

Solicitation Type & Number	Request for Quote- RFQ2018-006
Date of Quote Announcement/Request	August 30, 2018
Solicitation Title	Housing Authority of Fulton County – Janitor Services
Request for Quote Questions Deadline	September 10, 2018 at 12:00 noon Eastern Daylight Time
Quote Due Date Time	Proposal due: Friday, September 21, 2018 at 12:00 noon Eastern Daylight Time
HAFC Operating Days/Hours (except for Holidays)	Monday through Thursday 8:00 A.M. – 6:00 P.M. Eastern Daylight Time Friday 8:00 A.M. – 12:00 noon Eastern Daylight Time

DIRECT INQUIRES TO:

Point of Contact	Teresa L Davis
Title	Chief Mortgage Finance Officer
E-Mail Address	teresadavis@hafc.org

Respondents are responsible for reading this solicitation and all exhibits, in its entirety, as updates and revisions have been added. Questions are to be submitted in writing via email to mortgagefinance@hafc.org. *All inquiries must be received no later than 12:00 noon local time, on September 10, 2018.* Answers to all questions will be posted to www.hafc.org. Respondents are responsible for monitoring www.hafc.org for communications related to this Request for Qualifications. *Respondents are responsible for reading this solicitation and all exhibits, in its entirety, as updates and revisions have been added.* By submitting a response to this solicitation, the Respondent acknowledges that they have read the entire document and is responding with full knowledge of all terms, conditions and requirements as set forth.

HAFC will endeavor to provide copies of addenda to all potential offerors to whom this RFP has been sent, but it will be the responsibility of each offeror to make inquiry as to the existence and content of addenda, as the same shall become part of this RFP and all offerors will be bound thereby, whether or not the addenda are actually received by the offeror.

PART I – INTRODUCTION

The Housing Authority of Fulton County (HAFC) hereby requests quotes from qualified companies or individuals (“Contractor”) to be provide janitor services for the HAFC office located at 4273 Wendell Drive, SW, Atlanta, Georgia. HAFC also owns several scattered sight rental properties in Fulton County (“HAFC Properties”).

**The Housing Authority of Fulton County reserves the right to reject any or all quotes. The Housing Authority of Fulton County is an equal opportunity employer and contracting agency.

PART II-SCOPE OF SERVICES

The Housing Authority of Fulton County (HAFC) hereby requests quotes from responsive and responsible contractors to provide all labor, supervision, materials, supplies, tools, transportation, equipment and incidentals required to provide comprehensive Janitorial Services for HAFC owned and/or maintained facilities including but not limited to the HAFC Properties listed above. The purpose of this RFQ is to select a Contractor to provide services at the HAFC office, but HAFC may occasionally need to engage contractor to provide janitor services at one of its rental properties. Janitor Services at one of the rental properties will be separately priced, on an “as needed” basis and need not be considered under this quote. There are various disciplines required by this contract. The HAFC reserves the right to add additional contractors, at the HAFC’s sole discretion.

SPECIFICATION

Duties:

GENERAL CLEANING – HAFC CENTRAL OFFICE (MONDAY, THURSDAY, FRIDAY)¹

- ♦ Pick up trash on the lawns
- ♦ Empty interior and exterior trash containers (front entry, patio, dock, common areas, offices, etc.) and replace bag liners
- ♦ Vacuum all carpet and wet mop all VCT, granite, and other floors (2 times a week)
- ♦ Clean toilets, sinks, showers, mirrors, vanities and urinals with a disinfectant cleaner
- ♦ Clean all mirrors, interior glass and stainless steel areas with appropriate cleaners
- ♦ Clean kitchen area including wiping down counters, sinks, breakroom tables, refrigerators, microwave, coffee pots and other appliances
- ♦ Dust all office furniture with a light coat of polish once a week
- ♦ Maintain and replace all paper goods and soap in bathrooms, kitchens and break rooms
- ♦ Clean glass in all points of entry, bathrooms and tables in conference rooms
- ♦ Clean all stainless steel surfaces
- ♦ On an as needed basis, include a separate price for carpet cleaning and waxing of all floors

¹Service to be performed starting at 4pm or later

GENERAL CLEANING – HAFC CENTRAL OFFICE (FRIDAY)²

- ♦ Pick up trash on the lawns
- ♦ Empty interior and exterior trash containers (front entry, patio, dock, common areas, offices, etc.) and replace bag liners
- ♦ “Touch up” bathrooms

²Service to be performed before noon

Knowledge and Skills:

- ♦ Knowledgeable of cleaning and janitorial services for office space
- ♦ Knowledge of materials, methods, and the tools involved in interior/exterior janitorial services.
- ♦ Valid drivers license

Education and Experience:

- ♦ Previous related commercial janitorial experience
- ♦ High School Diploma

Respondent will need to certify by submission of its Proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency. All Respondents are required to submit a Disclosure Statement if this is not the case.

The Contract is subject to the same rules and regulations as the HAFC. All rules and regulations are incorporated by reference into this Contract and the Contractor specifically is to adhere to these rules and regulations.

The contractor shall provide, at its own cost and expense, a Certificate of Insurance evidencing Comprehensive General Liability insurance coverage against bodily injury, property damage and personal injury liability with limits of not less than One Million Dollars (\$1,000,000) per occurrence and evidencing statutory Worker's Compensation insurance covering all employees and subcontractors. The Certificate of Insurance shall be furnished to the HAFC. The HAFC shall be named as insured In such policy.

SERVICE HOURS

Service shall be made available to the HAFC 4 days per week, 52 weeks per year. BUSINESS HOURS shall be work performed between 6:00 AM to 6:00 PM, Monday through Friday. AFTER HOURS SERVICE shall be work performed after 6:00 PM and before 6:00 AM the next morning. WEEKEND AND HOLIDAY shall be work performed during Saturday, Sunday or during any HAFC holiday.

CONTRACT TERM

This Request for Quote is for awarding a firm, fixed price purchasing contract to cover a one (1) year term.

OPTION TO RENEW

The HAFC may, at their option and with the approval of the Contractor, renew the term of this Contract up to a maximum of one (1) year, (or at the HAFC's sole discretion, extend the contract on a month to month basis for a maximum of six (6) months after expiration). The Contractor shall be notified in writing by HAFC of its intention to renew the contract term at least thirty (30) calendar days prior to the expiration of the original contract term.

PART III-QUOTE ITEMS TO SUBMIT

SUBMISSION TO THE HOUSING AUTHORITY OF FULTON COUNTY

Quote should include:

- ♦ Rate for services described herein.
- ♦ Statement of experience and qualifications to perform the duties described herein
- ♦ Three references for similar work performed within the past 12 months
- ♦ Proof required professional liability insurance and
- ♦ MBE/WBE status
- ♦ Completed Form-Attachment A (Certification Regarding Debarment)

- ♦ Completed Form-Attachment B (Contractor Affidavit under O.C.G.A §13-10-91(b)(1))
- ♦ Completed Form-Attachment C (Certification of Non Discrimination)
- ♦ Completed Form-Attachment D (Non-Collusive Affidavit)

Upon receipt of each quote, HAFC's will date-stamp it to show the exact time and date of receipt. All quotes received will become the property of the Housing Authority of Fulton County, Georgia and will not be returned to the proposers.

Respondents shall submit a quote by email in response to this solicitation to:

Teresa L. Davis, Chief Mortgage Finance Officer
Email: MortgageFinance@hafc.org
Housing Authority of Fulton County
4273 Wendell Drive
Atlanta, GA 30336

DEADLINE FOR SUBMISSIONS

Responses shall be received by email at above address before 12:00 noon on Friday, September 21, 2018. Late responses will NOT be considered.

Please include a price and timeframe by which a work can be completed to include start and completion time.

REJECTION OF QUOTES

HAFC reserves the right to reject any or all responses to this Request for Quotes and to waive any informalities, technicalities, or omissions therein. HAFC also reserves the right to reject any quote when a parent, subsidiary, affiliate, or predecessor in interest of the Respondent has pending litigation or claims with HAFC, or if any quote includes a proposed subcontractor or supplier that has pending litigation or claims with HAFC, if HAFC determines, in its sole discretion, such litigation or claims may adversely affect the ability of the parties to work efficiently and effectively under this Contract, or for any other reason as determined by HAFC. Any such Quotes will be returned to the Respondent. No objections with regard to the application, meaning, or interpretation of these specifications will be considered after the Quotes have been received.

RESPONSE MODIFICATION

Response may be modified, withdrawn, and/or re-submitted in writing prior to the deadline for quotes. After this deadline, no withdrawals or resubmissions may be made for any reason.

ATTACHMENTS

- Attachment A Certification Regarding Debarment
- Attachment B Contractor Affidavit under O.C.G.A §13-10-91(b)(1)
- Attachment C Signed copy of the HAFC Certification of Non Discrimination
- Attachment D Non-Collusive Affidavit

NOTE: The following form is attached and will be required to be executed at the time a contract is awarded and executed: Minority Business Participation Commitment

ATTACHMENT A - CERTIFICATION OF PROPOSER

REGARDING DEBARMENT SUSPENSION AND OTHER RESPONSIBILITY MATTERS

(Proposer)_____ certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three year period preceding this bid been convicted of or had civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification: and
4. Have not within a three year period preceding this bid had one or more public transaction (Federal, State or Local) terminated for cause or default.

If the Proposer is unable to certify to any of the statements in this certification, the Proposer shall attach an explanation to this certification.

(Proposer) _____ CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

Signature and Title of Authorized Official

Attachment C

H AFC Certification of Non Discrimination

The offeror/bidder agrees and warrants that in the performance of the contract, if awarded, such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, gender, religion, creed, age, familial status, national origin, veteran status, or disability. The supplier further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, gender, religion, creed, age, familial status, national origin, veteran status, or disability. It is understood that non-discrimination shall include all forms of harassment and specifically sexual harassment. The contractor hereby certifies the foregoing and that the contractor will adhere to and enforce all applicable federal, state and local laws pertaining to non-discrimination.

Authorized Signature: _____

Company Name: _____

By: _____

Date: _____

Attachment D
U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT NON-COLLUSIVE AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____, being first duly sworn, deposes and says that he or she

is a _____ of _____
(A Partner or Officer of Business, etc.) (Name of Business)

who is making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against or any person interested in the proposed Contract; and that all statements in said Proposal or Bid are true.

Signature of Bidder
If Bidder is an Individual

Signature of Partner
If Bidder is a Partnership

Signature of Officer
If Bidder is a Corporation

Subscribed and sworn to before me this

_____ day of _____, 2017

Notary Public _____

My Commission expires: _____

**ATTACHMENT
MINORITY BUSINESS PARTICIPATION
COMMITMENT FORM**

It is the policy of Housing Authority of Fulton County (HAFC) to encourage minority participation in all contracts. To implement this policy, HAFC shall encourage minority participation through subcontracting, or other methods in contracting from construction jobs. You should complete this form, indicating the percentage of this construction contract that will be subcontracted to minority businesses.

For the purpose of this commitment, the term "minority business" means a business at least 50 percent of which is owned and controlled by minority group members or, in the case of a publicly-owned business, at least 51 percent of the stock of which is minority owned, and the business owned, and the business is controlled by minority group members. For the purpose of the preceding sentence, "minority group members" are citizens of the United States who are African-American, Hispanics, Asians, Pacific Islanders, and American Indians.

Please indicate the percentage of minority business participation for this project. This refers to the percentage of the total dollar value of the contract that will be subcontracted to minority firms.

_____ percent*

*HAFC will consider minority participation in awarding this contract. And, as on all HAFC construction projects, HAFC reserves the right to approve or disapprove any subcontractor list.

To be considered a "minority business", the business must be so certified by the Department of Minority Business Enterprise, State of Georgia. HAFC will provide assistance in the certification process.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the prospective bidder to the commitment herein set forth.

Contractor's Name

Name of Authorized Officer – printed

Date

Name of Authorized Officer – signed