

Request for Proposal

Laundry Equipment and Services

Enfield Housing Authority

January 17, 2018

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PURPOSE

The Enfield Housing Authority (EHA) is a public housing authority with its primary activity being the ownership and management of Public Housing consisting of both federal and state units. The Authority also administers a Section 8 /Housing Choice Voucher Program, which provides rental assistance to families in privately owned rental properties.

The EHA is soliciting, through a Request for Proposal (RFP), competitive proposals, to select a laundry service firm (Vendor/Bidder) to provide laundry equipment at various community building locations and to maintain that equipment.

The EHA is seeking a five-year Laundry and Maintenance Service Contract which, at the sole discretion of the EHA, may be extended, year to year for an additional five years upon agreement of the parties. The EHA anticipates the Contract to begin on or about August 1, 2018.

SCOPE OF WORK

The Scope of work will include the following:

Provision and Maintenance of laundry Equipment at the following locations:

<u>Apartment Location/Title</u>	<u>Washers</u>	<u>Dryers</u>	<u># Apartments</u>
Mark Twain	4	4	82
Enfield Manor	2	2	80
Ella Grasso Manor	2	2	40
Windsor Court	2	2	40
Woodside Park	2	2	40
Total	<u>12</u>	<u>12</u>	<u>282</u>

Note: The apartments listed above apartments are for the elderly and people with disabilities. Vendor may install front load or top load equipment upon determination that the equipment will best serve the population and be ADA compliant. Vendor will advise and receive approval of the EHA before installing any equipment.

Equipment to be factory new, of commercial quality, ADA compliant and, have a digital display for consumer usage, price and time available and computer accountability of

cycle completion. Equipment must be installed, vented and maintained in accordance with all applicable laws, codes and regulations. Smart card technology operation may be considered if feasible.

Equipment must be maintained in good operating condition at all times.

Vendor must provide a system for contact 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. Maintenance shall include appropriate cleaning of dryer vents from dryer to building exterior.

The Housing Authority will be responsible for cleaning of the laundry rooms. Vendor to provide monthly payment of commission and written statement of the gross revenues collected. Collection of revenues is to be done only during business hours. The Authority, at its option, may accompany Vendor on collections and audit on site. Vendor to provide a regular collection schedule which verifies all income.

- a. Describe method of collection and verification for audit purposes.
- b. Describe the method for financial reporting to the EHA and access to any Smart Card and machine financial data for auditing purposes.

Vendor to accept responsibility for all refunds and/or clothing claims.

Vendor to provide on-site training for residents of all complexes in the proper use of equipment as necessary.

Vendor shall be responsible for all applicable fees and/or taxes, including but not limited to sales, use, excise, personal property or real-estate taxes in connection with the leased premises and operation of the equipment. Vendor shall also be responsible for the cost of smart cards, credit card fees, refunds on corrupt cards and telecommunication costs if such technology used in the proposal.

SUBMISSION REQUIREMENTS

Proposals shall be received and date stamped not later than 4:00 p.m. on Friday, March 2, 2018, at the main office of the Enfield Housing Authority, 1 Pearson Way, Enfield, Connecticut 06082. Proposals received after this date and time will not be considered.

NOTE: One (1) Original and two (2) copies of the proposal must be submitted in a sealed envelope and labeled Sealed Proposal - RFP – Laundry.

Submissions shall include:

Cover Sheet: The submission shall list the names of the Vendor representatives and names and phone numbers of persons who may be contacted to answer questions. Also,

the submission cover sheet shall state a primary contact person and how that person can be reached.

Statement of Qualifications: The vendor qualification information shall include:

Professional resume(s) stating qualifications to provide the services described herein. Include number of years in business, number of employees/professional associates, location of office or offices, names of principals or employees who will provide the services, and type of entity (corporation, partnership, etc.) and state in which it is formed.

Statement of Experience: The vendor experience information shall include:

A list of Housing Authority and other representative clients including the number and size of locations serviced. Vendor to provide a minimum of three (3) Connecticut Housing Authority references detailing experiences and including address, telephone number and name of contact person.

Price: Consumer usage price must be included and detail the following:

- Housing Authority's Commission
- Price per washer/load
- Price per time frame for dryer
- Notification of Price changes > 15 days before they take effect

Equipment: Vendor to provide make and model of equipment and provide assurance that the equipment will be factory new, energy efficient (energy saver) and ADA compliant

Maintenance: Vendor must provide detail on the following:

How equipment will be maintained including total service/maintenance policy outlining scope of services/maintenance performed by insured technicians, intervals and description of Preventative Maintenance on the washers and dryers. Vendor will also provide contact procedure for service calls (24 hours per day) including response time.

Insurance: Vendor must maintain and provide proof of Workmen's Compensation Insurance and Liability Insurance and Personal Property Insurance in appropriate industry standard amounts, and a statement as to insurance coverage for equipment related liabilities on Authority premises.

Collection/Commission: Vendor to provide detail as to how collections and payment of commissions will be handled and reported as follows:

- a. Describe method of collection and verification for audit purposes including the provision of any statements regarding commissions and gross revenues.
- b. Describe the method for financial reporting to the EHA and access to Smart Card and machine financial data (if applicable) for auditing purposes.

- c. Provide a regular collection schedule, which verifies all income.
- d. Provide detailed information regarding any fees, and /or taxes used in calculating commission rates.

Refunds and Claims: Vendor to detail how refunds and claims are handled.

Resident Training: Vendor to provide details regarding on-site training for residents of all complexes in the proper use of equipment, refunds and claims.

Statement of Good Standing:

Vendor shall provide a statement indicating that the firm is not debarred or otherwise prevented from participating in any Federal, State or municipal procurement or non-procurement program.

Sample Contract: Vendor shall supply a sample contract.

EVALUATION CRITERIA

<u>Factor</u>	<u>Maximum Points</u>
Qualifications and Experience	30
Capabilities	30
Commission Paid and Verification for Audit	30
<u>Quality of Equipment</u>	<u>10</u>
Maximum Points	100

The Enfield Housing Authority reserves the right, for any reason, to reject any or all submissions, to waive informalities or irregularities in the submissions received, and to reject nonconforming, non-responsive, conditional or qualified submissions, and to select the submission and vendor which, in the judgment of the Enfield Housing Authority, best serves the interests of the Enfield Housing Authority. The Board of the Authority may, or may not, require interviews of selected firms.

GENERAL CONDITIONS

Questions regarding this RFP should be directed to Scott Bertrand, Executive Director, by email (sbertrand@enfieldha.org), fax (860-741-8439) or in writing to the Enfield Housing Authority, 1 Pearson Way, Enfield, Connecticut 06082.

Note: There will be a pre-bid conference and walk through held at 10 A.M. on Tuesday, January 30, 2018. Vendors are to meet the Housing Authority Representative at 1 Pearson Way, Enfield, Connecticut 06082. Questions regarding this walk through may be addressed to Kevin R. Donahue at 860-745-7493 ext. 214 or kdonahue@enfieldha.org

All forms and certificates included in these proposal documents and all additional attachments required shall be fully completed and executed and accompany the proposal (See Appendix). The bidder shall assume full responsibility for processing all forms required for bidding. 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.

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.

Each bidder must inform himself/herself fully of the conditions relating to performance of the contract, the delivery of documents and materials and the employment of necessary labor. 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. 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.

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.

The Housing Authority may consider as informal any proposal not prepared and submitted as required.

By submitting a proposal, the bidder acknowledges complete understanding of the service, equipment and maintenance required in the contract documents.

Any proposal may be withdrawn prior to the scheduled time of proposal opening or authorized postponement.

The Enfield Housing Authority seeks proposals for a five-year LAUNDRY EQUIPMENT, SERVICE AND MAINTENANCE CONTRACT with an option to renew, year to year, up to an additional five years at the sole discretion of the Authority.

Submissions shall be firm for a period of 60 days following the submission deadline.

Any person or agency on the State of Connecticut / US Attorney General's list of ineligible contractors will not be considered.

All submissions shall be made without prior understanding, agreement or accord with any other person submitting a proposal for the same product or service. By delivering a response to this RFP, you represent that your submission is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce.

Any false statement made in a submission constitutes a criminal offense and can result in a fine and imprisonment as well as civil damages.

The consultant awarded this contract or purchase order shall be required to comply with all State and Federal requirements related to the contract.

Submissions shall be considered public information unless advised otherwise by the consultant. The consultant shall include a separate letter stating which parts of the submission are deemed confidential and/or proprietary information not to be released.

The submission will become a part of any contract issued for this project.

The Enfield Housing Authority is an equal opportunity employer.

ADVERTISEMENT

Request for Proposal:

The Housing Authority of the Town of Enfield, Connecticut, is soliciting, through a Request for Proposal (RFP), competitive proposals, to select a firm to provide a laundry service and maintenance contract. A copy of the Request for Proposal may be obtained by contacting Kevin R. Donahue, Enfield Housing Authority, 1 Pearson Way, Enfield, CT 06082, (860) 745-7493, ext.214, Monday through Friday, 8:00 a.m. to 4:30 p.m. A walk through is scheduled for **10:00 A.M. on Tuesday, January 30, 2018.** Sealed proposals must be received and date stamped by the Enfield Housing Authority office, 1 Pearson Way, Enfield CT 06082, **no later than 4:00 p.m. on Friday, February 16, 2018.** Proposals received after this date and time will not be considered.

APPENDIX

Required Contract Form

1) Non Collusion Affidavit

