

WARREN HOUSING AUTHORITY

Request for Proposals Carpet Cleaning Services

Proposal Opening: November 20, 2024 at 10:00AM

**Proposal Opening Location:
Warren Housing Authority
20 Libby Lane, Warren, RI 02885**

***Contact:
Michael J. Abbruzzi
Executive Director
401-245-7019 ext. 10***



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Request for Proposal Carpet Cleaning Services

Notice is hereby given that, Warren Housing Authority, Warren, Rhode Island hereinafter called the "Owner" or "WHA", will receive sealed Proposals for "**Carpet Cleaning Services**" for Kickemuit Village, Warren Housing Authority, Warren, Rhode Island. Kickemuit Village is a Public Housing development comprised of 8 two-story dwelling structures. This proposal shall be for annual and semi-annual carpet cleaning services of the common areas. The length of the contract shall be for 3 years.

Interested parties are invited to submit Proposals in sealed envelopes labeled "**Carpet Cleaning Services**". The sealed proposals shall be delivered before 10:00AM, local time, on November 20, 2024 to the Warren Housing Authority, at which time the bids will be opened publicly. While the office remains closed to the public, sealed Proposals may be placed in the secure Document Drop-Box located in the Main Office Lobby. Proposals received after the above time will not be accepted. Qualifying candidates may be interviewed prior to final selection.

Proposal Specifications will be available on or after October 16, 2024 by email request to Michael Abbruzzi, Executive Director, at mabbruzzi@warrenhousing.org or via the Warren Housing Authority website <https://www.warrenhousing.org/opportunities/>.

Individuals requesting interpreter services for the hearing impaired must notify the Warren Housing Authority at **(401) 245-7019** seventy-two (72) hours prior to the bid opening.

"Warren Housing Authority is an Equal Employment Opportunity/Affirmative Action Employer"

Michael J. Abbruzzi
Executive Director

Warren Times Gazette: 10/16/2024

Solicitation Number: 20241016B
State of Rhode Island: Division of Purchases

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Request for Proposal Carpet Cleaning Services

Overview

The Warren Housing Authority, Warren, Rhode Island hereinafter called the "Owner" or "WHA", will receive sealed Proposals for "Carpet Cleaning Services" for Kickemuit Village, Warren Housing Authority, Warren, Rhode Island. Kickemuit Village is a Public Housing development comprised of 8 two-story dwelling structures. This proposal shall be for annual and semi-annual carpet cleaning services of the common areas. The length of the contract shall be for 3 years.

The Carpet Cleaning services shall be based on the following criteria:

Building	Number of Corridors	Square Footage	Carpeted Stair Landings	Annual/Semi Annual
A	4	845	4	Annual
B, C, D, E	6 (each)	1336 (each)	6 (each)	Annual
F	6	1173	6	Annual
G	4	1124	N/A	Annual
H	4	3217	N/A	Semi-Annually
Office	2	1243	N/A	Semi-Annually

Proposal must include all areas which are delineated above. An hourly rate must also be provided for any additional work.

Scope of Work

This solicitation is for carpet cleaning and emergency/flood cleanup services as requested by the HA for any and all of the above locations. The vendor must respond to service calls for areas as small as 100 square feet, areas covering thousands of square feet, entire buildings, and/or multiple buildings.

The selected vendor must be on-call 24 hours a day/365 days a year and must provide the HA with accurate contact information at all times.

Prior to the awarding of the contract, vendors may be required to demonstrate their services and make their equipment available for inspection at a time and location set by Warren Housing Authority.

The selected vendor must have at least five (5) years experience in carpet cleaning and emergency/flood cleanup.

It is the position of the HA that certifications from, and memberships in, professional organizations, show a vendor's commitment to excellence and a willingness to perform at its highest professional level. Please provide any memberships in, and any certifications from

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any professional organizations by attaching them to the bid form and submitting them with this RFP. These organizations may include: The Institute of Inspection, Cleaning and Restoration Certification (IICRC), or The Carpet and Rug Institute (CRI).

The selected vendor must provide the HA with MSDS sheets listing all the materials and solutions used in the performance of these services.

Only approved charges for parts and labor will be allowed. Charges for travel, mileage, portal to portal, and other miscellaneous charges will not be covered under the contract.

All services to be performed pursuant to this solicitation must be requested by an authorized representative of the Warren Housing Authority. A list of authorized representatives will be supplied to the vendor once the contract is awarded.

Upon completion of any work performed under the contract, the area(s) serviced will be examined by the Executive Director or an authorized representative. Any area that is deemed unsatisfactory must be redone at the vendor's expense until the Executive Director or authorized representative determines that the services are adequate and acceptable.

Carpet Cleaning

The selected vendor must perform hot water steam extraction carpet cleaning and stain removal at all Warren Housing Authority buildings per the following specifications:

(1) The selected vendor must notify the Executive Director and/or the Maintenance Supervisor upon arrival at the job site.

(2) The vendor will be required to move all office furnishings, etc., and must return the items to their prior location upon completion with adequate carpet guards.

(3) The vendor must vacuum and remove any items such as gum from all carpets prior to cleaning.

(4) All stains must be chemically pretreated.

(5) All carpets that are heavily soiled and those in high traffic areas must be pre-scrubbed, chemically pre-treated and then cleaned by hot steam water extraction carpet cleaning.

(6) If any area rug needs to be removed from the facility for cleaning, the cleaned carpet must be returned within five (5) business days.

(7) All carpet cleaning must be completed using a high-pressure steam extraction truck or van with a minimum of a 110 gallon recovery tank. All equipment must be in good working order and rated heavy duty. A pattern of unreliability by the vendor or vendor's equipment is grounds for cancellation of the contract.

(8) Deodorizing must be part of the basic carpet cleaning service.

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Emergency/Flood Cleanup

Flood cleanup may be needed from time to time as a result of water main breaks, sewage backups, flood water, and/or floods resulting from other sources.

Requests for flood cleanup will be called into the vendor by an authorized representative of the Warren Housing Authority. The response time shall be no longer than two (2) hours. Deodorizing must be part of the basic flood cleanup service.

Proposal Content

All Proposals Must Include:

- A resume that demonstrates knowledge and experience both with public housing authorities and non-profit corporations.
- A work plan that describes how the carpet cleaning will be performed, including estimates of time for field work.
- A schedule showing the details of the calculation of the proposed total cost. Also included should be the hourly rate (referred to above) for any additional work.
- A Certificate of Non-Collusion; a copy of which is attached. Proposal will be rejected if not included.

The specific criteria and the weight given to each are as follows:

- Experience in working with Public Housing Authority programs, HUD programs and/or other government or private entities. Responsiveness to RFP Scope of Work. **10 Points Maximum**
- Qualifications of the staff as related to carpet cleaning in an efficient, accurate and timely manner. **25 Points Maximum**
- All proposers are required to carry insurance policies to include Worker's Compensation, General Liability and Professional Liability of no less than \$1 Million and Non-Owners Auto Insurance **15 Points Maximum**
- A verifiable list of other government or private entities for which carpet cleaning services are or have been provided. **10 Points Maximum**
- Total cost of services to be provided shall be clearly outlined and described. **25 Points Maximum**
- Proposers shall describe the effective start date and schedule of activities to be performed. **10 Points Maximum**
- Proposers are encouraged in consideration with Minority Business Enterprise, Section 3 Business concern and/or Women Owned Business. **5 Points Maximum**

The following clauses will be an integral part of the resulting contract:

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- There shall be no discrimination against any employee of entity providing services under the contract because of race, creed, color, sex, sexual orientation, religion, age, national origin, veteran status or handicap.
- No member, officer or employee of the Warren Housing Authority, no member or governing body of the locality in which any of the projects are situated, no member of the governing board of the Town of Warren where the Warren Housing Authority was activated and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the Warren Housing Authority's projects during his/her tenure, or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof.
- No member of or delegate to the Congress of the United States, or Resident Commissioner, shall be admitted to any share or part of the contract or to any benefits that may arise there from.
- The proposer warrants that he/she has not employed any person to solicit or secure the contract upon any agreement for a commission, percentage, brokerage or contingent fee. Breach of this warranty shall give the Warren Housing Authority the right to terminate the contract, or in its discretion, to deduct from the auditor's fee the amount of such commission, percentage, brokerage or contingent fee.
- The proposer shall not assign or transfer any interest in the contract without prior approval of the Warren Housing Authority.
- The proposer covenants that he/she presently has no interest and shall not acquire any interest, direct or indirect, in the projects and/or programs of the Warren Housing Authority or any other interest, which would conflict with the performance of his/her functions.

Solicitation of the request for proposals does not commit the Warren Housing Authority to pay any costs incurred in the preparation or submission of qualifications. **The Warren Housing Authority reserves the right to reject any or all proposals.**

Questions concerning these matters must be addressed to:

**Michael J. Abbruzzi
Executive Director
(401) 245-7019**

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Attachments

- 1) Warren Housing Authority Bid Form*
- 2) Form HUD-5369-A Representations, Certifications and Other Statements of Bidders*
- 3) Form HUD-5369-B Instructions to Offerors Non-Construction*
- 4) Form HUD-5369-C Certifications and Representations of Offerors Non-Construction*
- 5) Warren Housing Certificate of Non-Collusion*
- 6) Warren Housing Authority Conflict of Interest Statement*

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Request for Proposals Carpet Cleaning Services- *Bid form*

Date: _____

Submitted By: _____

Name: _____

Address: _____

Telephone Number: _____

Having examined the proposal specifications, we propose to enter into a contract with the Warren Housing Authority to perform services per the specifications for the costs listed below:

	Year 1	Year 2 (if different)	Year 3 (if different)
Carpet Cleaning			
Emergency/ Flood Cleanup \$ per hour			

Please list references below:

Company Name	Contact Person	Telephone #

Signature: _____

Printed name: _____

Title: _____

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Request for Proposals-Carpet Cleaning Services Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this, the undersigned certifies under penalties or perjury that this bid or proposal has been made and certification the word "person" shall mean any natural person, business, partnership, corporation, union committee club or other organization, entity or group of individuals.

Signature of Person Signing Proposal

Printed Name of Person Signing Proposal

Name of Business

Date

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Request for Proposals-Carpet Cleaning Services

Conflict of Interest Statement

RESPONDENT:

The owner(s), corporate members or employees of [_____], shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Warren Housing Authority. Each individual shall disclose to the Warren Housing Authority any personal interest or direct relationship which he or she may have and shall refrain from participation in any decision making in related manners.

Any owner, corporate member or employee of [_____] who is an officer, board member, a committee member or staff member of a related organization shall identify his or her affiliation with such agency or agencies; further, in connection with any policy committee or board action specifically associated with the Warren Housing Authority, he/she shall not participate in the decision affecting that entity and the decision must be made and/or ratified by the full board.

At this time, I am a Board member, a committee member, or an employee of the following organizations/companies:

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with the Warren Housing Authority which has resulted or could result in personal benefit to me.
- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Warren Housing Authority.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the Warren Housing Authority.

Date: _____

Signature: _____

Printed name: _____

Respondent: _____

Address: _____

Telephone: _____