

PROJECT: _____

NAME: _____

COMPANY NAME: _____

GENERAL CONTRACTOR LICENSE*: (if applicable) _____

RESIDENTIAL CONTRACTOR LICENSE# (if applicable) _____

STREET ADDRESS: _____

CITY AND STATE: _____

TELEPHONE () _____

CONTACT NAME: _____

FEIN: _____ **OR**

SSN: _____

ETHNIC/RACE STATUS (CHECK ONLY ONE)

WHITE AMERICAN BLACK AMERICAN NATIVE AMERICAN

HISPANIC

ASIAN/PACIFIC AMERICAN

*REQUIRED IF YOUR BID IS OVER \$30,000.00

#REQUIRED IF YOUR BID IS FOR RESIDENTIAL WORK AND IS OVER \$5,000.00

(DOES NOT APPLY IF OFFEROR IS A LICENSED GENERAL CONTRACTOR)

EXHIBIT A

Each Contractor is to provide a minimum of three (3) verifiable references in which the Contractor has provided this service.

Company Name: _____

Address: _____

Contact Person: _____

Telephone: _____

Email Address _____

Company Name: _____

Address: _____

Contact Person: _____

Telephone: _____

Email Address: _____

Company Name: _____

Address: _____

Contact Person: _____

Telephone: _____

Email Address: _____

EXHIBIT B
PROPOSAL SCHEDULE

For the services outlined, I _____
representing the firm of _____ will
perform the janitorial services according to RFP JS-01302.

1917 Harden Street
Monthly Bid: \$ _____
Number of hours per day to perform services _____

1915 Harden Street
Monthly Bid: \$ _____
Number of hours per day to perform services _____

2111 Oak Street (Tillis Center)
Monthly Bid: \$ _____
Number of hours per day to perform services _____

2012 Harden Street
Monthly Bid: \$ _____
Number of hours per day to perform services _____

1135 Carter Street (Friendship Bldg)
Monthly Bid: \$ _____
Number of hours per day to perform services _____

Exhibit C

Daily Tasks

1. Clean all glass doors
2. Empty all trash receptacles/containers & change out trash bags
3. Spot clean all carpets, furniture, and appliances
4. Sweep all entrance areas (inside and outside) and straighten mats
5. Clean elevator walls and floors
6. Spot clean all walls
7. Clean, disinfect, and polish all fixtures including toilet bowls, toilet seats, urinals, hand basins and chrome fittings. Clean and sanitize all surfaces in the kitchen, bathroom, and lounge areas
8. Restock all restrooms with toilet paper, paper towels, and hand soap.
9. Vacuum all carpets
10. Wet mop all tile floors
11. Sweep and mop all stairwells and landings
12. Dust furniture, including desks, chairs, and tables
13. Vacuum walk-off mats (inside and outside)
14. Clean, disinfect and polish all water fountains
15. Damp clean vending machines
16. Damp clean inside and out all appliances (refrigerators, stoves, and microwaves)
17. Clean glass in lobby daily
18. Clean all mirrors
19. Trim all loose carpet strings
20. Place all collected trash in outside dumpsters

Est. Value/
Price for service

Weekly Tasks

Performed on the last day of every work week

1. Damp clean window ledges
2. Clean hand rails
3. Damp mop and spray buff all tile floors (except Central Office Lobby)
4. Clean elevator tracks
5. Dust all window blinds
6. Low dust all horizontal surfaces to hand height (70") including book shelves
7. Sanitize all doors, frames, light switches, kick plates, handles, and railings
8. Damp clean all base boards
9. Dust all entryways and ceilings of cobwebs

Monthly Tasks

Performed no later than the last Friday of each month. Coordinate with Contract Manager.

1. Deep scrub and wax all tile floors (except Central Office Lobby)
2. Wipe clean all baseboards of any spots and dirt

Quarterly

Coordinate with Contract Manager.

1. Clean all carpets and apply soil retardant and fabric coating to fabric furniture
2. Clean all windows (inside and out), two story building
