# JACKSON COUNTY HOUSING AUTHORITY (JCHA)

Jackson County Housing Authority
300 North 7th Street
Murphysboro, IL 62966

## Request for Proposals (RFP) For Flooring Installations Agency Wide

The JACKSON COUNTY HOUSING AUTHORITY (JCHA) is seeking Proposals from qualified contractors to submit a proposal for a flooring installation services contract. To obtain a copy of the proposal documents, visit the Demandstar website at and click on the Proposal link, https://www.demandstar.com/app/registration directly.

Submission of Proposals must be received no later than 2:00 pm CST on February 28, 2023

**An Equal Opportunity Employer**

**Request for Proposal For Flooring Installation Services for the Jackson County Housing Authority**

The Jackson county Housing Authority (JCHA), a recipient of federal assistance through the U.S. Department of Housing and Urban Development (HUD), hereby gives public notice of its intent to utilize a competitive negotiation process, in accordance with 24 CFR 85.36, for the procurement of a Flooring Installation Contractor Services Contract to remove and install flooring.

Qualified contractors are invited to submit a proposal for a flooring installation services contract to the Demandstar portal no later than Tuesday, February 28, 2023, at 2:00 p.m. Proposals will be evaluated, and the licensed contractor whose proposal is most advantageous to the JCHA will be selected, subject to negotiation of fair and reasonable compensation.

Complete details of this Request for Proposal may be obtained through Demandstar or by contacting Brigitta Mac-Rizzo by email to bmac-rizzo@jcha-il.org. If you would like to visit the properties prior to submitting a bid, please call Justin Ford at 618-684-3183, extension 210 to schedule an appointment prior to February 21, 2023.

The JCHA is an equal opportunity agency. The JCHA solicits and encourages Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) participation in all of its contracts.

## RFP Information at A Glance

| | |
|---|---|
| Authority Contact Person: | Brigitta Mac-Rizzo, Executive Director<br>bmac-rizzo@jcha-il.org |
| How to Obtain RFP Documents on the Web | https://www.demandstar.com/app/registration |
| Questions Deadline | February 21, 2023, 5:00 pm CST |
| Proposal Submittal return deadline | February 28, 2023, 2:00p.m. CST |
| Anticipated Approval | March 22, 2023 |

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Article 1: Statement of Work

1. Background

The Jackson County Housing Authority (JCHA), with its administrative office located at 300 North Seventh Street, Murphysboro, Illinois 62966 requires a flooring replacement contract at all JCHA locations throughout Jackson County. JCHA seeks to solicit a qualified contractor to perform flooring replacement on units in a rehab state. JCHA intends to select a contractor to enter into contract pursuant to this solicitation.

2. Scope/Objective

The contractor shall provide all labor, materials and equipment and perform all operations necessary to perform the flooring replacement at various locations owned and managed by the Jackson County Housing Authority. JCHA requires the Contractor to respond timely to a call to renovate units and perform the following but not limited to removing carpet, removing tile and installing tile, removing plank and installing plank flooring and install cove base. Workmanship is to be of the highest quality standards to the satisfaction of JCHA. Damage caused by the contractor will be the financial responsibility of the contractor.

Surfaces to receive planks shall be thoroughly cured and dry, broom cleaned and free of dirt, grease and oil. Fill all cracks, holes and voids in underlayment and thoroughly clean surfaces. Prime concrete and gypsum cementitious underlayment according to the adhesive manufacturer' s recommendations.

Flooring: UNITS

Prepare floor surfaces, patching as needed and underlayment on the second floor of the two (2) story units. Install new vinyl plank and vinyl base in living room, kitchen, hallway, bedrooms, and closets. Install new lay-in sheet vinyl with vinyl base in ALL bathrooms and in the laundry/mechanical rooms and seal with caulk. Install metal transition strip at transition from tile to sheet vinyl and install rubber transition strip at the top of the stairs. Remove and replace stair treads. Installation shall be in accordance with manufacturer’s recommendations. Clean floors.

Flooring: HI-RISE CORRIDORS/COMMON AREAS

Prepare floor surfaces, patching as needed. Install new vinyl tile and vinyl base. Install new lay-in sheet vinyl with vinyl base in bathrooms and seal with caulk. Install metal transition strip at transition from vinyl plank to sheet vinyl. Installation shall be in accordance with manufacturer’s recommendations. Clean floors

All flooring shall be tight with no gaps and cleaned and ready for move in.

After completion of work, all new and existing components shall be inspected, adjusted, put into working order and left clean, free of dirt, etc. Contractor shall also protect installed product's finished surfaces from damage.

3. Experience

A. The Contractor shall have experience with the various trades to remove and install flooring as requested.

B. Bidders are required to submit three (3) references for similar projects or work.

References should include the name of the contact person, business phone number, and general description of the project or work that was performed.

C. Contractor must demonstrate three (3) years of flooring installation. JCHA reserves the right to verify experience and License requirements.

## Article II. Types of Work

### 1. Flooring Replacement

As needed, vendor shall remove flooring as directed by JCHA and replace with new flooring as specified by JCHA.

Upon notification, vendor will meet with JCHA staff for a unit investigation before beginning work. The selected vendor shall make themselves familiar with the different types of residences. A Work Order number will be issued for each job and included on each invoice. Units must turn within the agreed upon time frame so the manager will reach out in advance to schedule an installation. Those units that are being abated will have additional time added for completion.

Work assignments to common areas in high-rise buildings will be completed based on a coordinated schedule with the Modernization Coordinator.

Contractor's employees (including subcontractors) shall conduct themselves in a professional manner at all times. No drink bottles, wrappers, lunches, or other debris will be allowed to be left inside or outside of the units. Parking will only be permitted in the streets or driveways or specified by management.

All activity will be conducted in a safe manner. Tools, materials, and other equipment will be kept only in the work areas and will not interfere with residents' use of the facilities. All waste must be disposed of by the contractor off JCHA property.

Contractors will plan a schedule of work to be approved by the JCHA Modernization Coordinator. Any condition which may prevent a contractor from performing the work outlined and agreed upon will be reported immediately to the Contracting Officer for the development.

All work is to be performed in accordance with all applicable local, State, and Federal standards and any applicable manufacturer's specifications.

## Article Ill. General Provisions

### 1. Materials Used

JCHA has provided a list of flooring material by manufacturers, styles, and colors and the contractors shall provide a quote based on those materials. Also, a price for tear out for each bedroom size as well.

Adhesive shall be a waterproof adhesive as recommended by the manufacturer for the specific flooring style, and edge strips. All adhesive material **must** be free from asbestos material.

2. Floors

- Waste Disposal: Asbestos waste scrap, debris, bags, containers, equipment and contaminated clothing consigned for disposal shall be collected and disposed of in sealed, impermeable containers.
- JCHA has been conducting Asbestos Abatement on all floors. All units have or will be abated prior to any new flooring is put in place. JCHA tries to allow floors time to cure prior to any new floor product being installed to ensure the adhesive will adhere to the concrete slab.
- Sanding of flooring material is prohibited.
- Floors shall be dusted or swept dry, or vacuumed using HEPA filter.

3. Workmanship

All workmanship shall be of the highest standards with material installed properly and in a professional workmanship-like manner. The responsible contractor shall assume full responsibility and warrant for one year the satisfactory performance of all labor and materials (notwithstanding additional manufacturer warranties).

4. Damage to Units:

The contractor will be liable for damages caused to units, furnishings, and personal property of residents when work is being conducted in units.

5. Contract Period:

The initial term of this contract will be for one year with option for four (4) additional option years from the start of the contract. All changes in the terms and conditions of this contract must be confirmed in the form of a written amendment, which is to be approved by the JCHA. Change orders must be approved by the JCHA Modernization Coordinator.

6. Change Orders

From time to time it may be necessary to makes changes to the initial or subsequently agreed upon scope of work for a unit. All such changes shall be accomplished via a written change order outlining the additional directions, work to be performed, time for completion, and additional cost.

7. Termination

The agreement may be terminated by JCHA when it is deemed that termination is in the best interest of the agency. Any such termination shall be affected by delivery of a Notice of Termination and the date upon with the termination becomes effective. The contractor may make a claim for the cost of work performed up to the date of the termination. Any disputes with regard to termination are subject to the disputes provisions of the agreement. Either party may terminate the agreement without cause at any time.

8. Disputes

Disputes pursuant to the agreement may either be in regard to the quality of work or

performance and those related to the contract terms.

A. Quality of work/performance disputes:

1. If a Contractor disagrees with a finding that work performed is inadequate or otherwise unacceptable, a written claim will be submitted to the Hearing Officer.
2. The Hearing Officer will have 30 days to render a decision.
3. If a Contractor disagrees with the Hearing Officers decision, one appeal may be filed within 10 days to the Executive Director.
4. Said Executive Director will have 30 days to render a decision. All such decisions Shall be final.

B. Contract related disputes:

1. If a Contractor disagrees with the application, interpretation, or execution of any terms of the contract, they shall submit a claim to the JCHA' Contracting Officer, in this case, the Executive Director. The Contracting Officer will render a decision and notify the contractor within 30 days of receipt. Such decisions will be final.

9. Labor Wage Compliance
All Contractors are required to provide fair wages to their laborers and follow the State of Illinois labor laws. Davis Bacon Wage Decision **does not apply.**

10. Insurance
The contractor shall obtain and keep in force the minimum insurance depicted below.

Prior to execution of any contract, the Contractor Shall furnish proof that such insurance is in effect.

All insurance maintained by the Contractor must include a requirement that the insurer will provide JCHA with at least ten days written notice of any material change in or cancellation of such insurance. The Jackson County Housing Authority must be added as an additional insured on the Certificate of Insurance provided to JCHA. Under the Description of Operation must state All Properties owned and managed by the Jackson County Housing Authority.

All insurance shall remain in effect for the duration of this contract. All insurance and bonds shall be secured from companies licensed to do business in the State of Illinois and shall be countersigned by a licensed resident agent.

Required insurance coverages include:

1. Worker's Compensation — as required by the laws of North Carolina covering all Contractor employees engaged in any work hereunder. Coverage must be in an amount at least equal to $10,000 per employee per accident.
2. Commercial Liability Insurance — in the amount of $100,000 for liability for bodily injury or death of any one person in any one accident; for property damage in the amount of $10,000 for any one accident and $10,000 in the

aggregate. It is understood that any work described in this agreement that is undertaken by a subcontractor for the contractor will be required to carry the same insurance as listed above. JCHA will require proper certificates be furnished evidencing that such insurance is in effect for at least the same terms as the Contractor.

The Contractor shall notify the Jackson County Housing Authority promptly of all injuries and damages to person(s) or property in any way arising out of performance of work under this contract. No settlement of payment for any claim to which the JCHA may be charged with the obligation to payment or reimbursement Shall be made by the contractor without the written approval of the JCHA.

11. Liability

The contractor shall assume liability for damage or loss resulting from the wrongful act(s) and/or negligence of its employees while they are on JCHA premises. The contractor or his insurer Shall reimburse the JCHA for any such damage or loss within 30 days after a claim is submitted.

Article IV. Contract Price

JCHA will pay the Contractor from current funds upon successful completion and acceptance of work per unit and submission of an individually numbered invoice, including the Work Order number issued by JCHA. Payment terms are normally net 30 from receipt of the invoice.

Article V. Contract Documents

The Contract Shall consist of the following component parts:

1. Instructions to Offerors — Non-Construction HUD-5369 B (8/93)
2. Certifications and Representations of Offerors - Non-Construction Contract (HUD-5369-C)(8/93)
3. Request for Proposals (this document)
4. Scope of Work (included in this document)
5. Hold Harmless Agreement
6. Non-Collusive Affidavit
7. Certificate of Non-Segregated Facilities
8. Certificate of Insurance
9. Bid Proposal Sheet

This document, together with the other documents enumerated in Article V above, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract.

# Exhibit A

MATERIAL LISTING FOR ALL PROPERTIES
CONTRACTORS FOR JCHA FLOORING REPLACEMENT

# Exhibit B

PROPOSAL BID SHEET
CONTRACTORS FOR JCHA FLOORING REPLACEMENT

# PROPERTY MATERIAL LIST & SQUARE FOOTAGE

Exhibit A

APPROXIMATE SQ.FT. FOR APARTMENTS

| | |
|---|---|
| 0-BEDROOM | 320 S.F. |
| 1-BEDROOM | 540 S.F. |
| 2-BEDROOM | 760 S.F. |
| 3-BEDROOM FLAT | 950 S.F. |
| 3-BEDROOM 2-STORY | 920 S.F. |
| 4-BEDROOM FLAT | 1,050 S.F. |
| 4-BEDROOM 2-STORY | 1,240 S.F. |
| 5-BEDROOM FLAT | 1,190 S.F. |

APPROXIMATE SQ.FT. FOR HIGH-RISE APARTMENT BUILDINGS

| | |
|---|---|
| OLD WEST MAIN ESTATES | 11,127 S.F |
| MARION STREET MANOR | 8,962 S.F. |
| KING WILLS APARTMENTS | 7,660 S.F. |

Materials list: UNITS

1. Laminate Vinyl Plank:

    a. Tarkett Aloft: LVP, Class III, Type B, 12 mil, 6” x 48”; Color: Lodge Plank – Grey Pearl
    b. Philadelphia Commercial by Shaw: LVP, Style: 5524V in the grainii12, 12 mil, 6” x 48”; Color: 00568 Flaxseed

2. Sheet Vinyl: Mannington Tarkett Performa, Color 55031 Stonework Dover
3. Vinyl Base: Flexco; 4"; Color: 065 Cappuccino
4. Stair Treads: Tarkett Service Weight, ST-76-3’-RD; Color: Cinnamon 76
5. Risers: Tarkett; 6” Cove Base with Toe; Color: Cinnamon 76

Materials list: HI-RISE CORRIDORS/COMMON AREAS

1. Laminate Vinyl Tile:

    a. Philadelphia Commercial by Shaw: LVT – Style 5458V Stone Effects; Color 00244 Antique Taupe; 12x24 resilient, loose lay glued down

2. Sheet Vinyl: Mannington Tarkett Performa, Color 55031 Stonework Dover
3. Vinyl Base: Flexco; 6"; Color: 078 Umber

OR APPROVED EQUAL

# BID PROPOSAL SHEET

Exhibit B

| Apartments | APPROXIMATE SQUARE FOOTAGE | Proposed Price Materials & Labor | Approximate number of completion days |
|---|---|---|---|
| 0 Bedroom | 320 S.F | | |
| 1 Bedroom | 540 S.F | | |
| 2 Bedroom | 760 S.F | | |
| 3 Bedroom Flat | 950 S.F | | |
| 3 Bedroom 2 Story | 920 S.F | | |
| 4 Bedroom Flat | 1,050 S.F | | |
| 4 Bedroom 2 Story | 1,240 S.F | | |
| 5 Bedroom Flat | 1,190 S.F | | |
| **HIGH-RISE BUILDING** | **APPROXIMATE SQUARE FOOTAGE** | **Proposed Price Materials & Labor** | **Approximate number of completion days** |
| Old West Main Estates | 11,127 S.F. | | |
| Marion Street Manor | 8,962 S.F. | | |
| King Wills Apartments | 7,660 S.F. | | |
| | | | |
| Stair Treads | Price requested per step | | |
| | | | |

**Pricing is based on estimate square footage. Awarded contractor will measure all units prior to ordering materials and price may need to be adjusted once official square footage is confirmed.

# BID PROPOSAL SHEET

BID FOR: Flooring Installation Services for all Properties owned or managed by the Jackson County Housing Authority.

TO: Jackson County Housing Authority
300 North 7th Street
Murphysboro IL 62966

Sir/Madam:
1. The undersigned, having familiarized _____with the local conditions affecting the cost of the work, and with the Specifications (including Invitation for Bids, Instructions to Bidders, this Bid Form, the Non-collusive Affidavit, the General Conditions, the Special Conditions, and the General Scope of Work), and acknowledging receipt of Addenda No. _____ through _____, (if any thereto), as prepared by Jackson County Housing Authority hereby proposes to:

1. Furnish all insurance required by the Bidding Documents.
2. Accomplish the work in accordance with the Contract.
3. Complete all work, as shown and specified herein with in the time frame indicated with in the bid documents from the date of the Notice to Proceed.

Bid Proposal Sheet**:**
Include all work called for, and/or specified, and described within Contract Documents

1. Include pricing on the **Bid Proposal Sheet** attached to this RFP.

In submitting this bid,it is understood that the right is reserved by Jackson County Housing Authority to reject any and all bids. If written notice of the acceptance of this bid is mailed, faxed or delivered to the undersigned within 90 calendar days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form and furnish the required documents within ten (10) days after the contract is presented for signature.

Attached hereto is an **Affidavit in Proof that the Undersigned** has not entered into any collusion with any person in respect to this proposal or any other proposal or submitting of proposals forPage 2 of 2 the contract for which this proposal is submitted.

The bidder represents that it ( ) has, ( ) has not, participated in a previous contract or subcontract subject to the equal opportunity clause prescribed by Executive Orders 10925, 11114, or 11246, or the Secretary of Labor; that they ( ) have, ( ) have not, filed all required compliance reports; and those representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards. (The above representation need not be submitted in connection with the contracts or sub-contracts which are exempt from the clause.)

**Certification of Nonsegregated Facilities**. By signing this bid, the bidder certifies that they do not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not permit their employees to perform their services at any location, under their control, where segregated facilities are maintained. They certify further that they will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they will not permit their employees to perform their services at any location, under their control, where segregated facilities are maintained. The bidder agrees that breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms, and wash rooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit,

local custom or otherwise. They further agree that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) they will obtain identical certifications from proposed subcontractors prior to the award of subcontractors exceeding $10,000.00 which are not exempt from the provisions of the Equal Opportunity clause; that they will retain such certifications in their files; and that they will forward a notice to their proposed subcontractors as provided in the instructions to bidders.

*NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.*

Date _____ 20___

_____

**Name of Bidding Entity**

**Official Address (Print)** **BY:** _____

_____

_____ **Title:** _____

Telephone #: _____

Email Address _____