

**REVERE HOUSING AUTHORITY
70 COOLEGE STREET
REVERE, MA 02151**

INVITATION TO BID

**FLOOR REFINISHING SERVICES FOR
VACANT PUBLIC HOUSING UNITS**

DATE: OCTOBER 23, 2023

INTRODUCTION

The Revere Housing Authority owns and operates 897 public housing units with various bedroom sizes from one to four. The RHA is requesting bids from flooring contractors for cleaning, sanding and staining hardwood floors and stairs in vacant public housing units on an as needed basis. The base term of this contract is one (1) year with two (2) options to renew at the discretion of the RHA at one-year intervals. At the end of the contract term the RHA at its discretion may extend this contract if it's necessary to fulfill the RHA's needs. However, any extension will not exceed 25% of the contract amount. This contract is subject to MGL c.30B s.5 and HUD 2 CFR Part 200 requirements.

To obtain a copy of the IFB contact ctempesta@revereha.com or go to the RHA's website at www.revereha.com under bidding opportunities. The Form for Quote shall be filled out and signed by the bidder and submitted in **digital pdf form** to ctempesta@revereha.com and received no later than **2:00 p.m. on Thursday, November 30, 2023**. A site inspection is by appointment only by contacting Dean Harris at 617-756-1354.

I. INSTRUCTION TO BIDDERS.

- 1.1 **This contract has indefinite-quantities of work.** The RHA has approximately 80 vacant housing units over the course of a year. Performance of services will be made via an individual task order placed with the Contractor pursuant to procedures established in the IFB.
- 1.2 The base contract term is for one year with two options to renew. The RHA may at its sole discretion exercise its right to grant the above options at one-year intervals. If the RHA determines that a contract time extension is necessary to fulfill its needs, it may in its sole discretion grant a contract time extension but in no event will the extension exceed 25% of the original contract amount contract amount.
- 1.3 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 after the time specified will not be considered.
- 1.4 Bid submissions much consistent of Attachments A-E identified below.
 - Form for Bid – **Attachment A**
 - Reference Form –**Attachment B**
 - Form of Non-Collusive Affidavit – **Attachment C**
 - Debarment Certification – **Attachment D**
 - REAP Certification – **Attachment E**
 - Property Locations – **Exhibit 1**
 - Sample Contract - **Exhibit 2**
- 1.5 **Insurance.** Bidders must have General Liability Insurance and Workers' Compensation Insurance (*if applicable*). A Certificate of Insurance must be submitted at the time of contract signing in the following amounts:

General Liability	\$300,000 per occurrence
Damage to Rented Premises	\$500,000 per occurrence
General Aggregate	\$600,000
Products & Completed Operations	\$600,000 aggregate
Workers' Compensation Insurance	\$500,000 (if applicable)

II SCOPE OF WORK

- 2.1 The Work under this Contract consists of cleaning, sanding, staining, and refinishing hardwood floors, and stairs in vacant public housing units on an as needed basis. The unit sizes vary based on the number of bedrooms.

APPROXIMATE SF PER BR SIZE

1 BR	500 SF
2 BR	715 SF
3 BR	870 SF
4 BR	970 SF
Stairs	1 Flight - 12 Steps

- 2.2 The Contractor is responsible for supplying all materials and equipment necessary to perform the work required under the terms of this contract. **The RHA does not provide any materials or equipment.**
- 2.3 At the end of each workday, remove empty cans, rags, rubbish, and other discarded materials from the unit. Take necessary measures to ensure work areas are protected from fire and health hazards resulting from handling, mixing and application. Conform to related applicable codes for flame and smoke rating requirements for finishes. The Contractor shall be responsible to ensure that the area within the contract limits is kept orderly and clean and that combustible rubbish and construction debris is promptly removed from the site.
- 2.4 Unless specifically authorized by the RHA, the Work must be conducted between the hours of 8:00 A.M. and 4:30 P.M. on Monday through Friday. No work is to be done on holidays, Saturdays, or Sundays other than for emergencies.
- 2.5 Contractor must begin work within 48 hours of RHA notification and must be completed within 96 hours of initial notification.
- 2.6 Work is to be performed in a timely and workmanlike manner. Site must be cleaned up daily with clear access overnight. The Contractor must comply with all Federal, State, and local safety laws and regulations applicable to work performed under this Contract.
- 2.7 The Contractor shall take special measures to protect the tenants from noise, dust, and other disturbances.

III MINIMUM QUALITY REQUIREMENTS AND METHOD OF CONTRACT AWARD

3.1 Business & Personnel

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

3.2 Method of Contract Award

This contract will be awarded to the most responsive and responsible bidders offering the lowest unit price for the services specified in this IFB. The RHA Board will award this contract within 45 calendar days. Each quote must contain the bidder's final and only price. The RHA may reject all bids if such action is in the public best interest to do so 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 required information, forms and properly completed.

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

IV GENERAL PROVISIONS

- 4.1** The RHA is a tax-exempt entity. Therefore, to the extent that materials and supplies are used or incorporated in the performance of this Contract, the Contractor is considered an exempt purchaser under the Massachusetts Sales Act, Chapter 14 of the Acts of 1966. The Contractor shall be responsible for paying all other taxes and tariffs of any sort, related to the work.
- 4.2 Compensation.** The Contractor shall be paid monthly upon receipt of an invoice. Such invoice shall be itemized with a description of the service performed, the location and the cost per square foot for floors and cost for the number of stairs flights.
- 4.3 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.
- 4.4 Subcontracting.** No subcontractors will be allowed to perform any work under this contract without the prior approval of the RHA.
- 4.5 Executive Orders.** The Contractor shall comply with the provisions of M.G.L. c.151B; Executive Order 526, Order regarding Non-Discrimination, Diversity, Equal Opportunity, Executive Order 527 establishing the Office of Access and Opportunity. The aforementioned law, executive orders, regulations, and any amendments are incorporated herein by reference and made a part of this Contract.
- 4.6 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.
- 4.7 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 or engaged as a subcontractor 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."

FORM FOR BID

TO THE AWARDING AUTHORITY

- A. The undersigned proposes to furnish all labor and materials required for cleaning, sanding, staining, and refinishing hardwood floors, and stairs for the Revere Housing Authority (RHA) in Revere, Massachusetts in accordance with the Contract Documents prepared by the RHA.
- B. The unit prices below shall include the costs associated with labor, materials, equipment, overhead and profit.

Description of Work	Unit Price
Clean, Sand, Stain and Refinish Hardwood Floors	
Clean, Sand, Stain and Refinish Hardwood Stairs	

- 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.
- D. The undersigned certifies under penalty of perjury that the said undersigned is not presently debarred from doing public 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. The undersigned, further certifies in accordance with 24 CFR 85.35 that neither respondent, nor any member of the Respondent’s 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.”

Name of Bidder

Signature 

BY: _____
Signature and Title of person signing bid

Business address

Date: _____

City, State, Zip

BIDDER'S REFERENCE FORM
Provide with Form for Quotes

Bidders Name _____ Phone: () _____

LHA/Project Title: _____ Email: _____

The bidder must provide at least three (3) business references for work performed within the past three (3) years.

(1) Reference Name: Phone: _____

Address: Email: _____

Description and date(s) of work: _____

(2) Reference Name: Phone: _____

Address: Email: _____

Description and date(s) of work: _____

(3) Reference Name: Phone: _____

Address: Email: _____

Description and date(s) of work: _____

(4) Reference Name: Phone: () _____

Address: Email: _____

Description and date(s) of work: _____

(5) Reference Name: Phone: _____

Address: Email: _____

References will be contacted to confirm the bidder's skills, abilities and qualifications to faithfully perform the work as specified. The Authority reserves the right to contact references not listed above.

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

Signature

Name

Title

Date: _____

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.”

✎ Signature

Signature

Name

Title

Date_____

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.

Signature

 **Signature**

Name

Title

Date _____

PROPERTY LOCATIONS

45 Dolphin Avenue – Liston Towers
50 Walnut Street – Hyman Towers
1-15 Adams Court
102-134 Eliot Road & 186-194 Garfield Avenue
86-140 Adams Street; 4-216 Constitution Avenue; 25-256 Cooledge Street; 4-29 Raymond Road
204-206 Cushman Avenue; 169-187A Proctor Avenue;
39 Highland Avenue; 168-170 Hichborn Street; 174-176 Hichborn Street; 47 Nahant Avenue; 51-57 Nahant Avenue; 1513 North Shore Road. 65 Thornton Street; 128-130 Walnut Avenue
1-3 Dana Street; 50-52 Pleasant Street; 110-112 Shirley Avenue; 45 Walnut Avenue; 84-86 Walnut Avenue; 20-22 Thornton Street
<u>14-1 Federal Family</u> 905-927 Broadway; 1-77 Hutchinson Street; 148-172 Pomona Street;10-96 Rose Street;
<u>14-2 Federal Family</u> 257-315 Cooledge Street 250-272 Cushman Avenue
<u>14-3 Federal Family</u> 2 Harris Street

CONTRACT FOR FLOOR AND STAIR REFINISHING SERVICES
IN VACANT HOUSING UNITS

This Agreement made this _____ day of _____, 2023, by and between the Revere Housing Authority hereinafter referred to as the "RHA" and _____ located at _____ hereinafter called the "Contractor".

Article 1. Scope of Work. The Contractor shall perform all the Work required by the Request for Bids (IFB) dated August 10, 2023 prepared by the RHA consisting of cleaning, sanding, staining, and finishing hardwood floors and stairs in vacant public housing units on an as needed basis. The Contractor is responsible for supplying all materials and equipment necessary to perform the work required under the terms of this contract.

Article 2. Term of Contract. The contract will be for a base contract term of one (1) year with two (2) extensions to renew at one-year intervals at the RHA's discretion. During this term the contract will not exceed \$50,000, 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 Contractor shall be paid monthly upon receipt of an invoice. Such invoice shall indicate the total cost for the work and must be itemized with a description of the service performed, the location and unit number, cost per square foot charged for floors and the cost of per stair flights completed at the unit prices indicated in the Form for Bid (\$ _____ sq ft for Floors and \$ _____ per flight of stairs.

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: Request for Quotes, Contractor's quote 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

(Name of Contractor)

By: _____
(Signature)

(Title)

AWARDING AUTHORITY

Revere Housing Authority
(Name of Awarding Authority)

By: _____
(Signature)

Executive Director
(Title)