

INTRODUCTION

The Housing Authority of Greensboro was established on June 17,1941 and incorporated by the State of North Carolina on July 22, 1941. Greensboro Housing Authority (GHA) purpose is to provide safe and affordable housing. The Agency is headed by a Chief Executive Officer and is governed by a seven-member Board of Commissioners appointed by the Mayor of Greensboro.

The Agency manages 21 properties ranging in size from 11 to 430 units. GHA also administers 3,514 Housing Choice and other grant-funded vouchers that provide rental assistance to families renting housing units owned by private landlords.

In keeping with its mandate to provide efficient and effective services, the Agency is now requesting bids from qualified, licensed, and insured entities to provide the noted services to the Agency. All bids submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

IFB INFORMATION AT A GLANCE

The Greensboro Housing Authority (GHA) seeks bids from qualified independent providers for the rental of solid waste containers and the collection of solid waste.

GHA communities are grouped into seven (7) regions comprising of 21 properties. GHA is requesting bids for the properties within these seven regions as well as our Central Office Administrative Building. Each property will be billed separately for services rendered. Contractors can bid on (1) one or multiple properties/locations and can bid on the provision of solid waste containers only; the collection of solid waste disposal only, or on both services.

Awards will be made to the bidder who is most responsive and responsible. In submitting this bid, the provider doing so is automatically agreeing to abide by all terms and conditions listed in this IFB and its attachments.

Bid Opening: **Date: August 22,2022**

Bid Closing: **Date: August 19,2022**

Bids will be accepted by email at procurement@gha-nc.org. Bids should be submitted by 5:00pm on August 19,2022.

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1.0 THE AGENCY'S RESERVATION OF RIGHTS.

The Agency reserves the following rights:

- 1.1 **Right to Reject, Waive, or Terminate the IFB.** Reject any or all bids, to waive any informality in the IFB process, or to terminate the IFB process at any time, if deemed by the Agency to be in its best interests.
- 1.2 **Right to Not Award.** Not to award a contract pursuant to this IFB.
- 1.3 **Right to Terminate.** Terminate a contract awarded pursuant to this IFB, at any time for its convenience upon 10 days written notice to the successful bidder(s).
- 1.4 **Right to Determine Time and Location.** Determine the days, hours, and locations that the successful bidder(s) shall provide the services called for in this IFB.
- 1.5 **Right to Retain Bids.** Retain all bids submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving bids without the written consent of the Agency Contracting Officer (CO).
- 1.6 **Right to Negotiate.** Negotiate the fees proposed by the bidder entity.
- 1.7 **Right to Reject any Bid.** Reject and not consider any bid that does not meet the requirements of this IFB, including but not necessarily limited to incomplete bids and/or bids offering alternate or non-requested services.
- 1.8 **No Obligation to Compensate.** Have no obligation to compensate any bidder for any costs incurred in responding to this IFB.
- 1.9 **Right to Prohibit.** At any time during the IFB or contract process to prohibit any further participation by a bidder or reject any bid submitted that does not conform to any of the requirements detailed herein

2.0 Agency Contact Information

<p>AGENCY CONTACT</p>	<p>Jessica Williams, Compliance Auditor Telephone: (336) 303-3083 E-mail: procurement@gha-nc.org</p>
<p>HOW TO OBTAIN THE IFB DOCUMENTS</p>	<ol style="list-style-type: none">1. Access www.gha-nc.org2. Select Vendors3. Select Current Bids/Requests for proposal4. Select Hud Forms required for IFB
<p>HOW TO FULLY RESPOND TO THIS IFB BY SUBMITTING A BID SUBMITTAL</p>	<p>Bids should be submitted by email to: Attn: Solid Waste Collection and Disposal Services <u>Procurement@gha-nc.org</u></p>
<p>BID SUBMITAL RETURN & DEADLINE</p>	<p>August 19,2022 by 5:00pm</p>

3.0 Scope of Work

1. Containers shall be available in eight cubic yard capacities for general waste disposal and may be front, side or rear load styles as determined by the contractor and Property Manager to best suit the conditions for pickup;
 - a. General waste dumpsters shall have hinged covers to limit and/or prevent the blowing of refuse and the contamination of the waste by water and where applicable side access doors to ease the dumping of waste by residents;
 - b. Containers shall be kept in good repair with no major damage or missing components and completely painted either a single solid color or with the company's standard paint scheme.
 - c. No advertisement shall be placed on the containers beyond Contractor's name, address, phone number and logo and any additional information required by Federal, State or local law, statute, ordinance, rule or regulation;
 - d. Contractor shall keep general waste containers (dumpsters) de-odorized and sanitized and shall remove the containers and steam clean them off-site on a quarterly basis. Each container removed shall have another immediately put in its place to prevent any inconvenience or disruption in service.
 - e. Containers that become damaged because of fire, accident, vandalism or other events and become unusable, unsafe or unsightly shall be replaced within 24 hours after notification.
2. Contactor shall provide a contact number for properties to call for missed pickups and/or additional pickups. This phone must be answered by an individual employee from the disposal service company during normal business hours. Answering service of automated services acceptable only for after hours, holiday, or weekends.
3. The frequency of service shall be determined by the individual properties and service shall occur at minimum twice per week. Additional service may be required either on an overall basis or during high volume events (e.g. Christmas) **[Refer to Table 1 for properties required services frequency]**
4. Regulatory – Contractor shall install any required equipment and begin operation within thirty days after the contract execution as specified herein. Contractor shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses or permits required to provide the services under this IFB.
5. Inspections – All installations shall be subject to inspection and approval by a GHA representative. Final approval rest solely with GHA.
6. Licensing – Contractor shall be licensed as required by the jurisdiction and state of North Carolina as needed in which the services is to be performed and the license shall be

current and in good standing. Copies of applicable license shall be included in IFB.

7. Utilities – Contractor is responsible for determining the presence of overhead or underground utility line, pipes, wires, etc. which may affect the location of disposal receptacles. GHA will assist the Contractor where possible by providing known general locations of existing utility infrastructure. If during his/her work the Contractor discovers unmarked or previously unknown utilities he/she shall immediately notify the Property Manager.
8. Responsibility for Subcontracts – All requirements for the “Prime” contractor shall also apply to any and all subcontractors. It is the Prime Contractor’s responsibility to ensure the compliance by the subcontractors. Regardless of subcontracting. The Prime Contractor remains liable to GHA for the performance and compliance of the subcontractor(s).
9. Placement – The placement of all materials and/or equipment upon the property shall be made in consultation with the Property Manager.
10. Missed Pickups– Contractor shall arrange to pick up missed containers at no additional charge to GHA no later than four (4) hours after notification or 12:00 noon the next day if notice is received after 1:00 p.m.
11. Fleet – The GHA properties are varied and diverse and will likely require more than one type or style of container to most efficiently service a given set of properties. The Contractor’s fleet and equipment inventory shall be able to address these varied circumstances and shall not attempt to force a single solution for all properties.
12. Damage to GHA Property – Contractor shall repair or replace without charge any GHA property that is damaged by Contractor’s vehicles, equipment and/or operators.
13. Disposal Sites – Contractor shall provide a listing of his proposed disposal sites. All disposal sites shall be properly licensed and/or permitted.
14. Section 3 Utilization – Contractor shall utilize Section 3 residents as defined in the Section 3 Attachment to perform the requirements under this bid to the greatest extent feasible and shall document such efforts quarterly. There is a 30% goal for hiring Section 3 residents on any contract(s) resulting from this IFB. Bidder will need to sign self-certification form.

4.0 Physical Locations & Contact Person

Table 1

Communities	# of Containers	Service Frequency	Contact
REGION 1			
Claremont Courts, LLC 2702 Patio Place Greensboro, NC 27405	19	Monday & Thursday	Elaine Herbin (336)303-3037
Lakespring, LLC 4 Lakespring Court Greensboro, NC 27406	3	Monday & Thursday	
Laurel Oaks, LLC 12 Laurel Lee Terrace Greensboro, NC 27406	3	Monday & Thursday	
REGION 2			
Hampton Homes, LLC 1300 Ogden Street Greensboro, NC 27406	19	Tuesday & Friday	Nancy Johnson (336)303-3032
REGION 3			
Smith Homes 707 West Florida Street Greensboro NC, 27406	28	Tuesday & Friday	Regina Greene (336)303-3038
REGION 4			
Ray Warren, LLC 1306 E. Gate City Blvd Greensboro, NC 27406	17	Monday & Tuesday & Friday	Octavia Bullock (336)303-3012
Woodberry Run, LLC 212-308 Berryman Street Greensboro, NC 27410	3	Thursday	
Baylor Court, LLC (Curb side) 3911-3915 Baylor Court Greensboro, NC 27406	1	Thursday	
REGION 5			
Gateway Plaza, LLC 200 Spring Garden St. Greensboro, NC 27401	3	Tuesday & Friday	Latica Dukes (336)303-3000
Hall Towers, LLC 2314 North Church St. Greensboro, NC 27405	3	Monday & Thursday	

REGION 6			
Hickory Trails, LLC 4223 Romaine Street Greensboro, NC 27407	12	Tuesday & Friday	America Jones- Wilson (336)303-3336
Foxworth, LLC 1201 Thicket Lane Greensboro, NC 27405	2	Tuesday & Friday	
Foxworth, II 1506 Artic Fox Circle Greensboro, NC 27405	1	Tuesday & Friday	
Woodland Village, LLC 3819-3829 Overland Heights Greensboro, NC 27407	1	Tuesday & Friday	America Jones- Wilson (336)303-3336
Abby Courts, LLC 3403 Rehobeth Church Road Greensboro, NC 27406	1	Tuesday & Friday	
REGION 7			
Stoneridge, LLC 1900-1910 Peale Terrace Greensboro, NC 27409	3	Tuesday	Serwa Lee (336)303-3040
Silverbriar, LLC 4807 Silverbriar Court Greensboro, NC 27410	3	Monday & Thursday	
Pear Leaf, LLC 2917 West Florida Street Greensboro, NC 27407	3	Tuesday & Friday	
River Birch, LLC 312 North Swing Road Greensboro, NC 27409	4	Monday & Thursday	
Applewood, LLC 3502 Old Battleground Rd. Greensboro, NC 27410	3	Monday	
GHA CENTRAL OFFICE			
450 N. Church St. Greensboro, NC 27401	1	Friday	Jessica Williams (336) 303-3083

5.0 Instruction for Bidders.

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

1. Submission Date

Bids shall be submitted in to procurement@gha-nc.org the Evaluation Committee will thoroughly evaluate the bids and to arrive at a sound determination as to whether or not the contractor can meet the requirements set forth in this IFB. Bids shall be submitted by email and marked "Solid Waste Collection and Disposal Services". **All bids shall be received no later than 5:00pm.**

Acknowledgment of Amendments

GHA shall have the right to modify this order subject to an adjustment in the price in accordance with the applicable provisions of the Purchase Order, if any, or pursuant to mutual agreements. No agreement or understanding to modify this order shall be binding on GHA unless it is in writing and signed by an authorized representative of GHA.

Although intended to be functional in nature, the requirements outlined in this invitation for bid represents GHA's desired specifications and performance level. Bidders are invited to take exception to any of the specifications; however, these must be noted and supported with written documentation. When exceptions are taken, the bidders are encouraged to offer alternative solutions and /or additional features in their bids.

GHA reserves the right to purchase additional services from the successful bidders after execution of the initial contract if deemed necessary or beneficial to GHA.

2. Default by Contractor

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

3. Evaluation Process & Awards

- GHA reserves the right to cancel this IFB or to reject, in whole or in part, any and all bids received in response to this IFB, upon its determination that such cancellation or rejection is in the best interests of GHA.
- GHA reserves the right to waive any minor informalities in any bids received if it is in the public interest to do so, and to make multiple awards if in the best interest of GHA.
- The decision as to who shall receive a contract award or whether or not an award shall be made as a result of this IFB shall be at the absolute, sole discretion of GHA.
- GHA reserves the right to terminate a contract awarded pursuant to this IFB at any time for its convenience upon 10 days written notice to the successful proposer(s).
- GHA reserves the right to: a) to make award to the same bidder for all; or, b) to make award

- to multiple bidders.
- Bids shall be opened publicly. All bids received shall be recorded and then made available for public inspection.
 - Materials delivered or installed in error shall be removed or corrected at the successful proposer's expense.
 - If equal low bids are received from responsible bidders, selection shall be made by a random drawing.

4. Complete and Accurate Submission

A bidder's failure to provide accurate information in response to this IFB may disqualify the bidder from further participation in the Solid waste and Disposal Service selection process.

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

GHA shall have no obligation to compensate any bidder for any costs incurred in responding to this IFB.

5. Retention

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

6. Insurance

Within five (5) 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:

- a. Worker's Compensation Insurance – in accordance with state law, for all employees working on the project.
- b. 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.
- c. Automobile Liability in limits not less than \$100,000 bodily injury and \$50,000 property damage.
- d. The Greensboro Housing Authority and the property should be added as an additional insured.

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

7. Subcontractors

- a. Unless otherwise stated within the IFB documents, the successful bidder may not use any subcontractors to accomplish any portion of the services described within the IFB documents or the contract without the prior written permission of the GHA CEO.
- b. The subcontractor shall not enter into any sublet work assigned and contracted through the prime contractor. The prime contractor shall be responsible for the compliance by all subcontractors. A breach of this compliance may be grounds for termination of the contract and for debarment as a contractor and subcontractor.

8. Negotiations:

GHA reserves the right to negotiate all elements which comprise the bid and to accept or reject part or all of any bid. GHA reserves the right to require additional technical and pricing information and negotiate all elements which comprise the Vendor's bid that the best possible consideration be afforded to all concerned. GHA reserves the right to purchase additional modules or features from the successful bidder after execution of the initial contract.

9. Operating Manuals:

If requested by GHA, the bidder shall provide a complete set of operational instructions and descriptive literature for proper evaluation of the bid.

10. Special Tools:

In the event that special tools are required to operate or maintain the equipment installed, the successful bidder shall furnish these tools at no cost to GHA.

11. Guarantees and Warranties:

Each bidder shall submit a complete breakdown of any warranties or guarantees provided by the manufacturer or Respondent with the quote submitted.

The successful bidder shall provide on-site (or via webinars if necessary) instruction to designated GHA employees as required to operate the equipment purchased.

12. Maintenance Agreement:

Bids should include what maintenance support is included.

13. Presentations

Presentations and verification of the bid ability to provide these services, when required, must be furnished free of cost to GHA.

14. References

At least three reference, including company name, contact person, addresses and

telephone number, all address of public housing authorities and/or similar organizations for whom has been performed within the past three years, must be submitted as part of the proposal.

6.0 Required Documents.

It is the responsibility of each bidder to verify that he/she has downloaded the following attachments pertaining to this IFB, which are hereby by reference included as a part of this IFB:

1. **Bid Form**
2. **Form HUD-5369-** Instructions to Bidders for Contracts
3. **Hud-5369-A-** Representations, Certifications, and Other Statements of Bidders
4. **HUD-5369-B-** Instructions to Offerors Non- Construction
5. **HUD-5369-C-** Certifications and Representations of Offerors Non-Construction Contract
6. **HUD-5370-C-** General Conditions for Non-Construction
7. **Section 3-**Business Self Certification (Optional)