

GREENSBORO HOUSING AUTHORITY

REQUEST FOR PROPOSALS

FOR

SNOW REMOVAL

January 2015

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Other Required Forms:

- Mandatory Contract Clause for Small Purchases Other Than Construction
- Instructions to Offerors Non-Construction form HUD-5369-B, Pages 1-2
- Certifications and Representations of Offerors Non-Construction Contract for HUD-5369-C, Page 1-2
- General Conditions for Non-Construction form HUD-5370-C, Section I, Pages 1-6
- General Conditions for Non-Construction form HUD-5370-C, Section II, Page 1-3
- Section 1.4.1: Special Instructions to Proposers Regarding Compliance with Section 3 Requirements, Quarterly or Final Report, Section 3 Business Concern Utilization Commitment, Pages 1-4
- Maintenance Wage Rate Determination
- U.S. Department of Labor Employment Standards Administration Wage & Hour Division, Form WH-347
- Maintenance Wage Rate Record of Employee Interview
- Form W-9, Pages 1-4

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Introduction

The Greensboro Housing Authority (GHA) seeks proposals from qualified contractors to provide snow removal (as needed basis) at various GHA public housing properties located throughout Guilford County including its Central Office. The contractor(s) or individual(s) doing so is automatically agreeing to abide by all terms and conditions listed herein and with the following attachments. GHA is currently operating under the HUD mandated asset management system. Based on the evaluation criteria and time constraints under the scope of work it is anticipated that one or more contract(s) will be awarded for the contract period February 1, 2015 through January 31, 2016 (12 months) with the possibility of two additional one-year renewal options.

Scope of Services

The services to be supplied by the contractor(s) will include the removal of snow, slush and/or ice from the management offices, community centers, and immediate adjacent parking areas.

Specifications:

All building entranceways, exits, and sidewalks shall be clear of accumulation of snow, ice or slush as designated by GHA management for the applicable location. Calcium chloride or a comparable product will be used to prevent icing on sidewalks. No sodium chloride or rock salt may be used on sidewalks. All chemicals shall be spread using a broadcast style spreader to prevent clumping. Contractor shall take care to prevent over-accumulation of chemical product, including the sweeping away of excess chemicals from doorways to maintain safe conditions.

As part of clearing the sidewalks, contractor(s) will ensure that all fire hydrants are clear of snow during a snow event and will make sure there is access to the hydrants from both the parking lots and the sidewalks. Special care will be taken with respect to dumpster areas and any exterior storage facilities to ensure that access is available both during and after a snow event.

Snow Clearing Requirements:

Snow clearing shall be available on a continuous 24 hours per day and 7 day per week basis. The contractor will be required to regularly inspect properties during snow events or ice storms, without notice from GHA, to determine what snow clearing or ice control operations need to commence. The contractor shall be required to begin plowing when three inches of snow has accumulated at a location and continue to plow at every three inch interval thereafter. The contractor shall be required to begin services within one hour of any service request from GHA. The contractor will be responsible to continue snow-clearing operations until bare pavement has

been exposed and the snow event has finished. Additional clearing of parking areas may be necessary after a snow event has finished. It is the responsibility of the contractor to ensure the lot has been properly cleared. In the event precipitation intensifies and additional equipment is needed to maintain the integrity of the facility (specifically front end loader and articulated loaders to move or remove snow piles), the contractor will request authorization for the use of such equipment from GHA.

Ice Control Requirements:

Ice control and traction materials shall be available on a continuous 24 hours per day and 7 day per week basis. The contractor will be required to regularly inspect properties during Snow Events or ice storms, without notice from GHA, to determine what snow clearing or ice control operations need to commence. Contractor shall be required to begin services within one hour of any service request. During ice storms or icy conditioned outside of a snow event the vendor is required to apply ice control and traction materials to maintain safe, bare pavement conditions.

Pricing:

These bundled services will be based on a per "Snow Event" price. A "Snow Event" is defined as a period of continuous snowfall that results in significant accumulation with a five (5) hour separation between Snow Events before a new classification will be issued.

Snow Event Pricing will be tiered based on total accumulation for that event. These price tiers are illustrated in the snow removal bid form.

Pre-Season Inspection:

Contractor shall conduct a facility-conditions assessment prior to snowfall and remit findings per locations quoted and attach the findings as Exhibit C hereto. In the event that GHA disagrees with the Contractor's assessment, Contractor may: (i) accept GHA's assessment or, (ii) inspect the entire parking lot with a GHA Authorized Representative (as defined below), at which time all parties shall note and approve assessment for each contested site. All damage at a location must be notated by Contractor, including but not limited to curbs, signs, planters, light poles, asphalt, landscaping or turf areas. If damage is present, Contractor must take appropriate measures to document that the damage is pre-existing; this can be done with photos and notated remarks. In any case, all pre-existing damage noted by Contractor must be communicated to GHA in writing. GHA and Contractor will make a mutual determination where snow will be stacked/staged on site in a manner that will maximize available parking and avoid any guest distractions and safety issues.

Post-Season Inspection:

Contractor and/or GHA may inspect the entire parking lot at any time during the season to assess possible damage to the property. All damage must be notated, including but not limited to curbs, signs, planters, light poles, asphalt, landscaping or turf areas. All new damage must be addressed and repaired no less than 30 days after notice to Contractor by GHA. GHA shall determine the best course of action to repair any damage caused by plowing services. GHA shall have the right to withhold funds until all repairs are completed and approved by a GHA Authorized Representative.

Liability:

Contractor hereby assumes responsibility for any damage that occurs from placement of snow, including damage to shrubbery, plant materials, curbs, fire bumpers, light poles and railings. Care will also be taken to minimize the loss of parking spaces due to the piling of snow. Extra attention will be given to all handicap ramps and spaces.

GHA Community Addresses:

	Comm. No.	ADDRESS OF PROPERTY
Region 1		
Claremont Courts	NC11007	2702 Patio Place
Foxworth	NC11038	1201Thicket Lane
Lakespring Court	NC11015	4B Lakespring Court
Region 2		
Hampton Homes	NC11005 & 006	1300-A Ogden Street
Hickory Trails	NC11012	4223 Romaine Street
Region 3		
Smith Homes	NC11001	707 West Florida Street
Abby Court	NC11437	3403 Rehobeth Church Street
Region 4		
Ray Warren Homes	NC11003	1306 East Lee Street
Region 5		
Hall Towers	NC11008	2314 North Church Street
Gateway Plaza	NC11009	200 Spring Garden Street
Stoneridge	NC11013	3805 Overland Heights
Hicone at Northpointe	NC11039	5389-5398 Clarinda Drive
Central Office		450 North Church Street

Note: Please contact Nancy Johnson, Regional Property Manager at (336) 669-5940 or njohnson@gha-nc.org regarding scheduling a site visit for the regions.

Instructions and Notice for Proposers

1. General

The instructions below provide guidance for the preparation and submission of proposals. Their purpose is to establish the requirements; format and content of proposals so that proposals are complete, contain all essential information and can be evaluated fairly. The following represents

the extent of the instructions and conditions:

2.1. **Inquiries**

Inquiries concerning the RFP should be submitted in writing to the issuing office:

Greensboro Housing Authority
450 North Church Street
Greensboro, North Carolina 27401
Attention: Sheila D. White, Technology and Financial Controls Manager
(336) 303-3225 or swhite@gha-nc.org

To obtain a copy of the RFP and all required HUD forms, please go to www.gha-nc.org.

2.2. **Submission Date**

Proposals shall be submitted in original and three (3) copies to enable the Evaluation Committee to thoroughly evaluate the proposal and to arrive at a sound determination as to whether or not the proposer can meet the requirements set forth in this RFP. Proposals shall be submitted in sealed envelopes and marked "Snow Removal". All proposals shall be received no later than **2:00 p.m., local time, on Monday, January 26, 2015** and submitted to the address identified in paragraph 2.1. above. Faxed or emailed proposals will not be accepted. All proposals shall be valid for 90 days.

Pre-proposal Conference and Site Visit

GHA staff will **not** conduct a pre-proposal conference. Walk-through inspection for the **regions** included in this RFP can be scheduled by contacting Nancy Johnson, Regional Property Manager at (336) 669 5940 or njohnson@gha-nc.org. To schedule a walk through inspection for the Central Office, please contact Sheila White at (336) 303 3225 or swhite@gha-nc.org.

All proposal information must be submitted on the attached "Snow Removal Form".

3. **Acknowledgment of Amendments**

Proposers shall acknowledge in their proposals receipt of amendment(s) to this RFP by signing the document on the acknowledgment line of the amendment. A proposer's failure to acknowledge an amendment may result in rejection of the offer.

4. **Default by Proposer**

In the event of default by the successful proposer, GHA may procure the services specified from other sources. The proposer agrees to reimburse GHA for any additional costs incurred as a result of such default.

5. **Awards**

GHA reserves the right to cancel this RFP or to reject, in whole or in part, any and all proposals

received in response to this RFP, upon its determination that such cancellation or rejection is in the best interests of GHA. GHA further reserves the right to waive any minor informality's in any proposals received if it is in the public interest to do so. The decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFP, shall be at the absolute, sole discretion of GHA. GHA reserves the right to and make award to a single contractor or to make awards to multiple contractors.

6. **Complete and Accurate Submission**

A proposer's failure to provide accurate information in response to this RFP may disqualify the proposer from further participation in the legal services selection process.

A proposal may be corrected, modified, or withdrawn, provided that the correction, modification, or request for withdrawal is made by the proposer in writing and is received at the place prior to the date and time designated in the RFP for final receipt of proposals. After such date and time, the proposer may not change any provision of its proposal in a manner prejudicial to the interests of GHA and/or fair competition.

7. **Retention**

All proposals are the property of the Greensboro Housing Authority, shall be retained by GHA, and shall not be returned to the proposer.

8. **Insurance**

Within ten (10) days after the award of the contract and prior to the commencement of work, the Contractor shall furnish GHA with evidence showing that the following insurance is in force and will cover all operations of the contract:

- Worker's Compensation Insurance – in accordance with state law, for all employees working on the project.
- Contractors Liability in limits not less than \$100,000/\$300,000 bodily injury and \$100,000 property damage, or as required by law. This insurance should protect the Contractor against claims for personal injury, death, and damage to the property of others. This insurance shall cover the use of all equipment and vehicles on the work sites.
- Automobile Liability in limits not less than \$100,000 bodily injury and \$50,000 property damage.

All insurance shall be carried with companies that are financially responsible. If such insurance is due to expire during the contract period, the Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to GHA.

9. **First Time Bidders**

All first time contractors are to include a list of a minimum of three current references, license number and a completed W9 form.

10. **Evaluation Process and Criteria**

All proposals will be evaluated based on the evaluation criteria outlined below. The Evaluation Committee will review all proposals according to the evaluation factors and points and determine which proposals are competitive and which are noncompetitive. Those proposals determined to be competitive will be further evaluated and scored. Negotiations may be held with one or more proposers with negotiations resulting in a contract for services.

Evaluation Criteria

1. Experience of the proposer in all aspects of snow removal in communities of similar size and scope and serving low and very low income housing: 35 points
2. The proposer's capacity to handle this project in a timely manner: 30 points
3. Cost of Services: 25 points. The cost will not be the sole determinant for award of contract.
4. Quality of References: 10 points

Payment Procedure

Greensboro Housing Authority has the following policy for payment on invoices. In order to be paid on schedule, the invoice must be received by GHA with the **required** U.S. Dept of Labor Payroll Form (WH-347) and all other supporting documentation attached by 5:00 p.m. on the last working day of the month and will be paid on/or before the 15th day of the following month. Invoices received later than the due date will not be paid until the following scheduled payment date.

**Greensboro Housing Authority
Snow Removal
Proposal Information Form**

Information to be submitted to the Greensboro Housing Authority (GHA) by contractors for consideration for the RFP:

I. Contractor Information:

Contractor's Name:

(Note: If you have conducted business under any other name in the last five years, list that name also.)

Address and Telephone:

Email:

Representative:

II. Experience with Projects of Similar Size and Scope

III. Equipment

List of Equipment (make and model) to be dedicated to this contract:

IV. Snow Removal Manpower

List of Manpower to be dedicated to this contract:

V. References:

References: Below, list three references names, addresses and telephone numbers of parties for whom comparable work has been performed in the past three years.

1. _____

2. _____

3. _____

VI. Cost of Services by Units:

Contract Period February 1, 2015 – January 31, 2015 – Annual Amount

	Comm. No.	Separate Community Building /Office	Year 1 Bid Amount			
			Tier 1	Tier 2	Tier 3	Tier 4
Region 1			1-3 inches	3-6 inches	6-9 inches	Greater than 9 inches
Claremont Courts	NC11007	Yes				
Foxworth	NC11038					
Lakespring Court	NC11015					
Total Region 1						
Region 2						
Hampton Homes	NC11005 & 006	Yes				
Hickory Trails	NC11012	Yes				
Total Region 2						
Region 3						
Smith Homes	NC11001	Yes				
Abby Court	NC11437					
Total Region 3						
Region 4						
Ray Warren Homes	NC11003	Yes				
Total Region 4						
Region 5						
Hall Towers	NC11008					
Gateway Plaza	NC11009					
Stoneridge	NC11013	Yes				
Total Region 5						
Central Office						
Hicone at Northpointe						

	Comm. No.	Separate Community Building /Office	Year 2 Bid Amount			
			Tier 1	Tier 2	Tier 3	Tier 4
Region 1			1-3 inches	3-6 inches	6-9 inches	Greater than 9 inches
Claremont Courts	NC11007	Yes				
Foxworth	NC11038					
Lakespring Court	NC11015					
Total Region 1						
Region 2						
Hampton Homes	NC11005 & 006	Yes				
Hickory Trails	NC11012	Yes				
Total Region 2						
Region 3						
Smith Homes	NC11001	Yes				
Abby Court	NC11437					
Total Region 3						
Region 4						
Ray Warren Homes	NC11003	Yes				
Total Region 4						
Region 5						
Hall Towers	NC11008					
Gateway Plaza	NC11009					
Stoneridge	NC11013	Yes				
Total Region 5						
Central Office						
Hicone at Northpointe						

	Comm. No.	Separate Community Building /Office	Year 3 Bid Amount			
			Tier 1	Tier 2	Tier 3	Tier 4
Region 1			1-3 inches	3-6 inches	6-9 inches	Greater than 9 inches
Claremont Courts	NC11007	Yes				
Foxworth	NC11038					
Lakespring Court	NC11015					
Total Region 1						
Region 2						
Hampton Homes	NC11005 & 006	Yes				
Hickory Trails	NC11012	Yes				
Total Region 2						
Region 3						
Smith Homes	NC11001	Yes				
Abby Court	NC11437					
Total Region 3						
Region 4						
Ray Warren Homes	NC11003	Yes				
Total Region 4						
Region 5						
Hall Towers	NC11008					
Gateway Plaza	NC11009					
Stoneridge	NC11013	Yes				
Total Region 5						
Central Office						
Hicone at Northpointe						

Exhibit C

Pre-Inspection Report

Community: _____ Report No: _____

Contractor: _____ Date: _____ Time: _____

Weather: _____ Temp. Range: _____

Present at Site:

General Observations Noted: _____

Remarks: