

Reading Housing Authority
Request for Service Work – Maintenance Contracts
SERVICE WORK CONTRACT REQUEST FORM

Complete the following questions:

1. Contact Information

- a. Company Name _____
- b. Principal Contact _____
- c. Address _____
- d. Phone _____
- e. Email _____
- f. EIN _____

2. Are you a sole proprietor? _____ Yes _____ No

3. Enter the information for the services for which you wish to be considered:

	Wage Rate	Overtime: Saturdays	Overtime: Sundays & Holidays	Material Mark-up (%)	Remarks or Additional Info
Appliance repair (GE, Maytag and Speed Queen)					
Asphalt paving					
Automatic doors					
Bucket truck					
CCTV systems					
Commercial Boilers					
Concrete					
Electrical					
Elevators					
Environmental abatement					
Environmental testing					
Excavating					
Fire Protection services (sprinkler systems)					
Flagging services					
General contracting					
Generators					

	Wage Rate	Overtime: Saturdays	Overtime: Sundays & Holidays	Material Mark-up (%)	Remarks or Additional Info
Glass installation and repair					
Handrails – Installation & Fabrication					
High voltage electric					
Hoist, crane & rigging					
HVAC					
Locksmiths					
Line-painting services					
Masonry					
Moving, storage & office relocation					
Overhead garage doors					
Painting					
Paving & crack sealing					
Plastering & drywall					
Plumbing					
Portable toilet services/rentals					
Post-mortem sanitizing					
Roofing					
Sewer & drain cleaning					
Snow plowing and/or removal					
Tree services, stump grinding, landscaping & vegetation control					
Utility locating					
Water meter and backflow testing (with hourly service rate/per device)					
Welding & steel fabrication					
Window washing services					

4. Do you accept credit cards? _____ Yes _____ No
5. Do you offer discounts for early payment? _____ Yes _____ No
6. The forms below are required information & are part of the instructions & specifications.
- a. HUD 5369-B, Instruction to Bidders/Offerors (Non-Construction)
<https://www.hud.gov/sites/documents/5369-B.PDF>
 - b. HUD 5370-C, General Conditions for Non-Construction Contracts, Sections I & II
<https://www.hud.gov/sites/dfiles/OCHCO/documents/5370.pdf>
 - c. HUD 5370-EZ, General Contract Conditions for small Contracts/Development Contracts
<https://www.hud.gov/sites/dfiles/OCHCO/documents/5370-EZ.pdf>
 - d. HUD Form 52158 - Maintenance Wage Rate Decision by U.S. Dept. of Housing & Urban Development (Reading Housing Authority – attached)

I have read and understand the information contained in these forms. Initial _____

7. Applications MUST ATTACH the following form to the submission.
- a. HUD 5369-C, Certifications and Representations of Offerors (Non-Construction)
<https://procurement.mobilehousing.org/forms/HUD%205369-C.pdf>
 - b. Reading Housing Authority Non-Collusive Affidavit **MUST** be Notarized and can also be found at www.readingha.org.
 - c. A complete Maintenance Contract Request Form
8. My signature below indicates that I have read and understand the conditions outlined in the Instructions and Specifications. I certify that I am authorized to offer this submission on behalf of the above-noted company.

Printed Name

Date

Signature

RHA will seek to fill any vacancies on the Maintenance Contract List, with qualified sources, throughout the 2024 and 2025 calendar years will be placed on the list according to their hourly rate submission.

The following are service areas for which rates are being requested: Appliance repair (GE, Maytag and Speed Queen)

Asphalt paving
Automatic doors
Bucket truck
CCTV systems
Commercial Boilers
Concrete
Electrical
Elevators
Environmental abatement
Environmental testing
Excavating
Fencing
Fire Protection services (sprinkler systems)
Flagging services
General contracting
Generators
Glass installation and repair
Handrails – Fabrication & Installation
High voltage electric
Hoist, crane & rigging
HVAC
Locksmiths
Line-painting services
Masonry
Moving, storage & office relocation
Overhead garage doors
Painting
Paving & crack sealing
Plastering & drywall
Plumbing
Portable toilet services/rentals
Post-mortem sanitizing
Roofing
Sewer & drain cleaning
Snow Plowing and/or removal
Tree services, stump grinding, landscaping & vegetation control
Utility locating
Water meter and backflow testing (with hourly service rate/per device)
Welding & steel fabrication
Window washing services

STACEY J. KEPPEN
President and CEO

Advertisement Methodology

- Reading Eagle:
 - Thursday, November 16, 2023
 - Friday, November 17, 2023
 - Monday, November 20, 2023
-
- Posting to RHA website @ www.readingha.org

Reading Housing Authority
Request for Service Work – Maintenance Contracts
INSTRUCTIONS & SPECIFICATIONS

1. Reading Housing Authority (RHA) is soliciting vendors for calendar years 2023 and 2024 for Maintenance Service Work to occur on properties or programs operated by Reading Housing Authority and/or the City of Reading. RHA will prepare an annual vendor list from these submissions for the purpose of performing emergency and as-needed services. Vendors with complete submissions will be ranked and generally contacted in the order of lowest hourly rate.
2. As work performed under this solicitation is unpredictable in nature, vendors will be issued an Indefinite Quantity Contract, with no one project anticipated to exceed \$22,500, or the state bidding threshold for solicitations of this nature. (All work anticipated to exceed this threshold shall be offered by public bid.)
3. RHA reserves the right to forgo ranking order based upon vendor availability and any unique circumstances associated with a service need. No additional vendors will be added to this list at the vendor's request outside of this solicitation, however RHA and the City of Reading reserve the right to seek vendors outside of this solicitation and throughout the calendar year for categories in which less than three (3) vendors are identified and/or available. RHA also reserves the right to forgo future contact in the event of performance or compliance concerns.
4. Submissions must include the following forms. RHA shall reject any response that does not include the below documents in full completion and with proper execution.
 - a. A complete Maintenance Contract Request Form
 - b. HUD form 5369-C, Certification and Representations of Offerors
 - c. Reading Housing Authority Non-Collusive Affidavit
5. Submissions are **due by 11:00 am on Monday, December 18, 2023.**
6. Contractors must:
 - a. Be prepared to answer emergency calls immediately, with same-day response.
 - b. Have the necessary equipment and manpower to support the various jobs.
 - c. Obtain the necessary permits and absorb the costs of inspections, if applicable.
 - d. Obtain advance approval for the use of any subcontractors.
7. Insurance must be maintained in the following form for the duration of the service contract:
 - a. Worker's Compensation, in accordance with state Workers Compensation laws.
 - b. General Liability Insurance, with coverage in a combined single limit for bodily injury and property damage of not less than \$1,000,000 per occurrence. Contractor must supply an original certificate naming Reading Housing Authority, River Oak Development LLC and the City of Reading as additional insured.
 - c. Automobile Insurance, with an original certificate showing the respondent's automobile insurance coverage on owned and non-owned motor vehicles used on the site and/or in connection therewith. Contractor must supply an original certificate naming Reading Housing Authority, River Oak Development LLC and the City of Reading as additional insured.

The contractor shall protect themselves, RHA and the City of Reading from any claims. Certificates of insurance must be filed with RHA and shall be subject to their approval for adequacy of protection. Certificates must contain provisions that coverage afforded under the policies will not be canceled without a minimum of thirty (30) days prior written notice to the RHA.
8. Contractors must supply a service ticket to an RHA employee at the time that work is complete.
9. Invoices for payment must be emailed to accountspayable@readingha.org. Invoicing is required within 30 days of service. RHA reserves the right to refuse payment on invoices that occur outside of this timeframe.

Invoicing to the City of Reading shall be hand-delivered or sent to City of Reading Public Works, C/O Public Properties Manager, 503 N. 6th Street, Reading, PA 19601.

10. Payment terms are net 30 days after receipt of invoice. Invoicing must be accompanied by a copy of the vendor's bill for any materials used in the job for which material invoicing is requested. Invoices that do not include the vendor's bill for any material used in the job will be short-paid only covering the labor portion of the invoice.
11. RHA is required to ensure compliance related to Federal Wage Rates. As such, all contractors or principal owners who employ workers in the completion of these jobs must be paid a total compensation (salary + fringe benefits) of no less than the respective rate for the covered work (see attached determinations) In addition, employers must make their employees available for interviews at the job site with an RHA representative. Interviews are confidential, and the employee will be asked about the kind of work they perform and their rate of pay. Every effort will be made to ensure that these interviews cause minimal disruption to the on-going work. The interviewer will record the information on a HUD-11 form (Record Employee Interview), which is retained for compliance and HUD auditing.
12. RHA is exempt from PA sales tax, except for work performed at River Oak Apartments.
13. Technical Specifications for specific trades or service areas are as follows:
 - a. Boilers: Contractors are encouraged to visit RHA locations to become familiar with the agency's boilers and associated equipment. Boiler personnel must be knowledgeable and comply with the following:
 - i. A.S.M.E. Sect. I, II, IV, VII, IX
 - ii. A.S.M.E. Code Welding
 - iii. Manufacturers Repair Forms (R-1)
 - iv. National Board Inspection Code – ANSI/NB-23
 - v. Jurisdictional RequirementsRepresentatives from City of Reading will discuss their boilers and equipment with contractors as needed.
 - b. Generators: Generators are located at five (5) high rise buildings located in the RHA properties:
 - i. Rhodes & Eisenhower Apartments: Two (2) MTU Onsite Energy
 - ii. Franklin & Kennedy Towers, and Hubert Apartments: Three (3) Kato light

For the City of Reading, twenty-eight (28) generators are located around the city, six (6) at fire stations, one (1) at Public Works, four (4) at libraries, thirteen (13) at Waste Water, one (1) at City Hall, one (1) at sewers, and two (2) at Recreation Centers. Exact addresses and equipment will be discussed with contractor when needed.
 - c. Automatic Doors: RHA currently has Horton Automatic Doors at five (5) high rises and the Berks Community Health Center, 1040 Liggett Avenue, Reading, PA 19611. The City of Reading has Automatic Overhead Doors located at Public Works, six (6) fire stations and ADA Doors at City Hall.
 - d. Water Meters/Backflow testing: The contractor must be registered with the Reading Area Water Authority.
 - e. Plumbing, Electrical and HVAC: Journeymen must be registered with the City of Reading.
 - f. Painters: RHA and the City of Reading will supply the paint.
14. Questions regarding this process may be directed to Steve Notario, RHA Purchasing Manager, at 610-775-4813 extension 1115, or by email to contracts@readingha.org. Technical questions may be directed to Steve Notario, Purchasing Manager, at 610-775-4813 Extension 1115, or by email to snotario@readingha.org.

Maintenance Wage Rate Recommendation	U.S. Department of Housing and Urban Development Office of Labor Relations	HUD FORM 4750 OMB Approval Number 2501-0011 (Exp. 01/31/2010)	
Agency: Reading Housing Authority 400 Hancock Boulevard Reading PA 19611		Agency Contact: (Person most familiar with the recommendation and its bases.)	
		Name:	Jonathan P. Runkle
		Title:	Quality & Compliance Officer
		Telephone:	610-775-4813 Ext. 1119
		Email:	jrunkle@readingha.org
The following wage rates are recommended for maintenance laborers and mechanics engaged in the operation of the low-income or affordable housing developments of the above agency. I certify that this recommendation reflects the wage rates that prevail for maintenance work performed within the operating jurisdiction of this agency. Accordingly, I request that HUD issue the following wage rates for maintenance work performed beginning on: <u>01/01/2024</u> (insert agency fiscal year beginning date mm/dd/yyyy).			
Executive Director/Designee (Type or print)		Signature	
Name: Stacey J. Keppen			
Title: President & CEO		Date:	
Work Classification(s) / Job Title(s)	Hourly Wage Rates		
	Basic Wage	Fringe Benefits	
Assistant Maintenance Foreman	\$27.82	\$19.72	
Maintenance Mechanic	\$26.39	\$19.28	
Maintenance Aide	\$25.72	\$19.09	
Laborer	\$24.66	\$18.80	
Custodian	\$16.70	\$17.15	
Street Cleaner(PT)	\$13.36	\$0.00	
	\$	\$	
	\$	\$	
	\$	\$	

(Use additional sheets, if necessary.)

Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information collection facilitates the determination of prevailing maintenance wage rates pursuant to the U.S. Housing Act of 1937 and the Native American Housing Assistance and Self-Determination Act of 1996.

SPECIAL CONDITIONS

1. **PROPOSALS:** All proposals must be submitted Applications will be received until **11:00am (EST) on Monday, December 18th, 2023, at 400 Hancock Blvd, Reading, PA 19611** or by electronic submission to contracts@readingha.org.
2. **CONTRACT DATES:** The start date is estimated to begin January 1, 2024..
3. **VISIT TO SITE:** Contractor shall visit the sites and familiarize itself with all conditions and limitations. The submission of a proposal is evidence that such an examination has been made and later claims or difficulties encountered that could have been foreseen if an examination had been made will not be recognized.
4. **WORKING HOURS:** Typical service under these specifications shall be performed during normal RHA working hours. Those hours specifically being **8:00 a.m. thru 4:00 p.m.** Monday through Friday.
5. **SANITARY FACILITIES:** The RHA will not provide the contractor with facilities on this contract.
6. **WORKMANSHIP AND CLEAN UP:** Work shall be performed in strict accordance with the covenants, terms and conditions of this Contract. All workmanship shall be first class following accepted trade standards.
7. **SAFETY REQUIREMENTS:** Maintain project in accord with local safety codes. Hazard Control – store volatile wastes in covered metal containers and remove from premises daily. Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
8. **SMOKING POLICY:** Smoking is prohibited on any property owned and operated by Reading Housing Authority in conjunction with the Public Housing Program. “Smoking” means inhaling, burning or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including water pipes (“hookahs”). “Smoking” also includes the use of an electronic smoking device (“e-cig”) which creates an aerosol or vapor, in any manner or form, including by use of materials for “vaping”.
9. **PARKING:** Parking is limited at these locations therefore designated parking cannot be assigned.
10. **TERMS OF PAYMENT:** The RHA shall make payments approximately every 30 days as acceptable invoices are submitted by contractor. RHA will process payment within 30 days of approval of payment requests.
11. **INSURANCE:** The RHA is to be added as an additionally named insured to the Contractors & Sub-Contractors Comprehensive General Liability of no less than \$1,000,000.00 and Automobile Liability Coverage of \$500,000.00.

12. The contractor is responsible for all damage or loss by fire, theft or otherwise, to their materials, tools, equipment and consumables, left on RHA property by the Contractor.
13. All disputes between the parties shall be resolved in accordance with the HUD General Conditions Form 5370.
14. This Agreement is considered a non-exclusive Agreement between the parties.
15. This Agreement is deemed to be under and shall be governed by, and construed according to, the laws of the State of Pennsylvania.
16. Any litigation arising out of this Agreement shall be had in the Courts of Berks County, Pennsylvania
17. **Questions:**

Regarding HUD Forms and Technical information:

**Steve Notario, Purchasing Manager, 610-775-9430 x 1115,
contracts@readingha.org**