



BENTON HARBOR HOUSING REQUEST FOR PROPOSAL (RFP)

RFP Number:
MS-FY 2022- 2024

RFP Title:
MAINTENANCE SERVICES /VACANT UNIT TURNAROUND

RFP Due Date and Time:
November 18, 2021
4:00 p.m., Local Time

Number of Pages: **19**

ISSUING AGENCY INFORMATION

Contracting Officer :
Sheila Hill

Issue Date:
September 23, 2021

Benton Harbor Housing Commission
721 Nate Wells Drive
Benton Harbor, Michigan 49022

Phone: (269) **927-3546 ext. 15**
Fax: (269) **927-6112**
TDD Users Dial: (269) **927-6511**

Website: bbhcommission.org

INSTRUCTIONS TO RESPONDANTS

COMPLETE THE INFORMATION BELOW AND RETURN THIS PAGE WITH YOUR PROPOSAL AND ANY REQUIRED DOCUMENTS TO THE ADDRESS LISTED ABOVE UNDER "ISSUING AGENCY INFORMATION."

Mark Face of Envelope/Package:

RFP Number: **MS-FY 2021 - 2023**
RFP Due Date: **November 18, 2021**

Special Instructions:
Mark face of envelope/package 'Maintenance Services/ Vacant Unit Turnaround' and company name

RESPONDANTS MUST COMPLETE THE FOLLOWING

Payment Terms: Net 30 days

Delivery Date:

RESPONDANTS Name/Address:

Authorized RESPONDANTS Signatory:

(Please print name and sign in ink)

RESPONDANTS Phone Number:

RESPONDANTS FAX Number:

RESPONDANTS E-mail Address:

IMPORTANT: SEE STANDARD TERMS AND CONDITIONS

Benton Harbor Housing Commission:

- **BHHC Procurement Policy -*Electronic copies of BHHC Procurement Policy can be viewed on the Agency Website- bhhcommission.org.***
- **24CFR 85.36 rev - *A copy of the HUD Procurement Handbook can be viewed at HUD.gov website, under the handbook section.***
- **Compliance with Section 3 of the Housing & Urban Development Act of 1968**
- **Assistance to Small and other Businesses and Lower Income Persons**
- **The individual or company must be authorized to do business in the City, of Benton Harbor, State of Michigan,**
- **It is incumbent upon respondents to provide acceptable evidence of their ability to meet the requirements**

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SECTION 1: GENERAL REQUIREMENTS

1.0 INTRODUCTION

The BENTON HARBOR HOUSING COMMISSION, (hereinafter referred to as "BHHC" The terms "BHHC" means the public body issuing this solicitation for services and with whom the successful RESPONDANT will enter into an agreement) is soliciting PROPOSALS for Agency wide **Maintenance Services / Vacant Unit Turnaround** a more complete description of the supplies and/or services sought is provided in Section 4 of this RFP. COST BREAKDOWNs submitted in response to this solicitation must comply with the instructions and procedures contained herein.

1.1 CONTRACT TERM

The contract term is for a period of 2 years beginning 2022 and ending 2024. Renewals of the contract, by mutual agreement of both parties, may be made at 2-year intervals, or any interval that is advantageous to BHHC. This contract, including any renewals, may not exceed a total of 4 years, at the option of BHHC.

1.2 INSTRUCTIONS TO RESPONDANTS

1.2.1 Contracting Officer Contact Information.

Contact information for the Contracting Officer is as follows:

Contracting Officer: Sheila Hill

Address: 721 Nate Wells Drive - Benton Harbor, Michigan 49022

Telephone Number: (269) 927-3546 ext. 15

Fax Number: (269) 927-6112

E-mail Address: sheila_hill2@sbcglobal.net

1.2.2 Examination of Solicitation Documents and Explanation to RESPONDANTS.

RESPONDANTS are responsible for examining the solicitation documents and any addenda issued to become informed as to all conditions that might in any way affect the cost or performance of any work. Failure to do so will be at the sole risk of the RESPONDANTS. Should the RESPONDANTS find discrepancies in or omissions from the solicitation documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the solicitation documents, the RESPONDANTS shall promptly notify the Contracting Officer in writing. The RESPONDANTS making such request will be solely responsible for its timely receipt by the Contracting Officer. Replies to such notices may be made in the form of an addendum to the solicitation.

1.2.3 Interpretation or Representations. BHHC assumes no responsibility for any interpretation or representations made by any of its officers or agents unless interpretations or representations are incorporated into a formal written addendum to the solicitation.

1.2.4 Acknowledgment of Addendum. If the RFP is amended, then all terms and conditions which are not modified remain unchanged. It is the RESPONDANTS's responsibility to keep informed of any changes to the solicitation. **RESPONDANTS must sign and return with their PROPOSAL an Acknowledgment of Addendum for any addendum issued.** PROPOSALS that fail to include an Acknowledgment of Addendum may be considered nonresponsive.

1.2.5 Extension of Prices. In the case of error in the extension of prices in the COST BREAKDOWN, the unit price will govern. In a lot, the lot price will govern.

1.2.6 PROPOSAL Preparation Costs. The costs for developing and delivering responses to this RFP are entirely the responsibility of the RESPONDANTS. Benton Harbor Housing Commission is not liable for any expense incurred by the RESPONDANTS in the preparation and presentation of their PROPOSAL or any other costs incurred by the RESPONDANTS prior to execution of a purchase order or contract.

1.3 PRE-PROPOSAL CONFERENCE

There will be no Pre- Conference held

1.4 PROPOSAL SUBMISSION

1.4.1 PROPOSALS - PROPOSALS must clearly indicate that they are in response to **MS-FY 2022 - 2024**. ***PROPOSALS will be received at the receptionist's desk of Benton Harbor Housing Commission.*** All prices and notations must be printed in ink or typewritten. Errors should be crossed out, corrections entered, and initialed by the person signing the PROPOSAL.

1.4.2 RESPONDANTS's Signature. The solicitation must be signed in ink by an individual authorized to legally bind the business submitting the PROPOSAL. The RESPONDANTS's signature on a PROPOSAL in response to this RFP guarantees that the offer has been established without collusion and without effort to preclude BHHC from obtaining the best possible supply or service.

1.4.3 Alternate PROPOSALS. Contractor/Vendors may submit alternate PROPOSALS (a PROPOSAL on supplies other than specified). Alternate PROPOSALS are considered only if the contractor/vendor is the lowest responsible contractor/vendor on their primary PROPOSAL. PROPOSALS must be clearly identified as "Primary" and "Alternate."

1.5 CHANGE OR WITHDRAWAL OF PROPOSALS

1.5.1 Change or Withdrawal PRIOR to PROPOSAL Closing Date. Should any RESPONDANTS desire to change or withdraw a PROPOSAL they may do so by making such request in writing to the Contracting Officer listed in Section 1.2.1 above.

1.5.2 Change AFTER Submission of PROPOSAL. After submission PROPOSALS may not be changed except to correct patently obvious mistakes and minor variations.

1.6 AWARDS

1.6.1 Basis for Award. PROPOSAL award, if made, will be to the responsive and responsible RESPONDANTS who offers the lowest cost to Benton Harbor Housing Commission in accordance with the specifications set forth in this invitation for PROPOSAL.

1.6.2 Rejection of PROPOSALS. While Benton Harbor Housing Commission has every intention to award a contract as a result of this RFP, issuance of the RFP in no way constitutes a commitment by Benton Harbor Housing Commission to award and execute a contract. Upon a determination such actions would be in its best interest, Benton Harbor Housing Commission, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;

- Waive any undesirable, inconsequential, or inconsistent provisions of this RFP which would not have significant impact on any PROPOSAL; or
- If awarded, terminate any contract if Benton Harbor Housing Commission determines adequate funds are not available.

SECTION 2: DELIVERY REQUIREMENTS

2.0 DELIVERY REQUIREMENTS

2.0.1 Delivery Date. The DELIVERY DATE space on the cover sheet must be completed to indicate day, month, and year, or a specific number of days after receipt of order / Notice to Proceed. Failure to comply with the requirements may invalidate a RESPONDANTS's quotation for any or all items.

2.0.2 Requested Delivery Date. The Contractor/Vendor shall deliver all items described in this PROPOSAL as soon as possible but no later than **3 business days** after receipt of purchase order / Notice to Proceed from Benton Harbor Housing Commission.

2.0.3 Shipping. Weekends and holidays excepted, deliveries shall be **F.O.B. DESTINATION**, to the location shown below. The term "F.O.B. destination, within the Commission's premises," as used in this clause, means free of expense to Benton Harbor Housing Commission and delivered to the location specified. The Contractor/Vendor shall:

- Pack and mark the shipment to comply with specifications; or if the specifications do not contain specific packing or marking instructions, pack and mark the shipment in accordance with prevailing commercial practices and in such a manner as to ensure delivery in good condition and as required by this RFP;
- Prepare and distribute commercial bills of lading and Material Safety Data Sheets (MSDS) as appropriate;
- Deliver the shipment in good order and condition to the point of delivery specified in the RFP;
- Be responsible for any loss of and/or damage to the goods occurring before receipt of the shipment by Benton Harbor Housing Commission at the delivery point specified in the RFP;
- Furnish a delivery schedule and designate the mode of delivering carrier; and
- Pay and bear all charges to the specified points of delivery.

2.0.4 Delivery Locations.

Administrative Office - 721 Nate Wells Drive

BUSS Development - 925 Buss Ave.

Harbor Towers - 250 East Wall Street

Scatter Site Locations (multiple throughout city)

Benton Harbor, MI 49022

SECTION 3: SPECIAL TERMS AND CONDITIONS

3.0 PREFERENCE NOT APPLIED

Reciprocal preference will not be applied to this purchase because federal funds are involved.

3.1 PURCHASING CARD

Benton Harbor Housing Commission WILL NOT participate in the Purchasing Card Program.

3.2 ON-SITE REQUIREMENTS/CLEANUP

Each potential Contractor/Vendor should visit the job site to verify measurements and to become fully aware of the conditions relating to the project and the labor requirements. Failure to do so will not relieve the successful Contractor/Vendor of their obligation to furnish all materials and labor necessary to carry out the provisions of the contract.

The Contractor/Vendor shall adequately protect the work, adjacent property, and the public in all phases of the work. The Contractor/Vendor shall be responsible for all damages or injury due to their action or neglect.

The Contractor/Vendor shall maintain access to all phases of the project pending inspection by Benton Harbor Housing Commission or its representative.

All work rejected as unsatisfactory shall be corrected prior to final inspection and acceptance.

The Contractor/Vendor shall respond within seven (7) calendar days after notice of observed defects has been given and shall proceed to immediately remedy these defects. Should the Contractor/Vendor fail to respond to the notice or not remedy the defects, Benton Harbor Housing Commission may have the work corrected at the Contractor/Vendor expense.

In terms of cleanup, the Contractor/Vendor shall:

- (a) Keep the premises free from debris and accumulation of waste;
- (b) Clean up any type of product spill;
- (c) Keep machinery clean
- (d) Remove all construction smears and stains from finished surfaces;
- (e) Perform finishing site preparation; and
- (f) Remove all construction equipment, tools, and excess materials before final payment by BHHHC.

3.3 MEETINGS

The Contractor/Vendor is required to meet with Benton Harbor Housing Commission, or designated representatives, to resolve technical or contractual problems that may occur during the term of the contract or to discuss the progress made by Contractor/Vendor and BHHHC in the performance of their respective obligations, at no additional cost to BHHHC.

Meetings will occur as problems arise and will be coordinated by BHHHC or a designated representative.

The Contractor/Vendor will be given a minimum of three full working days notice of meeting date, time, and location. Face-to-face meetings are desired. However, at the Contractor/Vendor option and expense, a conference call meeting may be substituted. Consistent failure to participate in problem resolution meetings, two consecutive missed or rescheduled meetings, or to make a good faith effort to resolve problems, may result in termination of the contract.

3.4 COMPLIANCE WITH WORKERS' COMPENSATION ACT

Contractor/Vendor(s) are required to comply with the provisions of the Michigan Workers' Compensation Act while performing work for the State of Michigan. Proof of compliance must be in the form of workers' compensation insurance, an independent Contractor/Vendor exemption, or documentation of corporate officer status. Neither the Contractor/Vendor nor its employees are employees of Benton Harbor Housing Commission. This insurance/exemption must be valid for the entire term of the contract.

3.5 INSURANCE REQUIREMENTS

3.5.1 General Requirements. The Contractor/Vendor shall maintain for the duration of the contract, at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability, which may arise from or in connection with the performance of the work by the Contractor/Vendor, agents, employees, representatives, assigns, or sub-Contractor/Vendor(s). This insurance shall cover such claims as may be caused by any negligent act or omission.

3.5.2 Primary Insurance. The Contractor/Vendor(s) insurance coverage shall be primary insurance with respect to the Agency, its officers, officials, employees, and volunteers and shall apply to the project and location. Any insurance or self-insurance maintained by the Agency, its officers, officials, employees or volunteers shall be excess of the Contractor/Vendor's insurance and shall not contribute with it.

3.5.3 Specific Requirements for Commercial General Liability. The Contractor/Vendor shall purchase and maintain occurrence coverage with combined single limits for bodily injury, personal injury, and property damage of \$500,000.00 per occurrence and \$500,000.00 aggregate per year to cover such claims as may be caused by any act, omission, or negligence of the Contractor/Vendor or its officers, agents, representatives, assigns, or sub-Contractor/Vendor(s).

3.5.4 Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be declared to and approved by the agency. At the request of the agency either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Agency, its officers, officials, employees, or volunteers; or (2) at the expense of the Contractor/Vendor, the Contractor/Vendor shall procure a bond guaranteeing payment of losses and related investigations, claims administration, and defense expenses.

3.5.5 Certificate of Insurance/Endorsements. A certificate of insurance from an insurer with a rating of no less than A- indicating compliance with the required coverage has been received by the Agency Procurement Office. The Contractor/Vendor must notify the Agency immediately, of any material change in insurance coverage, such as changes in limits, coverage, change in status of policy, etc. The Agency reserves the right to require complete copies of insurance policies at all times.

3.6 PATENT AND COPYRIGHT PROTECTION

3.6.1 Third Party Claim. In the event of any claim by any third party against the Agency that the products furnished under this contract infringe upon or violate any patent or copyright, the Agency shall

promptly notify Contractor/Vendor. Contractor/Vendor shall defend such claim, in the Agencies name or its own name, as appropriate, but at Contractor/Vendor(s) expense. Contractor/Vendor will indemnify the Agency against all costs, damages, and attorney's fees that accrue as a result of such claim. If the Agency reasonably concludes that its interests are not being properly protected, or if principles of governmental or public law are involved, it may enter any action.

3.7 CONTRACTOR/VENDOR PERFORMANCE ASSESSMENTS

The Agency may do assessments of the Contractor/Vendor 's performance. This contract may be terminated for one or more poor performance assessments. Contractor/Vendor s will have the opportunity to respond to poor performance assessments. The Agency will make any final decision to terminate this contract based on the assessment and any related information, the Contractor/Vendor response and the severity of any negative performance assessment. The Contractor/Vendor will be notified with a justification of contract termination. Performance assessments may be considered in future IFQs.

3.8 CONTRACTOR/VENDOR REGISTRATION (for construction)

For Contracts \$100,000.00 or more that exceeds the agency Small Purchase threshold the Contractor/Vendor will be registered with the State of Michigan Contractor/Vendor Registration Department.

3.9 CONTRACTOR/VENDOR WITHHOLDING (for construction)

For Contracts \$100,000.00 or more that exceeds the agency Small Purchase threshold a deductible of 20% will be retained against each AIA draw request. This retention deduction will be held until job completion pursuant to all required final inspections, product warranty documents and Contractor/Vendor s' completion certification is complete.

3.10 MICHIGAN PREVAILING WAGE REQUIREMENTS

Unless superseded by federal law, BHHC 'Agency' requires that Contractor/Vendor s and sub-Contractor/Vendor s give preference to the employment of Agency residents for any public contract, for construction or non-construction services. Unless superseded by federal law, each Contractor/Vendor shall ensure that a percentage of the Contractor/Vendor 's workers performing labor on a construction project are bona fide Agency/ Benton Harbor residents.

In addition, unless superseded by federal law, all employees working on a public contract shall be paid prevailing wage rates in accordance with Michigan Department of Labor and Industry has established the standard prevailing rate of wages, and all administrative rules adopted pursuant thereto.

Each Contractor/Vendor, sub-Contractor/Vendor, and employer must maintain payroll records in a manner readily capable of being certified for submission for not less than three years after the Contractor/Vendor's, sub-Contractor/Vendor s, or employer's completion of work on the public contract.

The Michigan Department of Labor and Industry has established the standard prevailing rate of wages. General Decision Wage #: (Determined at time of Contract)

3.11 CONTRACT TERMINATION

3.11.1 Termination for Cause with Notice to Cure Requirement.

The Agency may terminate this contract for failure of the Contractor/Vendor to perform any of the services, duties, or conditions contained in this contract after giving the Contractor/Vendor written notice of the stated failure. The written notice must demand performance of the stated failure within a specified period of time of not less than **ten (10) days**. If the demanded performance is not completed within the specified period, the termination is effective at the end of the specified period.

SECTION 4: SPECIFICATIONS AND PRICING SCHEDULE

4.0 EQUIVALENT PRODUCTS

Requirements designated in this PROPOSAL must be satisfied, or a functional equivalent PROPOSAL submitted, which is acceptable to the State. RESPONDANTS who do not meet this criterion may be disqualified from further consideration. A RESPONDANTS must state if they are unable or unwilling to meet any requirement. Inability or unwillingness to meet any requirement, in part or total, may be cause for disqualification of the entire response. Any exceptions taken by the RESPONDANTS must be clearly identified on the PROPOSAL forms.

4.1 PRICES

4.1.1 Taxes, Shipping, and Invoicing. The prices herein specified, unless otherwise expressly stated, shall exclude all taxes and duties of any kind which either party is required to pay with respect to the sale of products covered by this RFP, but shall include all charges and expenses in connection with the packing of the products and their carriage to the place of delivery to the State unless specifically excluded. PROPOSAL prices shall include any and all transportation costs. The Contractor/Vendor shall be paid, except as otherwise stated in this RFP, upon submission of a proper invoice, the prices stipulated herein for products, and/or services delivered to and accepted at the specified State location(s).

4.1.2 Fixed Price Contract. All prices are fixed for the duration of the contract and are not subject to escalation for any cause. Payment of the total fixed PROPOSAL price shall constitute full payment for performance of the work and covers all costs of whatever nature incurred by the Contractor/Vendor in accomplishing the work in accordance with the provisions of the contract.

4.2 ITEM-BY-ITEM AWARD

Awards will be made on an Item-by-item basis. Failure of a RESPONDANTS to provide prices for all line items listed on the Schedule may be cause for rejection of the entire PROPOSAL. However, a RESPONDANTS may enter "No Cost" in the unit price and extended amount columns to indicate that the item is being offered at "No Cost."

4.3 SPECIFICATIONS AND PRICING SCHEDULE

NOTE: Electronic copies of BHC Procurement Policy can be viewed on the Agency Website- bhhcommission.org. A copy of the HUD Procurement Handbook can be viewed at HUD.gov website, under the handbook section.

Benton Harbor Housing Commission will receive PROPOSALS from contractor/vendor(s) for the following work activities; ***Maintenance Service Vacant Unit Turnaround***

4.3.1 - Applicability

Applicability of the HUD Procurement Handbook 7460.8 rev and the BHC Procurement Policy

The Procurement Handbook for Public Housing Agencies 7460.8 REV 2, and The BHC Procurement Policy shall apply to the contract awarded pursuant to this RFP and is incorporated by reference herein in its entirety.

Respondent's attention is directed to the BHC Procurement Policy or the HUD Handbook for definitions of terms used in this RFP.

Respondent's attention is also directed to HUD Form 5369-A "Representations, Certification, and Other Statements of RESPONDANTS" and HUD Form 5370 "General Conditions of the Contract for Construction".

4.3.2 - PURPOSE

The purpose of this RFP is to solicit services of a company or individual qualified to perform an maintain BHC's ***Maintenance Services Vacant Unit Turnaround*** to BHC's agency locations located throughout the city of Benton Harbor, Michigan;

The PROPOSAL will cover the following requirements.

1. Field verification of existing site conditions.
2. Vacant Unit Turnaround Operations for 276 individual units under the BHC Housing Stock Portfolio.
3. Above duties must be in compliance with the lasts HUD modernization, REAC and Public Housing guidelines.

The contractor shall provide professional services for the project described in Section 4.2.7 of this RFP consistent with the latest directives issued by the industry concerning performance and/or best practices.

4.3.3 Cost/Fees

PROPOSALS/Proposals must include in a fee schedule for the services to be rendered under this contract, including any stated option periods. The schedule should indicate cost for services and specify that all costs shall be held firm and fixed by the firm for a period at least ninety days following submission of the PROPOSAL/proposal. BHHC may request updated prices following that period.

Respondent must clearly and unambiguously specify the cost of the services in their proposals. Fees should be identified separately, by deliverable, for the **Maintenance Services Vacant Unit Turnaround** project(s). Any other fees or commissions applicable to the proposed contract are the responsibility and liability of the contractor/vendor who must include these cost items in the price of the goods and services.

4.3.4 Confidential Materials

Any material submitted by the Respondent that is to be considered as confidential must be clearly marked as such.

4.3.5 BACKGROUND

Benton Harbor Housing Commission provides administrative and maintenance support to 276 conventional Public Housing units in five (5) development; two conventional sites and three scattered sites throughout the Benton Harbor area. The community to be considered is;

Development Number	Development Location
Administrative Center	NOT INCLUDED
AMP# 1 Built 1967	8 floor/ 95 units located at 250East Wall Street Benton Harbor, MI (front and back entrance) 88 -1bdrm, 6-2bdrm, & 1-3bdrm units
10/5 - Built 1982	46 Single family Homes - 16-2bdrm, 27-3bdrm, 3-4brdm
AMP#2 Built 1951	16 Buildings - 78 family units located at 925 Buss Ave. Benton Harbor, MI 16 -1bdrm, 34-2bdrm, 26-3bdrm & 2-4 brdm units
10/7 - Built 1988	40 Single family Homes - 30-3bdrm, 10-4brdm
10/9 - Built 1996	17 Single family Homes - 16-3bdrm, 1-4brdm

4.3.6 **Site Plan/INFORMATION AVAILABLE**

No technical plans are available.

4.3.7 **SCOPE OF SERVICES:**

GENERAL SPECIFICATIONS

The failure or omission to receive and examine any documents, forms instruments, addendum or other information, or to visit the site and acquaint oneself with conditions existing there shall in no way relieve any individual or organization from any obligation with respect to the proposal or to the contract. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.

SCOPE OF WORK:

The scope of work is for general ***Maintenance Services/ Vacant Unit Turnaround*** for all Benton Harbor Housing Commission sites.

Goal/Objective BHHC requirements

All respondents must be equipped to complete the following task:

- A. Respond to request for service in a timely and efficient way.
- B. Complete all service requests within established time standards.
- C. Ensure that all maintenance work is of the highest quality.
- D. Determine how to best address deficiencies noted during UPCS inspections; once determination is made, complete all repairs within established time standards.
- E. Through an effective maintenance, accomplish the following task:
 - 1. Restore Unit to a rent-ready condition by painting, drywall repair, repairing, cleaning and/or replacing the following items:

Kitchen/Dining Area	31 Walls
1 Disposal Cap	
2 Sink & Faucet	32 Ceiling
3 Ranae Hood/Exhaust Fan	33 Doors
A Light	34 Locks
B. Shield	35 Door Jambs
4 Windows	36 Tub/Stopper/Grab Bars.
5 Glass	37 Faucet
6 Screens	38 Shower/Rod/Enclosure
7 Drapery Liners/Shades	39 Wash Basin
8 Light Fixtures/Globes	A
9 Electric Outlets/Covers	B. Handles
10 Refrigerator Clean	C. Stopper
A Gasket	40 Cabinets
B. Freezer Door	41 Commode
C. Main Door	A
D. Shelves	B. Tank
E. Trays (<i>Ice / Butter</i> dish)	42 Light Fixture
F. Crisper Drawers	A
11 Cabinets	B. Bulb
A Doors	43 Medicine Cabinet
B. Shelf	44 Toothbrush Holder
12 Countertops	45 Electric Outlets/Covers
13 Ranae Clean	46 Towel Rack/Soap Tray
A Model #	47 Exhaust Fan
B. Burners	48 Emergency Alarm Cord
C. Drip Pan	Bathroom 02 - Hall Bath
D. Door	49 Floor
E. Oven	50Walls
F. Elements	ITEMS
G. Handles	General Interior
H. Broiler Pan/Grill	51 Stairways
14 Floors	A
15 Walls	B. Banister Handrail
ITEMS	C. Light Fixtures/Globes
16 Ceiling	D. Bulbs
17 Doors	52 Hallways
A Viewer	53 Storage Closets/Shelves
18 Door Locks	54 Vestibule
19 Door Jam	A
Living Room	B. Lights
20 Floor	
21 Walls	55 Basement
22 Ceiling	A
23 Light Fixtures/Globes	B. Handrail
24 Windows	C. Floor
25 Screens	D. Walls
26 Glass	E. Ceilings
27 Drapery Liner/Shades	F. Doors
28 Electric Outlets	G. Door Locke
30 Floors	H. Door Jamb

ITEMS	B. Walls
1. Glass (2)	C. Windows
2. Screens (2)	76 Extermination Status
56 Laundry Room	ALL BEDROOMS: ITEMS -
57 Laundry Tub	
A. Faucet	77 Floors
B. Legs	78Wall
C. Stopper	79 Ceiling
58 Washer/Dryer Hookup	80 Doors
59 Hot Water Tank	A
60 Outside Dryer	B. Jambs
61 Floor Drains/Sumo Pump	81 Windows
Major Equipment	82 Glass
62 Heating	
A. Baseboard Heaters	83 Screens
B. Heat pump	84 Electrical Outlets & Fixtures
C. Breaker Box	85 Closets
D. Thermostat(s)	86
E. Basement-'Crawlspace Heater	B. Walls
F. Ventilating Fan Whole House	C. Windows
G. Fan Control Switch	76 Extermination Status
63 Plumbing	ALL BEDROOMS: ITEMS -
64 Structural - Drywall	
Unit Exteriors	77 Floors
65 Light Fixtures	
66 Walkways	78Wall
67 Parking Area	79 Ceiling
68 Patio/Deck	80 Doors
69 Storage Room	A
A. Door	B. Jambs
B. Light	81 Windows
70 Front Porch/Railings	82 Glass
71 Storm/Screen Doors	83 Screens
A. Glass	84 Electrical Outlets & Fixtures
B. Locks	85 Closets
C. Closure	86
D. Sorinas	B. Walls
E. Screens	C. Windows
F. Outside Light Globe	
72 Sliding Glass Doors	
A. Glass	
B. Locks	
C. Rollers	
ITEMS	
D. Security Bar	
E. Screens	
F. Drapery Liner/Rod	
G. Hooks & Cord Guide	
General Housekeeping	
73 Interior Trash	
74 Exterior Trash	
75 Cleanliness	
A. Floors	

4.3.8 Task and Deliverables

The contractor shall furnish all labor to perform the task listed above, BHHC will furnish all materials needed to complete the task per unit. All required license(s) and permits fees shall be paid by the contractor.

Contractor must possess current Michigan State Business License. A contractor's license is not mandatory but preferred.

4.3.9 Compliance with Section 3 of the Housing & Urban Development Act of 1968

The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall to the greatest extent feasible, be directed to low- and very-low income persons, particularly persons who are recipients of HUD assistance for housing.

Each RESPONDANT **must** provide its policy statement on these matters, as well as its plan for meeting and fostering these objectives in terms of its own team and project expenditures, as well as similar activities associated with low- and very-low income persons, notably those living in public housing.

4.3.10 POLICY ON SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES:

It is the policy of the Agency to contribute to the establishment, preservation and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in state procurement activities. The Agency encourages contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, or other contractual opportunities. Submission of a report of past efforts to utilize the goods and services of such businesses required with any proposal for construction services where the total Construction Contract amount may exceed \$100,000. RESPONDANTS must provide information on its past utilization of Small, Women, and Minority Owned disadvantaged businesses, and must also state any plans to utilize such businesses and the manner in which they may be utilized under this Contract.

Electronic copies of the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms are available for download at the <http://forms.HUD.gov> website.

4.3.11 ADDITIONAL REQUIREMENTS:

The individual or company must be authorized to do business in the City, of Benton Harbor, State of Michigan, with experience Commercial HVAC Repair and Installation.

- a. Quotes shall be signed by an authorized representative of the contracting company by submitting a Quote; the RESPONDANTS certify that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP will ultimately result in rejection of the proposal.

- b. **RESPONDANTS** should be prepared simply and economically, providing a straightforward, concise description of the Company's capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- c. The RESPONDANTS' shall include: the completed and signed RFP cover page and the completed "Small Businesses and Businesses Owned by Women & Minorities" Data (if Applicable). Surety Work Bond; a copy of the company current Workers Comp Insurance Certificate.
- d. All documentation submitted with the proposal shall be included in that single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.
- e. Any information thought to be relevant, but not specifically applicable to the enumerated Scope of Work, may be provided as an appendix to the proposal. If publications are supplied by the RESPONDANTS, the response should include reference to the document number and page number. Publications provided without such reference will not be considered relevant to the RFP.

RFP Checklist

- Have you remembered to:
- Check our website for the latest addendum to the RFP
- Sign each "Acknowledgment of Addendum" if required
- Sign your quote on our cover sheet
- Mark your mailing envelope or box with the RFP number and the opening date under your return address
- Carefully review the "Standard Terms and Conditions"
- Carefully review all listed requirements to ensure compliance with the RFP
- Initial all bid/pricing changes you made