

REQUEST FOR PROPOSALS (RFP)

PROFESSIONAL CLEANING SERVICES FOR READING HOUSING AUTHORITY

Date of Announcement: May 14, 2021

Date of Submission Deadline: July 1, 2021

Request for Proposals:

Reading Housing Authority (RHA) will receive sealed proposals for **Professional Cleaning Services at Various RHA Offices 2021** until **11:00 am (EST) on Thursday, July 1, 2021**, on www.pennbid.net at which time all proposals will be opened on www.pennbid.net. Proposals received after this time will not be considered.

On **Wednesday, May 26, 2021**, at **10:00 a.m. (EST)**, Reading Housing Authority will conduct a virtual pre-proposal conference. Site visits can be arranged with RHA staff after the pre-proposal conference to anyone who desires an on-site visit. All interested proposers are encouraged to attend both the pre-proposal conference and a site visit. Visitors are to comply with Reading Housing Authority visitation protocols and additional State Department of Health and CDC procedures related to COVID-19 when visiting RHA sites.

Copies of proposal documents are available to qualified contractors at pennbid.net.

Questions about technical specifications can be asked on pennbid.net. Questions about HUD forms, proposal forms, etc., or pennbid.net can be emailed to Administrative Services Manager, Jonathan Runkle at contracts@readingha.org.

Overview

Reading Housing Authority (RHA), 400 Hancock Boulevard, Reading, PA is seeking proposals to provide Professional Office Cleaning Services for nine RHA locations.

- Glenside Homes (1 Admin. Bldg.) - 1301 Schuylkill Avenue, Reading, PA 19601
- Hensler Homes (1 Community Center) - 880 Avenue A, Reading, PA 19601
- Oakbrook Homes (1 Admin. Bldg.) - 1001 Scott Street, Reading, PA 19611
- Central Admin. Bldg. - 400 Hancock Boulevard, Reading, PA 19611
- Franklin Tower (Admin. Offices) - 120 South 6th Street, Reading, PA 19602
- Kennedy Towers (Admin. Offices) - 300 South 4th Street, Reading, PA 19602
- Rhodes Apartments (Admin. Offices) - 815 Franklin Street, Reading, PA 19602
- Eisenhower Apartments (Admin. Offices) - 835 Franklin Street, Reading, PA 19602
- Hubert Apartments (Admin. Offices) - 125 North 10th Street, Reading, PA 19602

Reading Housing Authority (RHA) is a local government agency charged with administering the federal Public Housing and Housing Choice Voucher Programs for the City of Reading while also serving in the capacity of property manager, service provider and partner entity in a variety of other programs. The mission of the agency is to *provide a foundation for people to find a home of hope and achieve their aspirations.*

The successful candidate shall be awarded a 1-year contract, with the opportunity for up to two consecutive 1-year contract renewals as determined by mutual agreement.

Contract renewals will follow the same specifications and instructions with the original signed contract and as required by the original solicitation.

Reading Housing Authority (RHA) encourages all proposers to review the provided weblinks concerning regulations of Section 3 of the Department of Housing and Urban Development Act of 1968, prior to submitting a proposal. It is the goal of RHA to the best possible and greatest extent feasible to meet these regulations.

Information will also be available on the RHA website, www.readingha.org.

- FHEO Documents <https://www.hud.gov/sites/dfiles/FHEO/documents/Section3rule092820.pdf>
- Frequently Asked Questions https://www.hud.gov/sites/dfiles/documents/19580_SECTION3.PDF
- Income Limits <https://www.huduser.gov/portal/datasets/il.html>

Statement of Work/Minimum Deliverables

The contractor shall:

- Provide cleaning services of Administration Offices twice a week.
- Provide cleaning services of Hensler O'Pake Community Center twice a month.
- Cleaning services must be performed between the hours of 9:00pm and 6:00am. These hours may vary on a limited exception only, mutually agreed upon basis, between the contractor and RHA.
- Supply all janitorial products to include trash liners, hand soap and sanitizer, hand towels, toilet paper, general purpose cleaner and sanitizer, glass cleaner, and floor cleaner.
- Inspect RHA janitorial equipment monthly and submit a quote on any repairs which need to be made. The use of RHA equipment includes upright vacuums, floor machines and auto scrubbers.
- Submit all invoices for performed services with the hours allotted to each location. Invoices must show total labor hours, while separating labor hours performed by Section 3 workers and Targeted Section 3 workers.
- Provide a supervisor or lead persons to which all concerns may be directed.
- Use all cleaning products in accordance with label directions and as approved by the Environmental Protection Agency.
- Submit a list of all materials and pricing to be used on Reading Housing Authority premises. Contractor must also submit Material Safety Data Sheet information on all listed materials.
- Provide all services listed in the Technical Specifications section of this Request for Proposal.

Submission and Award

At a minimum, the submission shall address the following questions:

- Describe your overall qualifications to deliver the requested services.
- Describe your proposed staffing structure for requested services, including staff experience to deliver the requested services.
- Describe how complaints, requests for additional services, and customer service issues will be addressed.
- Provide assurance that requested services will be performed during the hours of 9:00pm and 6:00am.
- Include description and details on janitorial products that will be used to perform requested services.
- Show evidence of successfully performing quality service at equally sized facility, including references. (References should include contact information.)
- Provide monthly and annual cost for each location according to the Unit Prices section of the attachment.
- Provide monthly and annual total of labor hours performed by Section 3 workers and Targeted Section 3 workers according to the regulations of Section 3 of the U.S. Department of Housing and Urban Development Act of 1968.

Proposals must contain the following required form(s). Failure to include these form(s) may result in the discarding of the proposal.

- Form HUD-5369-C, Certifications and Representations of Offerors – Non-Construction Contract https://www.hud.gov/sites/documents/DOC_12132.PDF
- Non-Collusive Affidavit <https://www.readingha.org/doing-business-with-rha/>

The following documents are for informational purposes:

- Form HUD-5369-B, Instructions to Offerors – Non-Construction <https://www.hud.gov/sites/documents/5369-B.PDF>
- Form HUD-5370-C, General Conditions for Non-Construction Contracts I & II https://www.hud.gov/sites/documents/DOC_12587.PDF
https://www.hud.gov/sites/documents/DOC_12588.PDF

Proposals will be rated by a selection committee against the following criteria, with the maximum possible points being 150. RHA selection committee will give preference to proposers that are registered as a Section 3 Business Concern or propose more than 50% of the total annual labor hours in accordance with the regulations of Section 3 of the Department of Housing and Urban Development Act of 1968.

Each criterion will be given a weight, and proposal will be judged on how well they meet that criteria, with the rating multiplier of Low (1 point), Medium (2 points) and High (3 points). Proposers who fail to address a criterion in their proposal will receive a 0-point score for the item. The criterion areas for this RFP are as follows:

| | | Multiplier | Weight |
|---|---|------------|--------|
| 1 | Labor hours in accordance with Section 3 Regulations | 0, 1, 2, 3 | 15 |
| 2 | Past experience, qualifications, and reference feedback | 0, 1, 2, 3 | 8 |
| 3 | Quality of janitorial products | 0, 1, 2, 3 | 7 |
| 4 | Staff experience and qualifications | 0, 1, 2, 3 | 10 |
| 5 | Cost of Service | 0, 1, 2, 3 | 10 |

Proposers may be invited for oral discussion concerning elements of the proposal, negotiation of pricing and overall costs, and invitation for revision(s) prior to the final selection. RHA reserves the right to award the contract to the proposer who represents the best overall value and likelihood of assisting the agency in meeting its stated goals and to reject any or all responses to this RFP. RHA anticipates that a contract for the successful proposer will be issued on or around August 1, 2021.

Miscellaneous

RHA is a smoke-free campus. Contractors and vendors are expected to abide by these requirements.

The successful proposer will be entrusted with RHA issued keys and key access to RHA locations. During the contracted period, contractors and vendors will be held responsible for any damages, theft, or loss, up to and including the cost of replacing cylinders, locks, keys, etc. as the result of key loss.