



SHA

SECAUCUS HOUSING AUTHORITY

REQUEST FOR PROPOSAL

CARPET CLEANING SERVICES & STRIPPING & WAXING OF VINYL COMPOSITED TILE (VCT) AND SHEET FLOORING

Issue Date: December 17, 2020

Proposals Due: Thursday, January 14, 2021 @ 11:00 a.m.

Issued by:

Secaucus Housing Authority
700 County Avenue
Secaucus, NJ 07094
www.secaucusha.org

REQUEST FOR PROPOSAL

CARPET CLEANING SERVICES & STRIPPING & WAXING OF VCT AND SHEET FLOORING

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**HOUSING AUTHORITY OF THE TOWN OF SECAUCUS
CARPET CLEANING SERVICES STRIPPING & WAXING FLOOR – RFP**

I. INTRODUCTION

The Housing Authority of the Town of Secaucus is one of the best run housing authorities in New Jersey, consistently ranked as a *High Performer* as per the U.S. Department of Housing & Urban Development Physical Housing Assessment System (PHAS). SHA owns 275 affordable housing units in three buildings located all within the Town of Secaucus. We proudly serve more than 300 residents, most of whom are seniors and disabled individuals.

We value our vendors and contractors as partners in our mission to provide decent, safe and sanitary housing to lower income residents who meet the program's guidelines.

II. PURPOSE

The purpose of this Request for Proposal is to solicit responses from qualified companies to furnish Carpet Cleaning Services and Stripping & Waxing of Vinyl Compositated Tile (VCT) and Sheet Flooring, as identified in the "Scope of Work" which is included in this request.

III. BOARD

The powers of the SHA are vested in its Board of Commissioners

IV. ADMINISTRATIVE PERSONNEL

The SHA has a 9person staff, which includes three maintenance men and one custodian.

V. SCOPE OF SERVICES

Respondents will be expected to provide Carpet Cleaning Services on a schedule as outlined in the State of Work – Exhibit A.

VI. RFP INSTRUCTIONS

a. Contact Information

This RFP is being issued, as will any addenda by the SHA. The contact person for the SHA is:

Christopher Marra, Executive Director
Secaucus Housing Authority
700 County Avenue, Secaucus, NJ 07094
201-867-2957
christopher@secaucusha.org

b. RFP Submission and Format

By this Request for Proposal, the SHA solicits quotes to be received by **11:00 a.m. on January 14, 2021** in the form outlined below. **Late submittals will not be accepted.**

1. Proposals may be submitted by mail or hand-delivered with one (1) signed original and two (2) copies. Any general information not specifically relevant to this RFP shall be omitted or bound in separate document. At a minimum, the proposal shall include the following:

- 1) Proposal Form - Flat fee for all service outlined in the RFP.
- 2) Copy of the vendor's insurance certificate (including worker's comp.)
- 3) Listing of references and current customers.
- 4) Copy of the vendors NJ Business registration form.
- 5) Certification: Suspension and Debarment Form
- 6) Non-Collusion Affidavit
- 7) Stockholder Disclosure
- 8) Mandatory ADA Language
- 9) Mandatory Affirmative Action Language

2. Proposals may be submitted by mail or hand delivery only (no electronic submissions will be accepted) to:

Christopher Marra, Executive Director
Secaucus Housing Authority
700 County Avenue
Secaucus, NJ 07094

The envelope must be sealed and include the following notation on the bottom left hand corner of the proposal, "**Request for Proposal – Carpet Cleaning Services**". Please also include company/individual name on the outside of the envelope. The proposals will be evaluated based on the criteria established in this document. Proposals received after the specified date and time will not be accepted. Two or more companies may be selected for an interview.

c. Pre-proposal Conference – Thursday, January 5, 2021

Interested firms are invited to attend a **non-mandatory** pre-proposal conference. The pre-proposal conference will provide businesses the best opportunity to question the SHA staff and see the three facilities you will be working at. The pre-proposal conference is scheduled to take place at **10:00 a.m. on January 5, 2021** at the SHA offices at 700 County Avenue, Secaucus, NJ. Interested firms must contact Chris Marra telephone (201) 867-2957 or e-mail christopher@secaucusha.org to confirm participation.

d. Board and Staff Communications

Under no circumstances may any member of the SHA or any staff member other than the contact specified in Section VI a. above be contacted during this RFP process by any entity intending to submit a response to this RFP. Failure to comply with this request will result in disqualification. All questions should be in writing and directed to the individual in Section VI. a. above.

e. Timetable

If you have questions regarding the proposal, you must submit them in writing to christopher@secaucusha.org no later than 2:00 p.m. on **Friday, January 8, 2021**.

<u>Event</u>	<u>Date</u>
RFP Released	December 17, 2018
Pre-proposal Conference	January 5, 2021
Due Date for Questions	January 8, 2021 2:00 pm
Proposals Due	January 14, 2021 11:00 am
Evaluation Process	
Board Approval	January 28, 2021
Award Contract	February 2019

The deadline for submissions in response to the RFP is 11:00 a.m. on Thursday, January 14, 2021. Telephone, fax or e-mail response will **not** be accepted for this request.

f. Release of Information

Information submitted in response to this RFP will not be released by the SHA during the proposal evaluation process prior to a contract award.

g. Proprietary Information

If a respondent does not desire certain proprietary information in their response disclosed, the respondent is required to identify all propriety information in the response, which identification shall be submitted concurrently with the response. If the respondent fails to identify proprietary information, it agrees by submission of its response that those sections shall be deemed nonproprietary and may be made available upon public request after a contract award.

h. Term of Contract

SHA intends to award a contract for its requirements as follows: The contract period of performance is for one (1) year, beginning on or about January 1, 2019 and expiring December 31, 2020, with one (1) single year option to extend the contract. The Contractor shall perform its services hereunder in a prompt and timely manner and shall commence performance upon receipt of a written Notice to Proceed from SHA. The Notice to Proceed shall set forth the precise date of commencement of the work. Contractor shall make its non-exclusive services available during the entire contract period.

i. SHA Reserves the Right to:

Request an oral interview with, and additional information from companies/ individuals prior to final selection of a provider.

Consider information about a company/individual in addition to the information submitted in the response or interview.

Reject any and all responses and waive any irregularities.

VII. RFP QUESTIONS FOR PROVIDERS

a. Organizational and Personnel Background

Provide an overview of your company, emphasizing its qualifications and major organizational strengths.

b. Experience

Discuss your experience, in serving as a provider of Carpet Cleaning Services.

c. Miscellaneous Discussion Question

Identify the specific individual(s) who would be assigned to work with the SHA and specify which person would be the primary contact person with the SHA.

d. Price

Provide a cost breakdown to steam clean the carpet two (2) times each year and strip and wax the VCT and sheet flooring two (2) times each year and clearly specify if any additional expenses will be charged to the SHA in connection with this proposal.

e. Affirmative Action

The SHA requires that each respondent be an Equal Opportunity Employer: State that the respondent complies fully with all government regulations regarding nondiscriminatory employment practices.

VIII. COMPANY QUALIFICATIONS

Proposals shall be considered from responsible vendors who are engaged in the business of providing Carpet Cleaning Services. Proposals must include information on competency in providing these materials and supplies, demonstration of acceptable financial resources, and personnel staffing. The vendor shall furnish detailed information on references, as well as background and experience with projects of a similar type and scope to include as a minimum:

- a. Brief history of company
- b. Must be approvable by the U.S. Department of Housing & Urban Development to provide these services.
- c. Must have valid insurance which includes:
 - Commercial General Liability: \$3,000,000 combined single limit bodily and property damage liability per occurrence; Secaucus Housing Authority additional named insured.
 - Worker's Compensation : statutory limits
- d. A listing of five (5) references where similar services have been provided. The client reference shall include the name of organization, contact person, address, and telephone numbers.
- e. Vendor shall describe their understanding of the project scope, and their proposed approach to provide the services identified.

IX. SELECTION CRITERIA

All proposals will be initially evaluated against the following criteria:

- 1) Demonstrated experience and competence in this type of work (30 Points).
- 2) Familiarity with the Housing Authority's and HUD rules and regulation in general (15 Points).
- 3) Capability and capacity to accomplish work within the required time period (20 Points).

- 4) Geographic location of the firm relative to the proximity to the Housing Authority (10 Points).
- 5) Firm's Equal Opportunity Policy. Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national original (10 Points).
- 6) Price (25 Points).

STATEMENT OF WORK

A. INTENT

It is the intent of these specifications, terms and conditions to describe Carpet Cleaning Service & Stripping and waxing of VCT and Sheet Flooring required by various SHA Developments located throughout the Town of Secaucus. The SHA is committed to using products and procuring services that are environmentally responsible and to providing the healthiest and safest work environment for its employees

All cleaning services must be accomplished in a professional manner and according to industry acceptable standards; All cleaning supplies, materials, and tools shall be provided by the Contractor; Payment for all services shall be made monthly upon receipt of an invoice and payment voucher.

B. SCOPE

SHA is soliciting bids from Contractors who are capable of providing qualified personnel, transportation and supplies necessary to perform carpet cleaning and waxing services for three SHA developments:

A) 777 Fifth Street – The Elms-100 Units Elderly high-rise (6 stories)

- 1) Steam clean all common area carpet (semi-annually)
Common Area Hallways – 8,750 s.f.
Community Room – 1,680 s.f.
1st Floor Hall – 550 s.f.
Total Area – 10,980 s.f.
- 2) Strip and wax all common area VCT and sheet flooring (semi-annually)
1st Floor Lobby
Community Room Kitchen
Laundry Room
Two elevators
(No square footage figures have been obtained for these locations)

B) R. Imprevduto Towers-100 Unit Elderly high-rise (14 stories)

- 1) Steam clean all common area carpet (semi annually)
Common Area Hallways – 12,610 s.f.
Community Room – 1,592 s.f.
Upper Work Out / Community Room – 1,065 s.f.
Total Area – 15,267 s.f.
- 2) Strip and wax all common area VCT and sheet flooring (semi annually)
First Floor Lobby/Mail Area
Second Floor Lobby
Laundry Room (2nd Floor) and Two Elevators
(No square footage figures have been obtained for these locations)

C) Kroll Heights-75 Unit Elderly high-rise (5 stories)

- 1) Steam clean all common area carpet (semi annually)
Common Area Hallways – 5,375 s.f.
Community Room – 1,500 s.f.
Office Area – 1,430 s.f.
Total Area – 8,305 s.f.

- 2) Strip and wax all common area VCT and sheet flooring (semi annually)
Lobby/Mail Area
Laundry Room
Community Room Kitchen
Two Elevators
22 Stairwell Landings
(No square footage figures have been obtained for these locations)

All carpets will be vacuumed by the vendor before cleaning/extraction begins.
Carpet cleaning will only be done using a hot water extraction method. Portable hot water extraction units shall be used. A second clean/clear water rinse shall be performed after initial chemical treatment when cleaning carpets.

Work shall be undertaken Monday to Friday, between the hours of 8:00 AM to 4:00 PM.

C. SPECIFIC REQUIREMENTS

1. LAW AND LIMITATIONS

- a) Contractor(s) shall be required to comply with all applicable Federal and State laws and regulations. Any finding and/or recommendations shall conform to the codes, laws, rules and regulations governing the agencies and departments involved.
- c) On SHA's request, Contractor(s) shall provide a Material Safety Data Sheet (MSDS) for all chemicals used for cleaning carpets and waxing floors.

2. CONTRACTOR RESPONSIBILITY

- a) Contractor(s) shall provide all personnel, uniforms, tools, equipment, parts, cleaning chemicals etc., necessary to perform the services described herein.
- b) Contractor(s) will be responsible for removing stains from carpets. If after various attempts stains can not be removed please note and list on the report/billing.

3. CONTRACTOR PERSONNEL

- a) Contractor(s) shall assign a sufficient number of employees to perform the required service. Contractor(s) shall designate one (1) employee as principal with full responsibility for directing the entire crew. Each principal shall be authorized to act for Contractor in every detail and must speak and understand English.

b) Contractor(s) employees are subject to reasonable dress codes when in a SHA facility; shall not bring visitors into the facility; shall not bring into the facility, any form of weapons or contraband; shall not bring in any alcohol or drugs or be under the influence of alcohol/drugs; shall conduct themselves in a reasonable manner at all times; shall not cause any disturbance in the facility; and otherwise are subject to all rules and regulations of the facility.

c) Contractor(s) shall furnish and require every on-duty employee to wear a company shirt or a visible photo identification badge identifying employee by name, physical description and company.

d) Contractor(s) shall immediately report to SHA Facility Manager, any accidents and/or loss of equipment, supplies, etc.

PROPOSAL FORM

Secaucus Housing Authority
700 County Avenue
Secaucus, New Jersey 07094
(201) 867-2957

Submitted by:

Company Name: _____

Address: _____

Telephone Number: _____

Contact Person: _____

	<u>Year 1</u>	<u>Year 2</u>
Provide price to perform two carpet cleanings and two striping and waxing services in one year. (Price should include all materials, equipment, and labor)	\$ _____	\$ _____

Term: 1 Year with a 1 Year Option

Date: _____

Contractor's Signature

In submitting this proposal it is understood that the right is reserved by the Housing Authority of the Town of Secaucus to reject any and all proposals. If written notice of the acceptance of this proposal is mailed, telegraphed, faxed, or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to a contract/agreement in the prescribed form and furnish any required insurance requirements within ten (10) days after the contract is presented to him for signature.

CURRENT CLIENT REFERENCES

1. Company _____
Address _____
City, St, Zip _____
Phone/E-Mail _____
Contract Name/Title _____
Type of Contract _____

2. Company _____
Address _____
City, St, Zip _____
Phone/E-Mail _____
Contract Name/Title _____
Type of Contract _____

3. Company _____
Address _____
City, St, Zip _____
Phone/E-Mail _____
Contract Name/Title _____
Type of Contract _____

4. Company _____
Address _____
City, St, Zip _____
Phone/E-Mail _____
Contract Name/Title _____
Type of Contract _____

5. Company _____
Address _____
City, St, Zip _____
Phone/E-Mail _____
Contract Name/Title _____
Type of Contract _____

Bidder's Company Name _____
Legal Structure (Corp./Partners/Proprietor) _____
Principle Office Address _____
City, State, Zip _____
Telephone Number/E-Mails _____
Federal Employer ID # _____
Title of Person Authorized to Sign _____
Print Name of Person Authorized to Sign _____
Date Signed and Authorized Signature _____