



**Re-Advertisement
Request for Proposals #15-009
For Vacancy Prep Services for
The Sanford Housing Authority**

**Sanford Housing Authority
Request for Proposals**

The Sanford Housing Authority, a recipient of federal assistance through the U.S. Department of Housing and Urban Development (HUD), hereby gives public notice of its intent to utilize a competitive negotiation process, in accordance with 24 CFR 85.36, for the procurement of a Vacancy Prep Contractor Services Contract to renovate vacant units.

Qualified contractors are invited to submit a proposal for a fixed-rate professional services contract to the SHA no later than **Monday, June 22, 2015 at 4:00 p.m.** Proposals will be evaluated, and the licensed contractor whose proposal is most advantageous to the SHA will be selected, subject to negotiation of fair and reasonable compensation.

A pre-bid conference will be held June 16, 2015 at 9:00 a.m. at SHA's central office located at 1000 Carthage Street, Sanford, NC 27730.

Complete details of this Request for Proposal may be obtained by contacting Shannon McLean, Executive Director, Sanford Housing Authority; email to smclean@shanc.org.

The SHA is an equal opportunity agency. The SHA solicits and encourages Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) participation in all of its contracts.

Proposals should be submitted to Sanford Housing Authority, Attention Shannon McLean, P.O. Box 636, Sanford, NC 27331, no later than Monday, June 22, 2015. Proposals must be clearly marked "Vacancy Prep Contractor Services Proposal".

Shannon McLean
Executive Director

GENERAL CONTRACTOR FOR VACANT UNIT PAINT, CLEAN, AND RENOVATION

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Article 1: Statement of Work

1. Background

The Sanford Housing Authority (SHA), with its administrative offices located at 1000 Carthage Street, Sanford, North Carolina 27330, requires a Vacant Unit Repair contract at all SHA locations throughout Sanford. SHA seeks to develop a pool of qualified contractors to perform vacant unit repair and preparation work. SHA intends to select up to multiple contractors to enter into contract pursuant to this solicitation.

2. Scope/Objective

The contractor shall provide all labor, materials and equipment and perform all operations necessary to perform the renovation of vacant units at various locations owned by SHA. SHA requires the Contractor to respond timely to service calls to renovate units and perform the following but not limited to: cleaning – removal of debris, cleaning appliances, floors, fixtures, etc.; painting; and repairs as specified on the check list for each unit. Renovations shall be performed and the unit is to be turned over to management completed as follows: SEE UNIT COMPLETION SCHEDULE listing the number of days up to and not to exceed for each community by bedroom size from issuance of a purchase order regardless of the number of units assigned without interference or hazard to SHA personnel and daily operations of the business. Workmanship is to be of the highest quality standards and all units shall be extremely clean, sanitized and free of trash, dust and other cleaning imperfections, all to the satisfaction of SHA. **Damage caused by the contractor will be the financial responsibility of the contractor.**

3. Experience

- A. The Contractor shall have experience with the various trades to completely renovate vacant units.
- B. Bidders are required to submit two (2) references for similar projects or work. References should include the name of the contact person, business phone number, and general description of the project or work that was performed.
- C Contractor must demonstrate two (2) years of building renovations and maintenance experience. SHA reserves the right to verify experience and NC License Code requirements.

Article II. Types of Work

1. Vacant Unit Cleaning, Painting, and General Renovations and Repairs

Renovations of vacant unit and needed repairs will be identified in the Uniform Physical Conditions Standards (UPCS) inspection. The inspection for each unit will be provided to the contractor and signed by both contractor and SHA personnel for guidance and completion. Contractors will have up to 24 hours to respond, however, the time begins with the offer by Procurement.

Upon notification each contractor will meet with SHA staff for a site investigation before submitting a bid for a project. Each contractor shall make themselves familiar with the different types of residences. If a Notice to Proceed is signed by the contractor and SHA prior to 12:00 PM it will be established as the beginning start date. If signed after 12:00 PM the established start date will be the following day.

Contractor's employees (including subcontractors) shall conduct themselves in a professional manner at all times. No drink bottles, wrappers, lunches, or other debris will be allowed to be left inside or outside of the units. Parking will only be permitted in the streets or driveways.

All activity will be conducted in a safe manner. Tools, ladders, brushes, cans, cleaning materials, and other equipment will be kept only in the work areas and will not interfere with residents' use of the facilities. **All construction waste must be disposed of by the contractor off SHA property.**

Contractors will plan a schedule of work to be approved by the designated Maintenance Staff and Housing Manager for the development. Any condition which may prevent a contractor from performing the work outlined and agreed upon will be reported immediately to the Maintenance Supervisor.

All work is to be performed in accordance with all applicable local, State, and Federal property rehabilitation standards and any applicable manufacturer's specifications.

AFTER ISSUANCE OF A PURCHASE ORDER, ALL VACANCY PREP ASSIGNMENTS WILL BE COMPLETED UP TO AND NOT TO EXCEED THE NUMBER OF CALENDAR DAYS STATED ON THE UNIT COMPLETION SCHEDULE.

2. Vacant Unit Cleaning

Vacant Unit Cleaning generally includes, but is not limited to, the following types of work.

- A. Windows: Includes all components. Clean with approved cleanser to reflect a clean sanitary appearance.
- B. Doors: Includes all components. Generally will require little cleaning. If necessary remove paint from lock and hinges.
- C. Walls and floors: Thoroughly clean all floors. Remove old wax when necessary. Floors must reflect a clean and shined surface.
- D. Millwork: Includes baseboard, molding, door jambs, etc., must be cleaned. Replace baseboards if necessary.
- E. Window screens: Clean and dust if necessary. Replace standard missing or damaged screens with .023 black screen wire.
- F. Cabinets: Clean inside and outside. The mirror should receive special attention.
- G. Appliances: Refrigerators must be cleaned with approved cleanser inside and outside. Use of metal tools in the freezing compartment is not acceptable. Ranges must be cleaned with an approved cleanser inside and outside. Extra care should be exercised if steel wool or similar materials are used on any appliance.
- H. Mechanical Systems:
 - Electrical fixtures – remove light globe, clean and replace;
 - Kitchen sink – includes all metal components, clean and shine;
 - Commodes – clean completely

- Bathtub – clean completely, inside and outside, including shower head;
- Lavatory – clean completely;
- Water heater – clean outside and housing compartment;
- Furnaces – clean outside and interior housing compartment and vacuum inside;

I. Exterior finishes: Clean

J. Screen doors: Clean

3. Vacant Unit Painting

Vacant Unit Painting generally includes, but is not limited to, the following types of work.

A. Units will be painted throughout.

B. Paint Color:

1. Walls: Contractor shall use Sanford Housing Authority specified paint. Currently, this is Duron Ultra Deluxe Eggshell Antique White (**Housing Bone White**).
2. Ventilation, heating and air conditioning grills: These items will be cleaned then painted white unless otherwise directed.
3. Trim work, frames, doors (metal or wood): These items will be painted the same color as the adjacent wall or ceiling unless otherwise directed. Polyurethane doors should be cleaned. All cabinets should be cleaned (interior and exterior). Sand and polyurethane cabinets as requested.
4. Storm doors are to be painted with exterior paint to match current paint color.
5. Stairs to second floor will be polyurethane as requested, including handrail to match steps.
6. Polyurethane all kitchen cabinet including drawer

C. Protection:

1. All surfaces adjacent to surfaces being painted shall be protected using drop cloths or other protection. Spills, speckles or paint shall be immediately removed from any surface not intended to receive paint.
2. Before painting, all hardware, accessories, plates, lighting fixtures, and similar items are to be removed or ample protection for such items will be provided.
3. Contractor will be responsible for any damage to SHA's or resident's property.

D. Clean Up:

1. Contractor shall not spill paint on non-painted surfaces, floors, fixtures, etc., and shall be responsible for all clean-up after work is completed. All paint spills will be cleaned up immediately. NO WASHOUTS WILL BE ALLOWED IN SINKS, TUBS, OTHER FIXTURES, OR AT EXTERIOR FAUCETS.
2. Contractor shall maintain their own clean up facility off-site.
3. NO PAINT TO INCLUDE PAINT BRUSH CLEANOUT IS TO BE POURED DOWN DRAINS AT ANY TIME.

4. Vacant Unit General Renovations and Repairs

Vacant Unit Renovations and Repairs generally include, but are not limited to, the following types of work.

A. Exterior Renovations and Repairs:

- Exterior grounds litter clean-up(front, back, and side where applicable) including vent wells;
- Cleaning exterior **building**, stairs and porches of debris to include **eaves and outside bedroom windows as required**

B. Interior Renovations and Repairs:

- Repair holes **up to and** smaller than 4” x 4” in walls;
- Install curtain rods and brackets to all windows where missing shades, blinds, etc.; or where they can’t be repaired or cleaned;
- Replace up to 20 pieces of insecure, damaged, or missing vinyl floor tile; **installation of over 20 VCT tiles); SHA will supply tile**
- Remove and replace all discolored or deteriorated caulking around tubs and sinks;
- Clean soap dishes, toothbrush holders, towel racks, tissue holders, and shower rods as needed;

C. Floors (Resilient Floor Covering Materials):

- Where vacuuming methods are selected, High Efficiency Particulate Air (HEPA) filtered vacuuming equipment and a metal floor attachment must be used. The equipment shall be used and emptied in a manner that minimizes the re-entry of asbestos into the workplace.
- Waste Disposal: Asbestos waste scrap, debris, bags, containers, equipment and contaminated clothing consigned for disposal shall be collected and disposed of in sealed, impermeable containers.
- Care of Asbestos-Containing Flooring Material: All vinyl and asphalt flooring material shall be maintained in accordance with this paragraph unless the building/facility owner demonstrates that the flooring does not contain asbestos.
- Sanding of flooring material is prohibited.
- Stripping of finishes shall be conducted using low abrasion pads at a speed lower than 300 rpm and wet methods.
- Burnishing or dry buffing may be performed only on flooring which has sufficient finish so that the pad cannot contact the flooring material.
- No Dusting of debris in an area containing accessible thermal system insulation or surfacing material or visible deteriorated Asbestos Containing Material (ACM).
- Floors shall not be dusted or swept dry, or vacuumed without using HEPA filter.
- Filters shall be promptly cleaned up and disposed of in airtight containers.

Article III. General Provisions

1. Materials Used

All materials used will be the highest-grade products and shall be standardized with the SHA material list or approved by the Maintenance Supervisor or Housing Manager.

2. Workmanship

All workmanship shall be of the highest standards with material installed properly and in a professional workmanship-like manner. **The warranty period for work performed shall be one (1) year.**

3. Damage to Units:

The contractor will be liable for damages caused to units, furnishings, and personal property of residents when work is being conducted in units.

4. Contract Period:

The initial term of this contract will be until **September 30, 2016**. All changes in the terms and conditions of this contract must be confirmed in the form of a written amendment, which is to be approved by the SHA. Change orders must be approved by the designated Site Maintenance Staff member, Property Manager and Senior Property Manager.

5. Change Orders

From time to time it may be necessary to make changes to the initial or subsequently agreed upon scope of work for a unit. All such changes shall be accomplished via a written change order outlining the additional directions, work to be performed, time for completion, and additional cost.

6. Termination

The agreement may be terminated by SHA when it is deemed that termination is in the best interest of the agency. Any such termination shall be effected by delivery of a Notice of Termination and the date upon which the termination becomes effective. The contractor may make a claim for the cost of work performed up to the date of the termination. Any disputes with regard to termination are subject to the Disputes provisions of the agreement. Either party may terminate the agreement without cause at anytime.

Note: ANY CRIMINAL VIOLATION OF THE LAW SHALL BE GROUNDS FOR IMMEDIATE SUSPENSION AND OR TERMINATION.

7. Disputes

Disputes pursuant to the agreement may either be in regards to the quality of work or performance and those related to the contract terms.

A. Quality of work/performance disputes:

1. If a Contractor disagrees with a finding that work performed is inadequate or otherwise unacceptable, a written claim will be submitted to the Housing Manager.
2. The Housing Manager will have 30 days to render a decision.
3. If a Contractor disagrees with the Housing Manager's decision, one appeal may be filed within 10 days to the Housing Manager's supervisor.
4. Said supervisor will have 30 days to render a decision. All such decisions shall be final.

B. Contract related disputes:

- 1 If a Contractor disagrees with the application, interpretation, or execution of any terms of the contract, they shall submit a claim to the SHA' Contracting Officer, in this case, the Executive Director. The Contracting Officer will render a decision and notify the contractor within 30 days of receipt. Such decisions will be final.

8. Davis-Bacon Compliance

All Contractors will be required to comply with the provisions of the Davis-Bacon Act and related acts as described in General Conditions for Non-Construction Contracts Section II – (With Maintenance Work)HUD Form 5370-C (10/2006).

9. Insurance

The contractor shall obtain and keep in force the minimum insurance depicted below.

Prior to execution of any contract, the Contractor shall furnish proof that such insurance is in effect.

All insurance maintained by the Contractor must include a requirement that the insurer will provide SHA with at least ten days written notice of any material change in or cancellation of such insurance. The Sanford Housing Authority must be added as an additional insured on the Certificate of Insurance provided to SHA.

All insurance shall remain in effect for the duration of this contract. All insurance and bonds shall be secured from companies licensed to do business in the State of North Carolina and shall be countersigned by a licensed resident agent.

Required insurance coverages include:

1. Worker's Compensation – as required by the laws of North Carolina covering all Contractor employees engaged in any work hereunder. Coverage must be in an amount at least equal to \$10,000 per employee per accident.
2. Commercial Liability Insurance – in the amount of \$100,000 for liability for bodily injury or death of any one person in any one accident; for property damage in the amount of \$10,000 for any one accident and \$10,000 in the aggregate.

It is understood that any work described in this agreement that is undertaken by a subcontractor for the contractor will be required to carry the same insurance as listed above. SHA will require proper certificates be furnished evidencing that such insurance is in effect for at least the same terms as the Contractor.

The Contractor shall notify the Sanford Housing Authority promptly of all injuries and damages to person(s) or property in any way arising out of performance of work under this contract. No settlement of payment for any claim to which the SHA may be charged with the obligation to payment or reimbursement shall be made by the contractor without the written approval of the SHA.

10. Liability

The contractor shall assume liability for damage or loss resulting from the wrongful act(s) and/or negligence of its employees while they are on SHA premises. The contractor or his insurer shall reimburse the SHA for any such damage or loss within 30 days after a claim is submitted.

Article IV. Contract Price

SHA will pay the Contractor from current funds upon successful completion and acceptance of work per unit and submission of an individually numbered invoice, including the purchase order number issued by SHA. Payment terms are normally net 30 from receipt of the invoice.

Article V. Contract Documents

The Contract shall consist of the following component parts:

1. Instructions to Offerors – Non-Construction HUD-5369 B (8/93)
2. Certifications and Representations of Offerors - Non-Construction Contract (HUD-5369-C)(8/93)
3. General Conditions for Non Construction Contracts – Section I & II (HUD 5370-C) (10-2006)
3. Scope of Work (included in this document)
4. Contractor Qualifications for Work Involving Hazardous Building Materials
5. Non-Collusive Affidavit
6. Wage Rates
7. Certificate of Insurance

This document, together with the other documents enumerated in Article V above, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract.

Exhibit A

UNIT COMPLETION SCHEDULE –
RFP #15-009 GENERAL CONTRACTORS
FOR SHA
VACANT UNIT PAINT, CLEAN AND RENOVATION

**UNIT COMPLETION SCHEDULE -
RFP #15-009 GENERAL CONTRACTORS FOR SHA VACANT UNIT PAINT, CLEAN AND RENOVATION**

Sanford Housing Authority Properties	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom	
Wilrik Hotel Apartments		Up to & not to exceed 4 Days	Up to & not to exceed 4 Days				
Foushee Heights			Up to & not to exceed 6 Days	Up to & not to exceed 6 Days			
Linden Heights	Up to & not to exceed 5 Days	Up to & not to exceed 5 Days	Up to & not to exceed 5 Days	Up to & not to exceed 6 Days	Up to & not to exceed 6 Days		
Utlely Plaza		Up to & not to exceed 5 Days	Up to & not to exceed 6 Days	Up to & not to exceed 6 Days			
Matthews Court	Up to & not to exceed 5 Days	Up to & not to exceed 5 Days	Up to & not to exceed 5 Days				
Stewart Manor	Up to & not to exceed 4 Days	Up to & not to exceed 4 Days	Up to & not to exceed 5 Days				
Garden Street			Up to & not to exceed 5 Days	Up to & not to exceed 5 Days			
Gilmore Terrace	Up to & not to exceed 3 Days	Up to & not to exceed 3 Days	Up to & not to exceed 4 Days	Up to & not to exceed 4 Days	Up to & not to exceed 5 Days	Up to & not to exceed 5 Days	
Harris Court		Up to & not to exceed 4 Days	Up to & not to exceed 5 Days				
Crestview Homes				Up to & not to exceed 4 Days			