

**REVERE HOUSING AUTHORITY
INVITATION FOR BIDS**

**JANITORIAL SERVICES FOR
REVERE HOUSING AUTHORITY
ADMINISTRATIVE OFFICES**

September 14, 2021

REVERE HOUSING AUTHORITY
INVITATION FOR BIDS FOR JANITORIAL SERVICES

I. INTRODUCTION

The Revere Housing Authority (RHA) invites sealed bids for janitorial services for routine weekly cleaning of RHA administrative offices. There are two administration offices located at 70 Cooledge Street and 82 Cooledge Street in Revere, Massachusetts. Both facilities are used heavily by staff and the public and weekly janitorial services are required to maintain an acceptable level of cleanliness and an attractive appearance. The initial contract will be for a term of three (3) years with two (2) options to renew at one (1) year intervals at the discretion of the RHA. During this term the contract will not exceed \$70,000, unless at the end of the contract term the RHA determines that a time extension is necessary to fulfill the RHA's needs. However, any extension will not exceed 25% of the original contract amount This contract is subject to MGL c.30B s.5 and HUD 2 CFR Part 200 requirements.

II. INSTRUCTIONS TO BIDDERS

2.1 Sealed bids must be mailed, or hand delivered to the **Revere Housing Authority, 70 Cooledge Street, Revere, MA 02151 ATT: Patricia Duffy and received no later than Wednesday, October 6, 2021 at 2:00 pm.** All bids must be submitted using the following attached forms and received in a sealed envelope marked **“JANITORIAL SERVICES FOR ADMINISTRATIVE OFFICES”**. A site inspection is by appointment only by contacting Dean Harris at 617-756-1354. This solicitation does not commit the Authority to pay any preparation costs incurred. The RHA reserves the right to extend the time for receipt of responses

2.2 The following forms shall be filled out and signed by the bidder, as well as a list of references or your bid could be deemed non-responsive and rejected. Any bid received at the place designated in the IFB after the exact time specified for receipt will not be considered.

- Form for Bid – **Attachment A.**
- Form of Non-Collusive Affidavit – **Attachment B.**
- Debarment Certification – **Attachment C.**
- REAP Certification – **Attachment D.**
- Firm References – **Attachment E.**
- Certificate of General Liability Insurance
 - General Liability \$300,000 per occurrence
 - Damage to Rented Premises \$500,000 per occurrence
 - Medical Expense \$15,000 (any one person)
 - General Aggregate \$600,000
 - Products & Completed Operations \$600,000 aggregate
 - Workers' Compensation Insurance \$500,000 (if applicable)

2.3 Any prospective bidder requesting clarification or interpretation of this solicitation or specifications must request it at least 7 days before the scheduled time of submittal and submit this request to ctempta@revereha.com .If this solicitation is amended, all terms and conditions which are not modified remain unchanged. Bidders shall acknowledge receipt of any addendum by identifying the addendum number on the Form for Bids. Bids that fail to acknowledge the any

III. SCOPE OF WORK

3.1 The Contractor will be responsible for supplying all cleaning products, materials, and equipment necessary to perform the work required under the terms of this contract. The owner or supervisor of the janitorial service company must commit to being present at the RHA not less than once per week to participate in the cleaning activities and to keep the RHA informed regarding changes in cleaning staff and other concerns that may arise. All cleaning services will be subject to quality control inspections randomly performed by RHA Maintenance staff. **The RHA is a tax-exempt entity under the Massachusetts Sales Act, Chapter 14 of the Acts of 1966.**

3.2 Administration Office Locations

70 Coledge Street has two levels containing carpeting, vinyl, and tile floors. The premises consist of two public restrooms, one private restroom (Executive Director's Office), one kitchenette, nine private offices, two reception areas, one conference room and various common areas.

82 Coledge Street has two levels containing vinyl floors and area rugs. The premises consist of one reception area, one reception desk area, one conference room, five private offices, two restrooms, one file room, one copier room, one kitchenette and various common areas.

Clean and Sanitize Public and Private Restroom(s)

- Empty all trash bins, replace bin liners, and empty all recycle bins.
- Check soap, tissue, and towel dispensers and refill as necessary.
- Scrub toilets, clean sinks, vanities, counter tops, mirrors.
- Sweep and wash all floors.

Clean Kitchenettes

- Clean microwaves, sinks and refrigerators.
- Wet clean all surfaces.

Clean Water Fountains

- Clean knob and drain area.
- Clean exterior of fountain.

Remove Trash Throughout the Facility

- Empty all common area trash bins and all common area recycle bins.

Glass, Filing Cabinets, Windows, Windowsills and Window

- Clean glass on doors and all other interior glass including door hardware.
- Dust and wet clean all tables, files cabinets, windowsills, and blinds.
- Clean interior windows quarterly.

Carpeting/Tile

- Vacuum all carpeting.
- Sweep and wash all floors, stairways, and railings.

IV. SERVICE HOURS AND DAYS

- 4.1 Weekly services shall be scheduled and performed on Saturdays exclusive of RHA recognized holidays.
- 4.2 Contractor shall contact and the RHA answering service (number to be provided) the day of service for access to the buildings.

V. MINIMUM QUALITY REQUIREMENTS

The lowest responsible bidder must meet the following criteria, or the bid will be deemed non-responsive and rejected on that premise.

5.1 Business & Personnel

- The Contractor shall have been in business at least three (3) years.
- The Contractor shall provide at least three (3) references.
- The Contractor shall provide to the RHA and maintain a current list of these individuals performing the services.
- All Contractor employees shall carry photographic identification

VI. METHOD OF AWARD

6.1 Contract Award.

This contract will be awarded to the most responsive and responsible bidder offering the lowest price for the services specified in this IFB. The RHA Board will award this contract within 30 calendar days. The RHA will award a contract based on bids received without discussion. Therefore, each bid must contain the bidder's final and only price. The RHA may reject all bids if such action is in the public best interest and may waive minor informalities in bids received. For the purposes of this award a responsive bid and a responsible bidder is defined as follows:

Responsive Bid. Offered the services requested in the IFB which contained all the required information and forms, properly completed.

Responsible bidder. A responsible bidder is one that has the capability, integrity, and reliability to perform the work under this contract.

VII. COMPENSATION

- 7.1 The Contractor shall be paid monthly upon receipt of an invoice. Such invoice shall be itemized a description of the service performed, the location and the name of the individual who performed the service and the hourly rate charged.

VIII. SUBCONTRACTING

- 8.1** No subcontractors will be allowed to perform any work under this contract without the prior approval of the RHA.

IX. CONFLICTS OF INTEREST

- 9.1.** The contractor certifies by submission of a bid that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed RHA contract and a prospective contractor's organizational, financial contractual or other interests are such that:
- a.** Award the contract may result in an unfair competitive advantage.
 - b.** The Contractor's objectivity in performing the contract work may be impaired.
 - c.** The Contractor has disclosed all relevant information and requested the RHA to make a determination with respect to the contract.
- 9.2** The contractor agrees that if after the award of contract, he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the RHA which shall include a description of the action which the contractor has taken or intends to take to eliminate or neutralize the conflict.
- 9.3** RHA may, however, terminate the contract for the convenience of the Authority if it would be in the best interest of the RHA. The contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the RHA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this contract.

FORM FOR BID

TO THE AWARDING AUTHORITY

A. The undersigned proposes to furnish all labor and materials required for weekly office cleaning at two (2) Revere Housing Authority administrative office locations in accordance with the IFB dated September 14, 2021 including any addendums issued at the contract price specified below.

B. Addendum No. _____.

C. The contract sum below includes labor, materials, equipment, overhead and profit

Low Bidder will be based on the Sum of the Total Unit Prices for the Initial Period of 3 years

Location	Monthly Rate	X 36 Months	= Total
70 Cooledge Street			
82 Cooledge Street			
Total Unit Price Amt s			



THE SUM OF THE TOTAL UNIT PRICES AND PROPOSED CONTRACT PRICE:

Dollars \$ _____

C. The undersigned certifies under the penalties of perjury that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Bidder Name (Person, Firm, Corp.)

Signature of Authorized Representative

Address

Name of Authorized Representative

City, State, Zip Code

Title of Authorized Representative

FORM OF NON-COLLUSIVE AFFIDAVIT

The undersigned certifies under penalties of perjury that this quote, bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

(Signature of individual submitting bid or proposal)

(Name of business)

DEBARMENT CERTIFICATION

The undersigned, a Respondent to the Request for Quotes issued by the Revere Housing Authority, hereby certifies to the Revere Housing Authority on behalf of itself and each member of Bidders development team, as follows:

In accordance with 24 CFR 85.35, as amended, Respondent certifies that neither Respondent, nor any member of the Respondent’s development team is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal Assistance programs under Executive Order 12549 “Debarment and Suspension.”

Date

Name

Title

REAP CERTIFICATE
STATEMENT OF TAX COMPLIANCE

Pursuant to MGL Chapter 62C, sec. 49A, the individual signing this Contract on behalf of the Contractor, hereby certifies under the penalties of perjury that to the best of his/her knowledge and belief the Contractor has complied with any and all applicable laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors and withholding and remitting of child support.

Signed under the pains and penalties of perjury.

Date

Name

Title

REFERENCES

The undersigned offers the following information as evidence of his/her qualifications to perform the work as specified in the Contract:

List three (3) references your company has serviced:

<u>Company</u>	<u>Contact Person</u>	<u>Telephone</u>
1. _____		
2. _____		
3. _____		

CONTRACT FOR JANITORIAL SERVICES

This Agreement made this ___ day of _____, 2021, by and between the Revere Housing Authority hereinafter referred to as the "RHA" and _____ hereinafter called the "Contractor".

Witnessed, that the Owner and the Contractor, for the consideration hereinunder named, agree as follows:

Article 1. Scope of Work. The Contractor shall perform all the Work required by the Invitation to Bid (IFB) prepared by the RHA to perform weekly janitorial services in two (2) RHA Administrative Offices as defined and described in the IFB dated September 14, 2021.

Article 2. Term of Contract. The initial contract will be for a term of three (3) years with two (2) options to renew at one (1) year intervals at the discretion of the RHA. During this term the contract will not exceed \$70,000, unless at the end of the contract term the RHA determines that a time extension is necessary to fulfill the RHA's needs. However, any extension will not exceed 25% of the original contract amount

Article 3. Suspension and Termination. The awarding authority may terminate this Contract for cause or without cause by giving written notice to the other party at least thirty (30) calendar days prior to the effective date of termination in the Notice.

Article 4. Contract Sum. The Owner shall pay in current funds the Contractor for the performance of the Work the Contract Sum of _____). Payments will be made on monthly basis upon receipt of an itemized invoice identifying the date and location the work was performed.

Article 5. Conflict of Interest. The Contractor covenants, that (1) presently, there is no financial interest and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement or which would violate M.G.L. c.268A, as amended; (2) in the performance of this Contract, no person having any such interest shall be employed by the Contractor; and (3) no partner or employee of the firm is related by blood or marriage to any Board Member or employee of the Awarding Authority.

Article 6. Equal Opportunity. The Contractor shall not discriminate in employment against any person on the basis of race, color, religion, national origin, sex, sexual orientation, age, ancestry, disability, marital status, veteran status, membership in the armed forces, presence of children, or political beliefs. The Contractor to use best efforts to employ qualified tenants of the awarding authority for any positions which are open at the time the contract is awarded or which become open during the term of the contract.

Article 7. The Contract Documents. The following, together with this Agreement form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein: Invitation to Bid, Contractor's bid submission and HUD 7460 8c 05 Table 5-1 Contract Clauses for Small Purchases is applicable to this contract and, any amendments or addenda issued prior to award and any modification agreed to after the award. No contract amendments shall be made except in writing upon the express agreement of the parties.

Article 8. REAP Certification. Pursuant to M.G.L. c.62(c), §49(a), the individual signing this Contract on behalf of the Contractor, hereby certifies, under the penalties of perjury, that to the best of their knowledge and belief the Contractor has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Article 9. Certification of Non-Collusion. The undersigned certifies under penalties of perjury that their price quote has been made in and submitted in good faith and without collusion or fraud with any other person. The undersigned further certifies that it is not debarred from doing public work in the Commonwealth or by federal government under any applicable debarment provisions. As used in this certification the word "person" shall mean natural person, joint venture, partnership, corporation, or other business or legal entity.

Article 10. Worker Documentation Certification. In accordance with Executive Order 481 the undersigned further certifies under the penalties of perjury that the Contractor shall not knowingly use undocumented workers in connection with the performance of this contract; that pursuant to federal requirements, the Contractor shall verify the immigration status of all workers assigned to such contract without engaging in unlawful discrimination; and that the it shall not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker(s). The Contractor understands and agrees that breach of any of these terms during the contract period may be regarded as a material breach, subjecting the Contractor to sanctions, including but not limited to monetary penalties, withholding of payments, contract suspension or termination.

Article 11. Governing Law. This Agreement shall be governed by the laws of the Commonwealth of Massachusetts.

In Witness Whereof, the Parties Hereto Cause This Instrument to be Executed.

CONTRACTOR

AWARDING AUTHORITY

(Name of Contractor)

(Name of Awarding Authority)

By: _____
Seal

By: _____ (Signature &
(Signature and Seal)

(Title)

(Title)

Attest: _____

Attest: _____