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

Request for Proposals for Vacancy Prep and Related Services

The Housing Authority of Jackson County Illinois ("JCHA") seeks proposals from qualified, licensed, independent contractors interested in providing Vacancy Preparation to vacant units within the requirements of the U.S. Department of Housing and Urban Development ("HUD"). To obtain a copy of the Request for Proposal (RFP) documents, visit JCHA's website at www.jacksoncountyhousingauthority.org and click on the Proposal link or visit DemandStar, https://www.demandstar.com/app/registration directly.

Submission of Proposals must be received no later than 11:00 a.m. CST on August 11, 2023.

An Equal Opportunity Employer

HOUSING AUTHORITY OF JACKSON COUNTY ILLINOIS

INTRODUCTION AND BACKGROUND

The Low Rent Public Housing Program was created in 1937 to own and operate housing that was built by the United States Federal Government under President Franklin Roosevelt's Public Works Administration. Jackson County Housing Authority (JCHA) was created in August of 1946 to obtain grant money so that housing conditions within Jackson County, Illinois, could be improved. Public housing did not become a reality in the County until 1960, when the first public housing was constructed after a tornado devastated much of the southern part of Murphysboro, Illinois, and left many people homeless. Since then, JCHA expanded its mission to now provide safe decent and sanitary housing to low-income families, elderly families, disabled families, and low-income individuals in six towns throughout the County.

The programs administered by JCHA consists of 761 Public Housing Units, 565 Housing Choice Vouchers, 23 Mainstream Vouchers, 17 Emergency Housing Vouchers, and 12 Multi-Family Housing units. Planned projects in 2022-2023 include 59 public housing units converting to RAD (No Tax Credits), and an RFP for 100 Project Based Vouchers.

The Housing Authority of Jackson County Illinois, doing business as and commonly referred to as the Jackson County Housing Authority ("JCHA") is requesting proposals from qualified, licensed, firms ("Proposer"), that can demonstrate a track record in successfully performing vacant unit prep and related services in accordance with the rules, laws and regulations included in this Request for Proposals.

Proposals are due to JCHA no later than September 23, 2022, at 11:00 AM Central Standard Time. JCHA's fiscal year is July 1 to June 30. The term of the Agreement shall be for one (1) year with an option to extend up to an additional four (4) one year terms.

RFP INFORMATION AT A GLANCE

CHA Contact Person:	Brigitta Mac-Rizzo, Executive Director bmac-rizzo@jcha-il.org
Obtain RFP Documents on the Web:	https://www.demandstar.com/app/registration
Questions Deadline:	August 3, 2023, 5:00 p.m. CST
Proposal Submittal Return Deadline:	August 11, 2023, 11:00 a.m. CST
Anticipated Approval:	August 23, 2023

JCHA'S RESERVATION OF RIGHTS

1. JCHA reserves the right to reject any part of the Proposal or all the Proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time if deemed by JCHA to be in its best interest.
2. JCHA reserves the right not to award a contract pursuant to this RFP.
3. JCHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon ten (10) days written notice to the Successful Proposer.
4. JCHA reserves the right to determine the work schedule and locations that the Successful Proposer shall provide the services described in the RFP.
5. JCHA reserves the right to retain all Proposals submitted and not permit withdrawal for sixty (60) days after the deadline for receiving Proposals without the written consent of JCHA.
6. JCHA reserves the right to negotiate the fees proposed by the Successful Proposer entity as described in this RFP.

7. JCHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP including, but not limited to, incomplete Proposals, Alternative Proposals, or non-requested services.
8. JCHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
9. JCHA shall reserve the right to, at any time during the RFP or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the required details herein.

1.0 REQUEST FOR QUOTATIONS

The Housing Authority of Jackson County Illinois, commonly referred to and doing business as the Jackson County Housing Authority (the "Authority") hereby solicits and requests quotes from qualified contractors to provide Vacancy Prep Unit Turnover Services. This request for quotation is not an offer to buy and should not be assumed as such.

2.0 SCOPE OF WORK (SOW); TECHNICAL SPECIFICATIONS (T/S)

The Jackson County Housing Authority is seeking proposals from qualified, licensed, and insured entities for Vacancy Prep Unit Turnover Services. A contractor(s) is needed to assist in turning over an estimated seventy-five (75) to one hundred (100) units each year for new tenants. Any contract awarded will be limited to Six Hundred Thousand ($600,000.00) and a term not to exceed one (1) year unless the option to renew for one (1) additional year exceeding no more than a total of five (5) years is exercised by the Board of Commissioners. **Time is of the essence and quick turnover on these units is critical**. Unit turnaround should be within Fifteen (15) days or less, which includes coordinating the pest control services of each unit with Authority staff unless otherwise mutually agreed upon. For the purpose of this proposal, "Business Day" shall include working Monday through Friday excluding weekends and the Authority's recognized holidays unless it is deemed in the best interest of the Authority to allow weekend or holiday work.

In some instances, due to the nature of work to be completed, it may become necessary for the completion of work to take longer than the allotted thirty (15) day turn around. The Authority shall have sole discretion in determining the amount of time to be extended due to these circumstances.

It is the intent of the Authority to award contracts to provide Vacancy Prep Unit Turnover Services. The winning contractor(s) must be available on an as-needed basis to provide complete Vacancy Prep Unit Turnover tasks which include Janitorial Services, Maintenance, Perimeter Finishing, and Painting. Trash removal will be completed by Authority staff prior to the Make Ready Service request unless otherwise requested and is understood to be a separate fee. Proposers must submit a proposal based on all of the services.

The Contractor will be notified by the Modernization Coordinator when a unit is ready for turnover. The Modernization Coordinator will issue a task order which will provide the scope of work to the Contractor for that specific unit before work is to begin. Once the Contractor is notified and accepts the task order the contractor must complete the unit within thirty fifteen(15) days. This includes completing any punch list items and passing a final inspection. The task orders may be issued at any time during the term of the agreement and the assignment of work projects will be made solely at the discretion of the Authority. Should a contractor be assigned more than one task order at any given time, the Contractor is still responsible for completing each unit in the fifteen (15) day timeframe and not in addition to. For example, if a contractor has one (1) three (3) bedroom unit to

turnover and accepts another three (3) bedroom unit on the same day, the total time to complete both units is fifteen (15) days and not thirty (30) days.

The Authority seeks a formal response from Contractors as to qualifications and experience to perform assignments within the Scope of Services. The Contractor selected by the Authority will be required to follow the Authority policies as specified in this RFQ and Contract. Regular communication with the Modernization Coordinator critical to the Contractor's success. Contractors should never assume anything and should never begin work on a unit until receiving a task order.

2.1 Services to be Provided

The services being requested for a complete Vacancy Prep Unit Turnover will occur in four (4) phases. However, at times the Authority may choose to select only one (1), any combination of, or all services to be performed by the contractor(s) at its sole discretion if it is in its best interest to do so.

The four (4) phases included in a complete Vacancy Prep Unit Turnover are as follows:

- Maintenance
- Finishing the Perimeter
- Painting
- Janitorial Services

2.2 Trash Removal

Trash Removal becomes necessary when residents move out of a unit and leave behind trash and personal belongings that must be removed prior to the Vacancy Unit Prep Turnover taking place. Trash removal is inclusive of sheds, garages, basements, storage units, and yards. **Trash removal services are not included in the Vacancy Prep Unit Turnover but, if needed, will be billed based on the amount included in the contract pricing.**

If a unit needs to have furniture or trashed removed by the Contractor, the Contractor selected to complete the unit will be responsible for removal and disposal of the items in a timely manner. The Modernization Coordinator and Contractor will together make a determination of the trash removal level and the amount of time the Contractor has to remove the items from the unit with the Modernization Coordinator having the ultimate authority.

2.2.2 Trash removal is simply to remove and properly dispose of all designated trash from the unit. Trash removal includes, but is not limited to, items left inside cabinets and closets.

- Contractor shall provide any trash bags or other supplies for the process.

- Bulk and bagged items (furniture, mattresses, box springs, etc.) must not be left at any resident trash areas. All bulk debris must be removed to the Authority's bulk containers.
- Proposers are cautioned against over filling vehicles and shall properly tie down all items to prevent injury or property damage.

2.2.3 The removal of trash from units shall be done in a safe manner and not cause damage to the Authority's property (i.e. dragging a sofa down a hallway causing scratches on the floor, etc.). Such damages can result in reducing the invoice amount if the Contractor does not make the necessary repairs acceptable to the Modernization Coordinator**.**

2.3 Janitorial Services

All surfaces must be wiped off or washed cleaned. This includes, but is not limited to, food, grease, webs, dust, dirt, insects, insect eggs and feces. Special considerations for janitorial service include:

2.3.1 Bathroom

- Non-abrasive cleaners shall be used to remove soap scum, mildew, calcium deposits from tub, commode, shower, sink and ceramic tile, etc.
- Clean and disinfect all bathroom fixtures (faucets, sink, toilet, bathtub, handles, knobs, etc.)
- Mirror, medicine cabinet, counter, vanity, exhaust fan, and all other surfaces shall be cleaned.
- Cabinets, drawers and hinges shall be cleaned and free of debris.
- Remove old caulk and apply new caulk to bathtub/shower, sink, and toilet base
- At times, toilets, sinks and medicine cabinets will need replacement

2.3.2 Floors

2.3.2.1 Stripping Floors

- Use buffer to strip tile floors.
- Clean all corners, under and/or around heat registers and vents.
- Clean baseboards and cove base throughout unit.

2.3.2.2 Sealing & Waxing

- Apply 3 coats of wax to floors.

2.3.2.3 Wood Floors

- Clean wood floors and apply polyurethane or paint as specified in scope of work

2.3.2.4 Ceramic Tile

- Clean ceramic floors including grout

2.3.3 Fixtures & Globes

- Clean all interior and exterior light fixtures, light shades, globes and switch plates and switches.
- Fixtures shall be free of fingerprints, marks, dust and insects.

2.3.4 Windows & Frames

- Clean all windows, doors, frames, and seals, including front and back storm doors, and including handles and knobs.
- Remove and repair any damage from any old hardware remaining from previous blinds and shades no longer in use.
- All blinds must be replaced unless otherwise stated by Modernization Coordinator.

2.3.5 Kitchen

2.3.5.1 Stove

- Clean the outside of the stove with degreasing soap or all- purpose cleaner.
- Use the degreaser or all-purpose cleaner on the knobs and handles as well.
- Use oven cleaner for the inside of oven door, inside of broiler, the pan and the oven interior.
- Clean drip pans and grates
- Clean range hood and replace filter.
- Make certain all parts of appliance work after completion of cleaning

2.3.5.2 Kitchen Wall

- Kitchen walls must be cleaned for excessive smoke or grease damage. The area behind the range must be cleaned as well.

2.3.5.3 Refrigerator

- Contractor shall defrost, clean and dry refrigerator.
- Clean refrigerator using an all-purpose cleaner or any other cleaner that does not harm coating or gaskets.
- Clean excess dust from bottom and rear coil of refrigerator.
- Appliance bulbs must be operable

2.3.5.4 Cabinets/Sinks/Countertops

- Clean all cabinets inside and outside with degreaser or all- purpose cleaner.
- Clean sink and countertops with degreaser or all- purpose cleaner.
- Cabinets, drawers and hinges shall be cleaned and free of debris.
- All countertops shall be caulked
- Some units will require cabinet replacement

2.3.5.5 Miscellaneous

- Clean the Mechanical Room where applicable.
- Clean the outside of the water heater and furnace where applicable.

2.4 Maintenance

Maintenance includes making necessary repairs to (or replacement of) apartment fixtures, hardware, and appliances. Special considerations for maintenance include:

2.4.1 Faucets

- All faucets should be operable (**no leaks**), toilet operable (**no leaks**). This may require contractor to be familiar with rebuilding a faucet or hiring a subcontractor.

- All drains should be clear, and no leaking waste lines.
- Laundry station should be operable (where applicable).

2.4.2 Windows

- Make sure that all windows, storms and primes are in place properly and are operable. **They should open, close and be able to lock.**
- All screens should be cleaned and in place without any rips or holes. While window parts will be made available by the Authority, it is the contractor's responsibility to install them

2.4.3 Doors

- All doors (interior, exterior, closets and cabinets) must be able to open and close properly without any missing hardware.
- Replace or repair wheels, tracks, hardware, doorknobs, etc. so that doors are operable and function properly.
- Exterior Doors must be cleaned both on the inside and outside, including screen doors/storm doors.
- Exterior doors must be painted as necessary.
- Interior doors must be painted or shellacked as necessary.
- Check door sweeps and weather stripping. Replace where needed.
- Install doorstops throughout the unit.
- Damaged doors must be replaced whether interior or exterior A damaged door may consist of veneer coming off, excessive holes, cracks, or anything beyond repair. If the replacement of the door is in question, the Modernization Coordinator will have the final say in determining whether to replace it.

2.4.4 Cover Plates

- Replace all electrical cover plates. There should be a cover on any exposed outlet. **Example: switches, receptacles, cable or telephone. All plastic outlet plates should be replaced with metal plates**
- Do **NOT** paint cover plates.
- When replacing any plates or jacks, do not install plate without hooking wiring back up to jack. Contractor will be charged repair cost if phone lines are cut in wall and new jack installed over the box without being hooked up

2.4.5 Step Treads

- All step treads should be down solid and even without any cracks, chips or breaks. **No tripping hazards.**

2.4.6 Electric Fixtures/Outlets

- All light fixtures should be working and with the proper globe or light shade on it. All receptacles should work. **Make sure all GFCI outlets are functioning properly.**
- All switches and outlets must work.

- Exterior fixtures, such as doorbells, lights, mailbox etc., must work.
- Replace outlets, switches, and fixtures if needed.

2.4.7 Smoke & Carbon Monoxide Alarms/Detectors

- All smoke & carbon monoxide alarms/detectors should be properly installed and working.
- Old, dirty or non-functioning smoke & Carbon monoxide alarms /detectors need to be replaced.
- Install new batteries in all smoke alarms/detectors**.**

2.4.8 Floor

- Remove and replace all bad tiles. If the floor tile terminates between rooms, there should be a transition strip.
- Eliminate any possible trip hazards and replace any bad, damaged or missing baseboards, cove base or toe strips.
- Prior approval by the Modernization Coordinator is required for any additional charges due to excessive damage not apparent on the initial inspection (more than 10% of the room). This will not affect the total turnover time without prior approval of the Director of Asset Management for Operations.

2.4.9 Ceramic Tile

- Replace any damaged plaster, drywall or green board behind tile.
- Repair or replace any loose, broken or missing wall tile. Also grout and caulk.
- Prior approval by the Modernization Coordinator is required for any additional charges due to excessive damage not apparent on the initial inspection (more than 10% of the room). This will not affect the total turnover time without prior approval of the Modernization Coordinator.

2.4.10 Water Heater

- Make sure water heater is operating and venting properly. **Report any problems to the Modernization Coordinator.**

2.4.11 Furnaces/Air Conditioners (AC)

- Check thermostat to make sure that it works.
- Replace filter if provided with one
- Make sure the furnace/AC cycles properly.
- Vacuum out excess dust and check vents for excess dust. **Report any problems with the furnace/AC to the Modernization Coordinator.**

2.4.12 Stove

- All burners should work including the oven.
- All knobs should be on and working.
- Range should have all of its hardware.
- Gaskets should seal properly.
- Range drip pans that are not able to be cleaned must be replaced.

2.4.13 Refrigerator

- Must operate properly with all parts and hardware on it.
- Gaskets should seal properly.

2.4.14 Range Hood

- Range hood should be working (fan and light).
- The hood should have all of its parts and hardware such as filters, knobs, bulb, etc.
- Range filters must be replaced
- Fire suppression systems (Auto-Out) should be installed on all range hoods
- Range hoods will be added as needed and may require basic wiring

2.4.15 Closets

- Make sure all closet poles and shelves are installed.
- Closets shall be cleaned and free of debris.
- Ensure closet doors are operational and do not drag or bind

2.4.16 Stoppers/Strainers

- All sinks should have some type of stopper or strainer installed which works properly

2.4.17 Bathroom Fixtures

- All fixtures should be properly in place, such as soap dishes, towel bars, medicine cabinets, shelves, toothbrush holders, etc.

2.4.18 Caulking

- Caulk where needed on counter tops, window frames, door frames, kitchen cabinets etc. In apartments caulk the base of all walls that connect two units.
- Caulk around breaker box.

2.5 Finishing the Perimeter

Special considerations for finishing the perimeter include:

2.5.1 Sealing of the Unit

- Seal all openings, cracks, and voids where possible including, but not limited to, around conduits and pipes.
- Caulk all baseboards.
- Caulk between kitchen cabinet trim and cabinets if your I.D. badge can slide between the trim and the cabinet.
- Secure all loose material to prevent harborages (e.g., loose trim boards, loose hinges, uncaulked trim).
- All caulking color should match surrounding surface.
- Any voids larger than ¼” cannot be caulked, additional support is needed, examples: ¼” round wood trim o Luan board o Expandable foam o Expanded foam must be trimmed or sanded o Various types of wood trim

2.6 Painting/Preparation and Finishing

- Remove all hangers, hooks, nails, tape, contact paper, wallpaper, borders etc.
- Take out any obvious imperfections in wall or ceilings.
- Take out imperfections around fixtures of any sort and outlets. (DO NOT PAINT electrical fixtures, switches, outlets, cover plates, sprinkler heads, and escutcheon plates.)
- Remove debris and dust from heater registers.
- Use caulk where needed on counter tops, window frames, door frames, kitchen cabinet etc.
- Inspect entire unit before you request approval for painting.

2.6.1 Painting

All painted surfaces will be repainted to provide a uniform finish and shall be free from runs. Work shall be performed in accordance with all the manufacturer's recommendations. The Contractor will be responsible for correcting at his/her expense any work not accepted by the Authority Staff.

- Contractor shall scrape off all flaking and/or loose paint from ceiling, walls and trim, interior and exterior doors, and exterior windowsill surfaces. Where chipped paint exists, sanding will be performed by use of various grades of sandpaper to featheredge chipped areas to allow a smooth flow of paint and prevent further chipping.
- Contractor shall perform surface preparation throughout unit on all walls and surfaces requiring painting for the application of paint; surfaces shall be prepared to be consistent with the existing surface. Contractor will paint the unit in accordance with the terms of this proposal and scope of work.
- All nails, screws, brackets, debris, etc., shall be removed. All holes in the walls, ceilings, doors, trim, etc., as well as cracks, will be properly filled, floated or caulked flush with existing surface.
  Finish will match all other existing finish work.
- All doors and window trim must be painted upon request. **DO NOT PAINT DAMAGED DOORS**. Damaged doors must be replaced as identified and defined in Section 2.4.3. Doors include but are not limited to interior, exterior, and screen doors.
- If range hoods are currently painted, and range hood paint is peeling, flaking or bubbling, paint with heat-retardant paint, or replace range hood. DO NOT paint range hoods if not currently painted. Touch up any nicks or scrapes to appliances with appliance paint.
- DO NOT paint electric boxes, breaker boxes, or cover plates unless previously painted. DO NOT paint shut.
- Properly use drop cloths. Improper use could lead to termination of the contract, and you will also be held liable for costs to restore floors, stairs, hardwood floors, VCT tile, ceramic tile, etc.

- Do not clean paint equipment in units. Protect all drains from clogging. Contractor may be held accountable for plumbing costs incurred due to Contractor's actions. DO NOT dispose of paint in trash chutes.
- Use of paint spraying machines in multi-unit buildings such as high-rise buildings is prohibited

2.7 Additional Services

From time to time the Authority requires additional services to be performed outside the total make ready of the unit or that are required separate from the total make ready of the unit. Those services may include:

2.7.1 Bathroom Fixtures Replacement of tubs, sinks, toilets and tub surrounds (no size unit, just per each)
2.7.2 General Painting (interior, exterior) flat rate for unit size and hourly rate for specialty items such as only one wall painted).
2.7.3 Concrete repairs
2.7.4 Door replacement
2.7.5 Windows
2.7.6 Drywall and Trim
2.7.7 Walls/Ceilings
2.7.8 Electrical
2.7.9 Floors
2.7.10 Cabinetry
2.7.11 Routine Handyman Repairs (interior, exterior) that may include, but are not necessarily limited to:
- Tile Repair
- Door Adjustment Repair
- Trim/molding
- Drywall Repairs
- Other General Maintenance and Repairs

2.7.12 General Janitorial Services
2.7.13 Minor Plumbing Services
- Plumbing stoppage
- Replace p-traps, stems, shower heads, etc.

Additional services shall not be performed without the prior approval of the Modernization Coordinator and a Task Order for those additional services. If additional services are required in conjunction with a unit turnover, this will not affect the total turnover time without prior approval of the Modernization Coordinator. The contractor must submit prices for these services to be considered in the hiring out of individual services.

2.8 General Requirements

2.8.1 Time – First Day of Work

2.8.1.1 If the Modernization Coordinator and contractor agree on a start date the Contractor shall pick up the key no later than 4:00 p.m. the day prior to the start day. The next business day will be considered the first day of work in calculating the amount of time to complete the unit.

2.8.1.2 If additional services are required due to excessive damage not apparent on the initial inspection, the Modernization Coordinator shall be notified immediately.

2.8.2 Quality Control and Inspection

2.8.2.1 Upon completion of the unit, the Contractor shall complete and sign the Contractor's Quality Control Certification and submit it to the Modernization Coordinator. Contractor shall email/call/text the Modernization Coordinator that the unit is ready for inspection. After the inspection, the Modernization Coordinator will return the punch list to the Contractor with any unsatisfactory or incomplete work marked that needs to be completed. After completing the punch list, the Contractor shall notify the Modernization Coordinator through email/phone call/text message that the property is ready for inspection again.

2.8.2.2 Inspections shall be scheduled no later than 4:00 pm prior to the last day of the standard completion time to complete the unit, in order to be accepted within the specified time allowed. The Modernization Coordinator will walk the unit with the Contractor no later than the next day when notified by contractor that the unit is ready in order to verify that the items on the punch list have been completed and the unit is ready for move- in. Contractor shall not invoice the Authority until the punch list is completed and signed off by the Modernization Coordinator.

2.8.2.3 Contractor shall turn in key as soon as the unit is complete, inspected, and approved.

2.8.3 Trash

The contractor is responsible for all trash and debris in front and rear yards of vacant units.

- All trash and recycling receptacles should be cleaned and empty with completion of the unit.
- Contractors are not to remove the trash receptacles (wheeled waste carts) from the units as they are the property of the Waste Collection Services Contractor. The cost for any missing trash receptacles will be deducted from the contractor's invoice unless it was noted there was not one present at the beginning of work by the Modernization Coordinator

2.8.4 Liquidated Damages

2.8.4.1 The Contractor(s) shall be obligated to pay the Authority the sum of One Hundred Dollars ($100.00) per day for each day that the Contractor(s) fails to complete the Vacancy Prep Unit Turnover within the fifteen (15) business days standard completion period for unit turnover work unless conditions beyond the control of the Contractor(s) exist and mutual agreement with the Modernization Coordinator has been obtained prior to the completion date for the unit. Any waivers are limited to the specific unit and do not affect other unit assignments. Reasonable cause for an extension may include, but is not limited to, non-availability of specific materials, parts, or equipment necessary for completion; or nonperformance of third parties on identified third party work.

2.8.4.2 The Contractor shall be assessed Twenty-Five Dollars ($25.00) for each failed inspection. This assessment is in addition to the liquidated damages described in Section 2.8.2.1 above. There may be more than one (1) failed inspection per unit.

2.8.4.3 Failure to comply with all of the requirements of the scope of work (Section 2 of this RFQ) may result in a reduction of the Contractor's fee by ten percent (10%) for that service.

2.8.4.4 The Modernization Coordinator may waive the fee reductions at their discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at the time of the service.

2.8.5 Security

2.8.5.1 Identification

Contractor shall provide ID cards/badges for all employees working on the Authority's properties. No employee will be allowed on the Authority's properties without his/her ID card/badge on his/her person. Contractors must submit to the Authority a sample of his/her ID card/badge prior to signing a contract if requested. Contractor is to report personnel changes to the Authority as they occur and prior to the personnel commencing work for the Authority.

- If any employee is deemed unacceptable by the Authority, the Contractor shall immediately replace such personnel with an acceptable substitute to the Authority.
- Belligerent, antagonistic or threatening behavior by Contractor or his/her employees will not be tolerated. If an employee is exhibiting such behavior, that employee shall be replaced immediately as noted above. If the Contractor is exhibiting such behavior, s/he may be given a warning or may be terminated depending on the circumstances and the behavior at the Authority's discretion.

2.8.5.2 Physical Security

- Contractors will be issued by the Authority, no more than two (2) keys and/or key fobs to enter the Authority's properties.
- Contractor shall be responsible for safeguarding all the Authority property provided for Contractor use. At the close of each workday, the Authority facilities, property, and materials shall be inspected and secured. The Contractor shall establish and implement methods of ensuring that all keys issued to the Contractor by the Authority are not lost or misplaced and are not used by unauthorized persons. No keys issued to the Contractor by the Authority shall be duplicated. If the Contractor loses the keys to the lock, the Authority will replace the lock and bill the Contractor for the cost to replace the locks.
- Contractor shall use reasonable care to clearly mark all work areas that might be expected to endanger the health and safety of residents, guest, or any other persons. Contractor will provide at their own expense such signs, markers and barricades as required to identify all work areas and minimize inherent dangers.
- At no time shall a contractor allow anyone (prospective tenant, neighbor, etc.) other than an employee of the Authority into a unit that is being turned over.

2.8.6 Conservation of Utilities

The Contractor shall practice utility conservation in all the Authority facilities. The Contractor shall be responsible for operating under conditions, which preclude the waste of utilities.

2.8.7 Materials and Supplies

The Contractor must provide supervision and other items, at Contractor's own expense, all equipment, labor, cleaning supplies, to include but not limited to bleach, oven cleaner, glass cleaner, floor stripper and wax, non-abrasive bathroom cleaners, tools, etc., necessary to perform all of the required services under this RFQ and any resulting contract. The Authority will furnish all maintenance materials (e.g., paint, flooring, doors, etc.) with the exception of the following items, unless authorized by Modernization Coordinator:

- Drywall
- Drywall compound
- Spackling/Plaster
- Paint brushes, rollers, drop cloths
- Adhesives
- Caulk
- Fasteners
- Doorstops

- Janitorial Supplies – Janitorial supplies must be comparable to what the Authority purchases for use by in-house staff.

In some instances, the maintenance materials furnished by the Authority may be out of stock items and will need to be purchased directly by the Contractor in order to complete the allotted time for completion of the units. These expenses must be *approved prior to purchase, by the Modernization Coordinator,* for the Contractor to be reimbursed with proof of receipt. Please note that the Authority is tax exempt and will not pay taxes on any purchases made by the Contractor.

2.8.7.1 The Authority reserves the right, if in its best interest to do so, to request a change in products (i.e. brand or type of product) used by the contractor should the product be deficient and/or not in accordance with the Authority's Standards.

2.8.7.2 Any remaining materials and supplies provided and/or provided for by the Authority are the property of the Authority and shall be returned to the Modernization Coordinator upon completion of the unit. The contractor may be required to deliver leftover parts to the JCHA maintenance shop.

2.8.8 Qualified Staff

Contractor shall have work crews, qualified by training and experience, and licensed to perform the work required. Contractor shall have adequate staff to insure make ready units are completed to include punch list items within the fifteen (15) business days of task order. If there is a change in the level of staff as listed in the proposal, Contractor shall notify the Authority immediately.

2.8.9 The Contractor shall visually inspect the property in order to learn the characteristics of the site and to agree (in writing) with the Modernization Coordinator as to the level of work if different than that specified in the purchase order. No plea of ignorance by the Contractor of the conditions that exist as a result of failure or omission on the part of the Contractor to make the necessary examinations and investigations and to agree with the Modernization Coordinator before work commences, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirement of the Authority or the compensation to the Contractor.

2.8.10 Contractor shall pay all of its employees, including any and all approved subcontractors, the prevailing wage for maintenance as determined by the United States Department of Labor and the United States Department of Housing and Urban Development. In general, the Davis-Bacon Act requires that for each contract over $2,000 for the construction, alteration and/or repair (including painting or decorating) contractors and subcontractors are required to pay their laborers and mechanics employed directly upon the "site of the work" no less than the locally prevailing wage and fringe benefit rates.

2.8.11 Contractor shall provide a one (1) year warranty on all labor and workmanship. (Complete and return the attached Warranty.)

2.8.12 Contractor must submit a separate invoice for each task order.

2.8.13 Contractor hiring residents of the Authority as employees or as subcontractors shall report all amounts paid to the Authority.

2.8.14 Invoices

2.8.14.1 All invoices must have a valid Task Order or Purchase Order Number. Contractor shall not perform any services without a Task Order or a Purchase Order Number. If Contractor performs services without a Task Order or Purchase Order Number, the Authority shall not be required to pay Contractor for those services or materials.

2.8.14.2 All Invoices must include an Authority-signed copy of the Punch List and the date property was serviced in the description of the service. Invoices shall not be backdated; the date on the invoice shall match the date the invoice is submitted to the Authority or the date the invoice is placed in the mail. Invoices which are not dated in accordance with this section will be rejected and the Contractor will need to submit a revised invoice to receive payment

2.8.14.4 All invoices must be submitted within thirty (30) business days for services performed. No Contractor may invoice for services not rendered. Contractors violating this section may be terminated.

2.8.14.5 The Authority will *not* pay invoices until services are fully completed as scheduled.

2.8.14.6 Invoices shall be sent to the Authority's Finance Department, through its email address at billing@jcha-il.org.

It shall be clearly understood that all services requested in this RFQ are on an "as needed basis" and that the values referred to in response to this RFQ in no way constitute a guarantee of the level of effort that may be requested of the successful bidder or guarantee a certain value.

3.0 DEADLINE

All responses to this RFQ must be submitted by **11:00 A.M.** (central time) on **August 11, 2023**. Responses must be submitted through the Authority's DemandStar portal at https://www.demandstar.com/app/registration.

4.0 QUOTE FORMAT

All quotations should consist of, at a minimum:

4.1 A completed Fee Submission Form (Attachment A)

The cost shall be a firm fixed price inclusive of all elements required to deliver the services, including, but not limited to, employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc.

Please note that such cost is inclusive of all elements required to provide these services as specified herein and each fee proposed shall be fully "burdened" with profit and overhead costs.

If due to unforeseen circumstances the unit requires extensive services, the Modernization Coordinator and Contractor shall negotiate fees for those extensive services considering the additional service fees provided on the fee submission prior to the commencement of work and that negotiated amount shall be on the purchase order.

4.2. **Professional Performance and Project Assessment** (Attachment B)

4.2.1 Note that proposers ***must*** reference any previous work for the Authority, but do not list work performed for the Authority for more than one (1) reference.

4.3 Section 3

Business Preference Documentation (Attachment C)

4.4 Financial Viability

Proposer will show proof of working capital with a minimum amount of $10,000 by executing and submitting the Statement of Financial Viability, *Attachment L* in Tab7. As it may become necessary, the Contractor may need to purchase materials with prior approval of the Authority for completion of a unit and will later be reimbursed by the Authority with proof of receipt. The Authority will at no time issue partial payments to contractors before or during any work orders being performed. Payments will only be made once work has been completed by the proposer and is approved by the Authority. The estimated turn-around time for payments is net thirty (30) days.

4.5 Time and Scheduling

Time is of the essence for unit turnovers and the Contractor must show proof of understanding of the Authority's strict timeline for the fifteen (15) day turnover by executing and submitting *Attachment I,* Unit Turnover Time and Scheduling.

4.5.1 In some instances, due to the nature of work to be completed, it may become necessary for the completion of work to take longer than the allotted 15 (15) day turn

around. The Authority shall have sole discretion in determining the amount of time to be extended due to these circumstances.

4.6 **Warranty** (complete and return the attached Warranty form)

4.7 Copies of licenses applicable to the scope of work of this RFQ (if any)

5.0 AWARD CRITERIA

Award shall be made to the responsive and responsible contractor(s) that submits the best value to the Authority using price and other factors listed below as determined by a committee of Authority employees. Factors which will be considered include fees, relevant experience, project management ability, and technical capabilities.

5.1 The following evaluation criteria will be utilized to evaluate each proposal:

5 = Excellent
4 = Above Average
3 = Average
2 = Below Average
1 = Poor
0 = Non-Responsive

NO	POINTS	WEIGHTED AVERAGE	FACTOR DESCRIPTION
1	**0-5**	**25%**	The **PROPOSED COSTS** to provide the services requested
2	**0-5**	**25%**	Demonstrated **QUALIFICATIONS** of the Proposer as indicated in Section II of *Attachment B.*
3	**0-5**	**25%**	Description of Contractor's **QUALITY CONTROL PLAN** and **SAFETY PLAN** as indicated in Section III of *Attachment B.*
4	**0-5**	**25%**	Evidence of the Proposer's **RELEVANT EXPERIENCE** as indicated in Section IV of *Attachment B.*
	20	**100 %**	**Total Possible Points**

6.0 CONTRACT

The Authority will not execute a contract on the successful proposer's form of contract. See *Attachment D* for Small Purchase General Terms and Conditions, HUD 5370-C-II and the accompanying Wage Determination. By submitting a response, the successful proposer agrees to the terms in this RFQ and the attachments. A Notice of Contract Commencement will be sent to the successful contractor. Alternatively, the Authority may utilize a different form of contract; by submitting a response the successful proposer agrees to execute the Authority's form of Contract.

All contract documents, including any contractor supplied agreements shall be reviewed by the Contracting Officer prior to execution. The term shall end August 31, 2024, unless the Board of Commissioners chooses to exercise an option to renew for an additional year with the total contract term not exceeding five (5) years.

7.0 RIGHT TO REJECT QUOTES

The Authority reserves the right to reject any or all quotes, to waive technicalities, and to accept any quote deemed to be in its best interest. The Authority also reserves the right to seek additional or new quotes and to waive informalities and minor inequities in quotes received.

8.0 PUBLIC RECORD

All responses submitted to the Authority are subject to Illinois Public Records Law and the Sunshine Act (5 USC 522(b)) and may be subject to disclosure to the public. Information in proposals that would be deemed a trade secret or otherwise not subject to disclosure under public records laws shall be clearly indicated as such by the contractor, including citations from the Illinois Public Records Law or the Sunshine Act for the exemptions. Also, the contractor shall submit an electronic copy of its proposal with all other submissions, which has been redacted of all trade secrets and other information not subject to disclosure pursuant to a public records request. Failure to do so may subject the entire contents to disclosure under public records laws.

Attachment A

Contractor's Fee Submission Form

1.0 TOTAL UNIT TURNOVER

Proposed Fees: Bidder shall provide firm fixed costs to provide the services described in the RFQ.

TOTAL UNIT TURNOVER INCLUDES JANITORIAL SERVICES, MAINTENANCE, FINISHING THE PERIMETER, AND PAINTING (See RFQ Section 2.1).

RFQ Vacancy Prep and Related Services

	Firm, Fixed Rate Per Unit
HIGH RISES	
0 Bedroom/Studio (approx. 320 sq. ft.)	$_____
1 Bedroom (approx. 540 sq. ft.)	$_____
2 Bedroom (approx. 760 sq. ft.)	$_____
FLATS	
0 Bedroom/Studio (approx. 320 sq. ft.)	$_____
1 Bedroom (approx. 540 sq. ft.)	$_____
2 Bedroom (approx. 760 sq. ft.)	$_____
3 Bedroom (approx. 950 sq. ft.)	$_____
4 Bedroom (approx. 1,050sq. ft.)	$_____
5 Bedroom (approx. 1,190sq. ft.)	$_____
2 STORY	
3 Bedroom (approx. 920sq. ft.)	$_____
4 Bedroom (approx. 1,240sq. ft.)	$_____

RFQ Vacancy Prep and Related Services

2.0 TRASHOUT PRICING

Proposed Fees: Bidder shall provide firm fixed costs to provide the services described in the RFQ

TRASHOUT SERVICES ARE EXPLAINED IN RFQ SECTION 2.2.

	Firm, Fixed Rate Per Trash out
HIGH RISES	
0 Bedroom/Studio	$_____
1 Bedroom	$
2 Bedroom	$
FLATS	
1 Bedroom	$
2 Bedroom	$
3 Bedroom	$
4 Bedroom	$
5 Bedroom	$
2 STORY	
3 Bedroom	
4 Bedroom	

RFQ Vacancy Prep and Related Services

3.0 Related Services

Provide a firm fixed hourly rate for services **not** noted above yet related services. Please review the scope of work in the RFQ to understand which services are included in a complete vacancy prep and are included in the fees above.

	Firm, Fixed Rate	Estimated # HRS
BATHROOM FIXTURES		
Tub – Remove and Replace (each)	$	
Sink Vanity -Remove and Replace (each)	$	
Tub Surround – Remove and Replace (each)	$	
Toilet – Remove and Replace (each)	$	
GENERAL PAINTING		
Interior (hourly)	$	
Exterior (hourly)	$	
CONCRETE		
Repairs (hourly)	$	
DOOR REPLACEMENT		
Interior Door replacement (each)	$	
Exterior Door replacement (each)	$	
Storm Door replacement (each)		
WINDOWS		
Screens (each)	$	
Locks (each)	$	
Sash – Remove and Replace (each)	$	
DRYWALL AND TRIM		
Drywall Replacement (per square foot)	$	
Baseboard/trim (per linear foot)	$	
WALL/CEILING		
Surface repairs (per sq. ft.)	$	
Re-Grout shower walls / floor (per sq. ft.)	$	
ELECTRICAL		
Replace range hood (each)	$	
Basic troubleshooting and repair/replace wiring, circuit breakers, etc. (hourly)	$	

RFQ Vacancy Prep and Related Services

FLOORS		
Stripping and waxing floors (hourly)	$	
Replace VCT (sq. ft.)	$	
Repair ceramic tile (sq. ft.)	$	
Replace ceramic tile (sq. ft.)	$	
Strip, sand, stain and polyurethane wood floors (sq. ft.)	$	
GENERAL CABINETRY		
Sanding, priming & painting (linear foot)	$	
Stain, varnish clear coat (linear foot)	$	
Remove/replace countertop (each)	$	
Remove/replace wall hung cabinets (each)	$	
Remove/replace base cabinets (each)	$	
GUTTERS		
Cleaning (linear foot)	$	
Repairing/Caulking (linear foot)	$	
GENERAL HANDYMAN		
Routine handyman repairs (interior/ exterior) (hourly)	$	
GENERAL JANITORIAL		
General janitorial services (hourly)	$	
MINOR PLUMBING		
Plumbing services (plumbing stoppage, replace p-traps, stems, showerheads, etc.) (hourly)	$_____	

Notes and Exclusions:

RFQ Vacancy Prep and Related Services

PROPOSER'S STATEMENT

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Authority discovers that any information entered herein to be false, such shall entitle the Authority to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the response, the undersigned is thereby agreeing to abide by all terms and conditions pertaining to this RFQ as issued by the Authority, either in hard copy or on the noted Internet System. Upon issuance of award to proposer, the Authority is accepting Contractor's offer contained in the submittal and this Fee Submission. No other contractual documents will be necessary or accepted unless specifically expressed in the notification of contract commencement. The Contract commences upon the Authority's issuance of a Notice of Contract Commencement, which may or may not be in the form of a copy of the Contract Documents, unless said notice expressly states otherwise, in those instances, Contract Commencement occurs in accordance with the notification. Pursuant to all RFQ Documents including attachments, this Fee Submission Form, and pursuant to all Documents submitted, the undersigned proposes to supply the Authority with the services described herein for the fee(s) submitted pertaining to this RFQ.

Company: _____

Address:_____

City, State, Zip: _____

By: _____ Title: _____
(Printed Name of Authorized Bidder)

By: _____ Date: _____
(Signature of Authorized Bidder)

Fed Tax ID: _____

Vacancy Prep and Related Services

PROFESSIONAL PERFORMANCE ASSESSMENT ATTACHMENT B

	Evaluation Factor 2: Qualifications (25%)	Proposer's Response
1	Clearly detail and describe the contractor's experience and expertise in performing the services described in this solicitation. Add additional pages if needed.	
2	Identify the employees who would be performing work for the Authority. If additional space is needed to provide the employee information, please attach a second sheet to this assessment form.	Name:
		Type of Work:
		Number of Years employee has worked for contractor?
		Description of experience (or attach resume):
		Name:
		Type of Work:
		Number of Years employee has worked for contractor?
		Description of experience (or attach resume):
		Name:
		Type of Work:
		Number of Years employee has worked for contractor?
		Description of experience (or attach resume):

Vacancy Prep and Related Services

PROFESSIONAL PERFORMANCE ASSESSMENT
ATTACHMENT B

	Evaluation Factor 3: Quality Control and Safety Plan (25%)	Proposer's Response
1	Describe your plan or procedure to monitor employees and/or subcontractor performance to maintain quality control in completing your services in accordance with the requirements of the scope of work in this RFQ.	
2	Describe your method of scheduling services and procedures to maintain the level of service as required by the scope of work in this RFQ	
3	Describe your safety plan for the protection of the Authority facilities and property and to provide a safe work environment for Contractor personnel.	

Vacancy Prep and Related Services

PROFESSIONAL PERFORMANCE ASSESSMENT ATTACHMENT B

Evaluation Factor 4: Relevant Experience (25%)		Proposer's Response
Proposers should provide three references for work completed in the last five years. **Any previous work for the Authority MUST be referenced. Do not list work for the Authority as more than one reference.** References shall be relevant to the type of work you are seeking to do for the Authority for residential housing, and/or residential communities. Include the Owner, with contact name, phone number, and email address. **Contact information must be accurate and current, or the entire Reference will receive a score of 0.**		
Reference #1		
1	Identify the individual/company for whom the work was completed.	
	Contact Name	
	Address	
	Telephone number	
	Email Address	
2	Identify the type of work	
3	Provide a brief description of the services performed.	
4	The Dollar amount for the work completed	
5	Describe your ability to remain on schedule.	

Vacancy Prep and Related Services

PROFESSIONAL PERFORMANCE ASSESSMENT
ATTACHMENT B

Evaluation Factor 4: Relevant Experience (25%)		Proposer's Response

Proposers should provide three references for work completed in the last five years. **Any previous work for the Authority MUST be referenced. Do not list work for the Authority as more than one reference.**

References shall be relevant to the type of work you are seeking to do for the Authority for residential housing, and/or residential communities. Include the Owner, with contact name, phone number, and email address. **Contact information must be accurate and current, or the entire Reference will receive a score of 0.**

Reference #2

1	Identify the individual/company for whom the work was completed.	
	Contact Name	
	Address	
	Telephone number	
	Email Address	
2	Identify the type of work	
3	Provide a brief description of the services performed.	
4	The Dollar amount for the work completed	
5	Describe your ability to remain on schedule.	

Vacancy Prep and Related Services

PROFESSIONAL PERFORMANCE ASSESSMENT ATTACHMENT B

Evaluation Factor 4: Relevant Experience (25%)	Proposer's Response

RFQ Vacancy Prep and Related Services

Proposers should provide three references for work completed in the last five years. **Any previous work for the Authority MUST be referenced. Do not list work for the Authority as more than one reference.**

References shall be relevant to the type of work you are seeking to do for the Authority for residential housing, and/or residential communities. Include the Owner, with contact name, phone number, and email address. **Contact information must be accurate and current, or the entire Reference will receive a score of 0.**

Reference #3

1	Identify the individual/company for whom the work was completed.	
	Contact Name	
	Address	
	Telephone number	
	Email Address	
2	Identify the type of work	
3	Provide a brief description of the services performed.	
4	The Dollar amount for the work completed	
5	Describe your ability to remain on schedule.	

STATEMENT OF FINANCIAL VIABILITY

The Proposer must certify, with the execution and submittal of this document, that they will maintain a working capital of, at a minimum, Ten Thousand Dollars ($10,000) at any given time. It is the responsibility of the successful proposer (contractor) to provide any designated materials and supplies (Refer to Section 2.8.5 Materials and Supplies) for completion of any project by the due date without exception. In some cases, materials typically provided by the Authority may be out of stock items and will need to be purchased directly by the Contractor in order to meet the allotted time for completion of the units. These expenses, approved prior to purchase by the Modernization Coordinator, must be incurred by the Contractor to be reimbursed with proof of receipt. At no time will the Authority issue partial payments to contractors before or during any work order being performed. Payments will only be made once work has been completed by the Contractor and is approved by the Authority. The estimated turnaround time for payments is net thirty (30) days.

I verify that I understand the above stated terms and conditions for Financial Viability.

_____

Name (Print)

_____

Signature

_____

Date

RFQ Vacancy Prep and Related Services

Attachment E

Vacancy Prep and Related Services

UNIT TURNOVER TIME AND SCHEDULING

Time is of the essence for unit turnovers and by executing and submitting this document, the proposer is demonstrating their understanding of the Authority's strict timeline for the fifteen (15) day turnover.

In some instances, due to the nature of work to be completed, it may become necessary for the completion of work to take longer than the allotted fifteen (15) day turn around. The Authority shall have sole discretion in determining the amount of time to be extended due to these circumstances.

I verify that I understand the above stated terms and conditions for unit turnover time and scheduling.

_____

Name (Print)

_____

Signature

_____

Date

Attachment F
Vacancy Prep and Related Services

WARRANTY

In accordance with RFQ Section 2.8.11, Contractor hereby guarantees that the work performed pursuant to this Request for Quotes shall be free from defects in material, workmanship, and labor for a period of twelve (12) months from the date of completion of a unit. This warranty is limited as follows:

1. To the property only as long as it remains in the possession of Jackson County Housing Authority.

2. To the work that has not been subject to accident, misuse, or abuse.

3. To the work that has not been modified, altered, defaced, or had repairs made or attempted by others.

4. That Contractor be immediately notified in writing within ten (10) days of first knowledge of defect by owner or his agent.

5. That Contractor shall be given first opportunity to make any repairs, replacements, or corrections to the defective construction at no cost to owner within a reasonable period of time.

I verify that I understand the above stated terms and conditions.

_____
Name (Print)

_____
Name of Company

_____
Signature

_____
Date