



SELMA

HOUSING AUTHORITY

REQUEST FOR PROPOSALS CUSTODIAL AND JANITORIAL SERVICES

Date Issued: August 1, 2024
Due Date: August 22, 2024, 3:00 PM
Contract Time: September 1, 2024 to August 31, 2025

PART I – GENERAL

Sealed proposals are requested from qualified contractors for custodial and janitorial services for Selma Housing Authority's (SHA's) central office (located at 444 Washington Street, Selma, AL). Proposals will be accepted at the central office until the date and time noted above.

By response to this proposal, the contractor(s) or individual(s) doing so thereby agrees to abide by all terms and conditions listed herein and with the following attachments. The SHA, intends to issue one contract for the contract period stated above (12 months) with two one-year extension options at its sole discretion.

The responsibility for submitting a response to this RFP at the SHA office on or before the stated time and date will be solely and strictly the responsibility of the respondent. The SHA is not liable for any costs incurred by the offeror prior to issuance of a contract. The offeror shall wholly absorb all costs incurred in the preparation and presentation of the proposal.

Offerors should submit two (2) complete sets (one original and one copy) of their proposal, dated and signed by an official of the company. Proposals must be submitted in a sealed envelope that shows the company's name and address, and clearly written on the outside of the sealed envelope must be the words:

**"CUSTODIAL AND JANITORIAL SERVICES"
DEADLINE Thursday, August 22, 2024 at 3:00 p.m. (CDST)".**

Submittals received after deadline date and time will be determined unacceptable and remain unopened.

Proposals will not be publicly opened.

All proposals must be submitted in accordance with the conditions and instructions provided herein and must remain open for acceptance for thirty (30) days from the due date.

All bidding Contractors must submit sealed proposals to furnish all necessary materials, labor, and supervision to provide satisfactory custodial and janitorial services at the following facility.

Selma Housing Authority
Main Office
444 Washington Street
Selma, Alabama 36701



It is the Housing Authority intent to contract with the most responsive and responsible bidder, for a one-year contract.

1.1 Insurance

All forms that require a signature or initials must bear an original initial or signature. Respondents shall enforce and maintain throughout the term of the contract:

1. Comprehensive General Liability Limits: \$1,000,000 combined single limit with the Selma Housing Authority named as additional insured with respect to the services being procured.
2. Workers Compensation: Please note that SHA requires all contractors, regardless of State law, that perform services on SHA properties to carry the State minimum coverage amount for workers compensation insurance coverage.

1.2 Acceptance of Proposals

Proposals must be signed, sealed, and received in completed form at the SHA, no later than the proposal closing date and time as stated above or as modified by the SHA in writing. Proposals submitted after the designated closing date and time will not be accepted for any reason, and will be returned unopened to the originator.

SHA reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. Respondents may be excluded from further considerations for failure to comply with the specifications of this RFP.

SHA also reserves the right to reject the proposal of respondents, who have previously failed to perform properly or to complete on time, a contract of similar nature; persons or firms who are not in a position to perform the contract, and alternatively, persons or firms who habitually, without just cause, have neglected the payment of bills or disregarded its obligations to providers of materials or employees.

1.3 Withdrawal of Proposals

Proposals may be withdrawn, by means of a written request, or faxed requests dispatched by the respondent in time for delivery in the normal course of business prior to the time fixed for receipt, if written confirmation of withdrawal has the signature of the respondent. In addition, withdrawals must be postmarked prior to the date and time set for proposal opening. Negligence on the part to the respondent in preparing their proposal confers no right to make modifications or withdraw proposal after the due date and time.

1.4 Award of Contract

A contract shall be awarded to the respondent submitting a proposal according to the evaluation criteria contained herein, provided the proposal is in the best interest of SHA. The respondent to whom the award is made will be notified at the earliest practical date.

1.5 HUD Debarment and Suspension List

The respondents and all contractors' names or businesses must not appear on the HUD's Debarment and Suspension list.



1.6 Certification of Legal Entity

Prior to execution of the contract agreement, the respondent shall certify that joint ventures, partnerships, team agreements, new corporations, or other entities that either exist or will be formally structured are, or will be, legal and binding under the laws of the State of Alabama of and the City of Selma, Alabama.

1.7 Cost Borne by Respondent

All cost related to the preparation of this RFP and any related activities are the responsibility of the respondent. SHA assumes no liability for any costs incurred by the respondent throughout the entire selection process.

1.8 Contact with SHA Staff, Board Members, and/or Residents

Beyond the above referenced written communications, respondents and their representatives may not make any other form of contact with SHA Staff, Board Members, or Residents. Any improper contact by or on behalf of Respondents may be grounds for disqualification.

1.9 Licenses

The awarded individual/firm shall have and maintain all required licenses necessary to conduct business in the City of Selma and the State of Alabama. All licenses must be kept up to date for the duration of this contract. Copies of all licenses must be provided to the SHA.

1.10 Respondent Responsibilities

Each respondent is presumed by SHA to have thoroughly studied this RFP and become familiar with the contents, locations, nature of requests, covered by the RFP. Any failure to understand completely any aspect of this RFP is the responsibility of the respondent.

1.11 No Claim Against SHA

The respondent shall not obtain, by submitting a proposal in response to this RFP, any claim against SHA or SHA's property for reason of all or any part of the following: the selection process; the rejection of any or all offers; the acceptance of any offer; entering into any agreements or the failure to enter any agreements; any statement, representations, acts or omissions of SHA or any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and any other matters arising out of the foregoing.

PART II – SUBMISSION REQUIREMENTS

2.1 Company Information

Please furnish a brief history of your company including how long you have been in business.



2.2 Evaluation Criteria:

1. Experience of the contractor in all aspects of custodial and janitorial services on projects of similar size and scope. This criterion includes contractor's past performance for SHA whether it was satisfactory or unsatisfactory: **45 points**
 - A. Identify similar or related work performed for public housing authorities or other agencies that have been completed to date, or is currently active. Include projects completed or currently underway by the responding entity and/or each major participant in the proposal. For each project identified provide:
 1. Project name and address
 2. Contact person, title, phone number, email, fax and address
 3. Detailed description of Scope of Services
 4. The client for whom the respondent's services were performed
 5. The size of the project
 6. The services performed by the respondent on the project
 7. The dollar value of the contract for the services
 8. The duration of the project including start and completion dates, or projected completion date if still active
 9. A reference contact for the project with name, address, email and phone number
 - B. Identify past experience in performing work for public housing authorities or other agencies by the respondent and/or its participants.
 - C. Demonstrate ability to perform the services that are well regarded in the industry in terms of content, timeliness, and responsiveness.
 - D. If the respondent is a joint venture, or another entity formed solely for responding to this RFP, provide evidence of prior successful collaborations.
2. The contractor's capacity to handle this project in a timely manner addressing the following: **35 points**
 - A. Provide information regarding staff experience and qualifications that demonstrates the respondent's capacity to perform the required services. Include an organizational chart that illustrates respondent's overall staffing approach for completing the required work. Include in the chart all key personnel, specialists, and consultants who will be assigned work under a contract potentially resulting from this RFP.
 - B. Unless otherwise stated within the RFP documents, the successful contractor may not use any subcontractors to accomplish any portion of the services described within the RFP documents or the contract without the prior written permission of SHA.
 - C. The subcontractor shall not enter into any sublet work assigned and contracted through the prime contractor. The prime contractor shall be responsible for the compliance by all subcontractors. A breach of this compliance may be grounds for termination of the contract and for debarment as a contractor and subcontractor.



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3. Cost of Services: **20 points**. The cost will not be the sole determinant for award of contract.
 - A. Respondents shall provide a firm total cost. The total cost shall be all-inclusive for the work proposed.
4. References: **0 points**
 - A. Provide a list of clients, previous and current. This list must include the name and title of the contact person, with an address, email, phone number, and fax number.

PART III - SCOPE OF SERVICES

Daily Services to include the following:

The following will be performed every day:

- ✓ Trash: Empty all trash containers, replace liners, dispose of trash in outside dumpster.
- ✓ Building: Sweep and mop all tile floors in common areas.
- ✓ Administrative Offices (with carpeting): Vacuum carpet areas.
- ✓ Administrative Offices (with tile flooring): Sweep areas.
- ✓ Board Room: Clean all table tops and counter top, and sweep floor.
- ✓ Restrooms: Thoroughly clean and disinfect all restroom, including the exterior and base of toilets and urinals.
- ✓ Wipe and sanitize bathroom walls, counters, door handles and other surfaces.
- ✓ Clean bathroom mirrors.
- ✓ Refill toilet tissue, soap, and paper towel dispensers.
- ✓ Kitchen: Clean microwave, stove, refrigerator, table, and counter tops.
- ✓ Wash, dry and put away dishes.
- ✓ Clean coffeemaker and water cooler.
- ✓ Wiping cabinet exteriors as needed.
- ✓ Reception area and waiting room: Clean glass doors inside and outside
- ✓ Sweep front and back porches, including sidewalk leading to porch.

Twice-Weekly Service:

The following will be performed on every Wednesday and Friday:

- ✓ Board Room: Clean refrigerator.
- ✓ Administrative Offices (with carpeting): Detail vacuum under desks, tables, counters, corners, and edges of carpeted areas. All carpeted areas will be vacuumed.
- ✓ Administrative Offices (with tile flooring): Mop all tile flooring.
- ✓ Dust ledges and horizontal surfaces (for spider webs, etc.).
- ✓ Dust blinds where applicable.
- ✓ Clean walls, towel dispensers, and door frames.
- ✓ Clean base boards.
- ✓ Dust windowsills, low ledges, and all horizontal surfaces under 6 feet.
- ✓ Wipe down chairs, glass entrance doors, glass cabinet, floors and mirrors will be cleaned.



- ✓ All office furniture will be dusted which include tops, sides, front and back. Items moved to dust will be replaced as found. Countertop in each office will be wiped down.
- ✓ Clean and sanitize all restrooms to include sinks, commodes, walls, and urinals and mop floors.
- ✓ Clean dirt and/or spots around switch plates, base board, and walls.
- ✓ Spot clean carpet.
- ✓ Dust picture frames and low-level shelving. Clean walls, doors, fixtures, file cabinets, base boards, marks, fingerprints, light switches, outlet covers, smudges, etc. to be removed from walls, doors, handles, file cabinets (and similar furniture) base boards, light switches and outlet covers.

3.2 **Windows:**

All window, inside and outside, will be cleaned on a semi-annual basis.

3.3 **Misc. Services:**

The following services will be provided as needed:

- ✓ Clean baseboards.
- ✓ Clean windowsills and wooden plantation shutters.
- ✓ Carpet will be shampooed when requested.

3.4 **Supplies Furnished:**

- ✓ Bidder will furnish all cleaning supplies and equipment.
- ✓ SHA will furnish all paper products, which includes restroom tissue and paper towels, deodorizers and trash can liners.

3.5 **KEYS**

Upon award of the contract essential keys will be issued. The contractor must sign for these keys. If contractor loses any keys; they will be charged for replacements and any additional charges incurred. The contractor must return all issued keys at the termination of the contract.

3.6 **ADDITIONAL DUTIES AND RESPONSIBILITIES**

1. The Janitorial Services will be responsible for securing the building by locking all doors and setting alarm system daily (Daily Security Measures).
2. Daily Cleaning Starting time 5:00 pm.
3. Maintain Janitorial closets in a clean, accessible, and organized manner.
4. It is the responsibility of the janitorial firm to notify the Housing Authority representative when cleaning product supplies are low before they run out.
5. Notify Housing Authority representative of any facility, mechanical, plumbing, or security problems.



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Payment

- a) For payment due for services shall submit invoices at the end of each monthly billing period. Invoice amounts shall be based on the Proposer's services as rendered.



Custodial and Janitorial Services - Cost Breakdown

For the Period: September 1, 2024 - August 31, 2025

ACCEPTED BY THE CONTRACTOR:

Contractor: _____

By: _____

Title: _____

Date: _____

ACCEPTED BY THE SELMA HOUSING AUTHORITY:

By: _____

Title: _____

Date: _____

**ATTACH COST BREAKDOWN FOR CUSTODIAL AND
JANITORIAL SERVICES FOR CENTRAL OFFICE**