

Pawtucket Housing Authority

Request for Proposal

#2020-015

**Provide Laundry Equipment,
Service and Maintenance**

**Galego Court Housing Development
Kennedy Manor Housing Development
Fogarty Manor Housing Development
St Germain Manor Housing Development
Burns Manor Housing Development**

September 23, 2020

REQUEST FOR PROPOSAL

The Housing Authority of the City of Pawtucket is soliciting companies to provide a competitive proposal for **Laundry Equipment, Service and Maintenance**.

All laundry rooms are to receive new washers, dryers, related equipment, fixtures, etc., for a complete proposal package to operate a clean, efficient, professional laundry room located at the below locations:

- Galego Court, 483 Weeden Street, Pawtucket, RI.....161 Units
- Kennedy Manor, 175 Broad Street, Pawtucket, RI.....171 Units
- Fogarty Manor, 214 Roosevelt Avenue, Pawtucket, RI.....248 Units
- St. Germain Manor, 401 Mineral Spring Avenue, Pawtucket, RI.....112 Units
- Burns Manor, 95 Park Street, Pawtucket, RI.....92 Units

Interested Laundry Equipment and Service providers may obtain the Request for Proposal (RFP) documents from the Pawtucket Housing website www.pawtuckethousing.com, by clicking on the “Modernization” tab, then “Business Opportunities” or by e-mailing Joseph Loconto at jloconto@pawthousing.org. The Proposal packet will contain the necessary requirements of proposal content, submission, and selection process for award.

Proposals are to be submitted no later than **11:00 am, on October 16, 2020**, at the Central Office of the Pawtucket Housing Authority, at 214 Roosevelt Avenue, Pawtucket, RI, 02860. Proposals must be submitted in a sealed envelope, clearly marked “**Proposal for Laundry Service and Maintenance**”. They must be sent to the attention of Joseph Loconto.

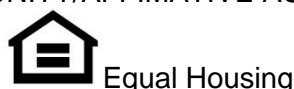
A pre-proposal conference and walk through will be held at **10:00 am, on October 6, 2020** at the Authority’s Central Offices at 214 Roosevelt Avenue in Pawtucket, RI. The walk through is to familiarize prospective bidders with the facilities.

The Housing Authority reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety, the Request for Proposal, if it is in the best interest of the Housing Authority to do so, for any reason.

Minority and Women Owned Businesses are encouraged to submit proposals.

Any questions pertaining to the “Request for Proposal” may be directed to Joseph Loconto, Director of Finance, at (401) 721-6013 or emailed to: jloconto@pawthousing.org.

Housing Authority of the City of Pawtucket, Pawtucket, RI
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



SCOPE OF SERVICES AND MAINTENANCE

All laundry rooms are to receive new washers, dryers, related equipment, fixtures, decorations, etc., for a complete proposal package to operate a clean, efficient, professional laundry room located at the below locations:

- Galego Court, 483 Weeden Street, Pawtucket, RI
- Kennedy Manor, 175 Broad Street, Pawtucket, RI
- Fogarty Manor, 214 Roosevelt Avenue, Pawtucket, RI
- St. Germain Manor, 401 Mineral Spring Avenue, Pawtucket, RI
- Burns Manor, 95 Park Street, Pawtucket, RI

A. Description of Services:

All proposals will detail, at a minimum the following:

1. Equipment to be **new commercial** quality and to have factory installed, **coin and smart card** operation, digital display for vender price and time available, and computer accountability of cycle completion. **Make and model required.**
2. Vendor prices must include:
 - a. Housing Authority's Commission
 - b. Price per each washer load
 - c. Price per time frame for each dryer load
 - d. Cost for yearly maintenance and service agreement
 - e. Other associated costs for operation
 - Equipment must be maintained in good operating condition at all times.
 - Vendor must provide a system to contact them 24 hours per day to report service calls.
 - Vendor must provide a total service/maintenance policy outlining scope of services/maintenance performed by insured technicians.
 - Vendor must provide guaranteed minimum and maximum response times.
3. **Maintenance Service Agreement** to include cleaning of dryer vents from dryer to building exterior on a quarterly basis.
4. **Maintenance Service Agreement** will include Vendor required cost to clean the main vent servicing the dryers at the high-rise building known as Fogarty Manor including the associated duct work to roof top stack on an annual basis.
5. State the intervals of **Preventative Maintenance** on the washers and dryers, nature, and response time.

6. Provide on-site training for residents of all complexes in the proper use of equipment.
7. Provide a regular collection schedule, which verifies all income.
8. Units must comply with ADA and verification must be provided to the Authority and be factory new.
9. Vendor to accept responsibility for all refunds and/or clothing claims. Vendor is to supply signage in each laundry room explaining to customers how to make a claim.
10. A statement as to insurance coverage for equipment related liabilities on Authority's premises.

B. Equipment Detail

SITE NAME	# OF FRONT LOAD WASHERS	# OF ELECTRIC DRYERS	# OF APARTMENTS
Galego Court 1 laundry room in community room	5	6	161 Families w/ children
Kennedy Manor 8 story building 6 separate laundry rooms	6	6	171
Fogarty Manor 15 story building 11 separate laundry rooms	12	12	248
St Germain Manor 2 story building 2 laundry rooms located in Community Room Building 1 st floor	4	4	112
Burns Manor 2 story building 2 laundry rooms on the 1 st floor and 2 laundry rooms on the 2 nd floor	6	6	92
TOTAL	33	34	

As part of the Housing Authority's integrated pest management policy dryers are required to heat to 118 degrees Fahrenheit for two (2) dry cycles to eliminate bed bugs.

**PROPOSAL PREPARATION, SUBMISSION
EVALUATION, AND AWARD PROCESS**

1. PROPOSAL SUBMISSION

- A. Submit one (1) USB Flash Drive, one (1) Original and three (3) bound copies of the RFP containing all materials as listed in the RFP
- B. Proposals must be submitted in a sealed envelope addressed to:

The Housing Authority of the City of Pawtucket
214 Roosevelt Avenue
Pawtucket, RI 02860
Attention: Joseph Loconto
- C. The lower left corner of envelope must contain the following identification:
“Proposal for Laundry Equipment, Services and Maintenance”
- D. Proposal must be submitted by **11:00 am local time on October 16, 2020**. A **proposal not received on time will not be accepted and returned unopened. No email or fax proposals will be accepted.**
- E. Any questions pertaining to the “Request for Proposal” will be accepted through the close of business on October 13, 2020, and may be directed to Joseph Loconto at (401) 721-6013 or e-mailed to: jloconto@pawthousing.org. An addendum responding to all questions will be issued, if necessary, no later than October 14, 2020.

2. PROPOSAL PREPARATION

- A. All forms and certificates included in these proposal documents and all additional attachments required shall accompany the proposal. The bidder shall assume full responsibility for processing all forms required for bidding.
- B. The foregoing must be fully completed and executed when submitted. Failure to fully complete and submit all documents required will be considered adequate grounds for rejecting the proposal. The bidder must sign all proposal submissions.
- C. The bidder’s attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulation of all authorities having jurisdiction over the project shall apply to the contract throughout and they will be deemed to be included in the contract the same as though written out in full.
- D. Each bidder must inform himself/herself fully of the conditions relating to the performance of the contract, the delivery of documents and materials, and the employment of labor thereon. Failure to do so will not relieve successful bidder of his/her obligations to furnish all materials and labor necessary to carry out provisions of this contract at the accepted proposal price.

- E. The Bidder understands that the minimum quantities of equipment indicated on this document are approximate only and are subject to increase or decrease and agrees that all quantities of equipment, whether increased or decreased, are to be provided at the price stated on the proposal form.

3. RECEIPT AND OPENING OF PROPOSAL

- A. At the time of the opening of proposals, each bidder will be presumed to have inspected the site and to have read and to be thoroughly familiar with the proposal document (including all addenda). The failure or omission of any bidder to examine any form, instrument, or document shall in no way relieve any bidder from any obligation in respect to his/her proposal.
- B. The Housing Authority may consider as informal any proposal not prepared and submitted as required. The Authority may waive any informalities or reject any and all proposals if deemed to be in the best interest of the Authority, for any reason.
- C. By submitting a proposal, the bidder acknowledges complete understanding of the service equipment and maintenance required in the contract documents.
- D. Any proposal may be withdrawn prior to the scheduled time of proposal opening or authorized postponement. No bidder may withdraw a proposal within five (5) business days after the actual date of the proposal opening.
- E. Any proposal received after the time and date specified shall not be considered.
- F. No Proposal will be accepted if made in collusion with any other bidder.
- G. The Housing Authority reserves the right to reject any proposals if the evidence submitted by, or investigation of, such bidder fails to satisfy the Authority that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein within specified time framed and for the price proposal.
- H. Conditional proposals will not be accepted.

4. EVALUATION OF PROPOSALS

A. Criteria:

The Housing Authority of the City of Pawtucket is not limited to, but will evaluate proposals on all the following criteria:

- Credentials of firm, qualifications, and staff15 points
- Approach to laundry room service20 points
- Renovations proposed along with furnishings, equipment, etc.20 points
- Cost to the residents and reimbursement to the Authority25 points
- Responsible firm whose proposal is most advantageous to the Authority.....20 points

The Housing Authority of the City of Pawtucket reserves the right to select a vendor deemed in the best interest of the Authority.

B. Evaluation Process:

- Proposals shall be ranked based on their ability to provide the service with qualifications, price, equipment quality, and other factors considered.
- Those responders lacking the credentials shall be first eliminated.
- Those with the proper credentials shall be ranked based on their ability to provide the service in the best interest of the Authority with qualifications and other factors considered.
- An interview shall be set up with the firms providing the proposal in the best interest of the Authority and awarded to the responsible firm whose qualifications and other factors considered are the most advantageous to the Pawtucket Housing Authority.

5. Rejection of Proposals

The Housing Authority reserves the right to reject any or all proposals received as a result of this request, to negotiate changes to the submitted proposal based on the Housing Authority of the City of Pawtucket's needs and available funding and to award the contract based on the best interest of the Authority. The Authority may cancel in part or in its entirety the Request for Proposal, if it is in the best interest of the Housing Authority to do so.

The Housing Authority may terminate the services of the legal representative at any time for those activities constituting misfeasance or nonfeasance in accordance with applicable federal, state or local law.

6. Award of a contract

Once the review panel has finalized the ranking of the firms, the panel will present their recommendations to the Executive Director for approval.

When approval has been granted, the Authority shall invite the first ranked firm to submit any additional information deemed necessary and shall arrange for a meeting to allow for finalization of an agreement. If an agreement cannot be reached with the top-ranked firm, the Housing Authority shall follow the same procedure with the second and third ranked firms until it obtains an agreement with the most qualified firm at a fair and reasonable cost. Price may be negotiated even if price was included in the proposal as an evaluation factor.

7. SUMMARY

It is the bidder's responsibility to avail themselves of all existing conditions for which their proposal is based upon and include all renovations/changes necessary in addition to furnishing washers,

dryers and related fixtures, equipment, etc. The servicing of the vendors equipment will also be included in the proposal as the vendor's responsibility.

It is the intention of the Pawtucket Housing Authority to provide the safest, most convenient, professional, comfortable and economical laundry room facilities possible. All applicable Federal, State and local municipal codes must be met. The Authority intends to award the contract to the proposal in the best interest of its residents and the Authority, all terms and conditions including but not limited to fees and related charges, equipment proposed, renovations, fixtures and decorations proposed, vendor's experience and references. The Authority reserves the right to accept or reject any and all proposals in the best interest of the Housing Authority.

All terms and conditions of the proposal are to be spelled out in detail, such as, but not limited to the type, make and model of washer and dryer proposed and quantity per location. Amount of charges, time for machine running and method of collection shall be also be spelled out in detail including amount and method of reimbursing residuals back to the Housing Authority. **This is a three (3) year contract with 2 one-year renewable options at the choice of both parties.**

BID INSTRUCTIONS

1. The Bid is to be submitted with one (1) USB Flash Drive, one original and three (3) copies and contain the following:
 - Form of Non-Collusive Affidavit, signed and notarized
 - BID price sheets, filled out signed
 - HUD Form 5369-A - Representations, Certifications, and Other Statements of Bidders
 - HUD Form 5369-B - Instructions to Offerors Non-Construction
 - HUD Form 5370-C2 - General Conditions for Non-Construction Contracts
 - Contractual Liability Risk Management Letter
 - Pawtucket Housing Certificate of Liability Insurance sample
2. Any document not filled out, signed or notarized before bid opening will be reason to reject the entire bid. Use Paragraph 1 as a checklist before sealing bid.
3. It is important that the bid form be filled out completely.
4. It is the responsibility of the Bidder, referring to the Table of Contents in the specifications, to verify that all requirements are included in this Bid package.
5. Vendor must maintain and provide proof of insurance and list the Pawtucket Housing Authority as an 'Additional Insured'. Please refer to the sample Certificate of Liability Insurance in the Bid documents.
 - a. Worker's Compensation Insurance
 - b. Liability Insurance
 - c. Automobile Insurance
6. Vendor to provide a minimum of three (3) Housing Authorities references detailing experiences and including address, telephone number and contact person.
7. Vendor to provide quarterly payment of commissions and written statement of the gross revenues collected. Collection of revenues to be done only during business hours.
 - a. Describe method of collection and verification for audit purposes.
 - b. Describe the method for financial reporting to the Authority and access to machine financial data for auditing purposes.
8. Vendor to provide a timeline of the project from signing of the contract to complete installation.