



Invitation to Bid and Instruction to Offerors

To: Prospective Vendors

Subject: Invitation to Bid (ITB) for Painting and Cleaning

Sealed Bid Deadline: September 18, 2020 @ 2pm

Panama City Housing Authority is inviting companies to submit a firm fixed price proposal in a sealed bid format to provide labor, equipment, tools, licenses, and supervision, to prepare apartment homes for move-in after they are vacated by residents. The ITB will cover the five (5) properties of the Panama City Housing Authorities portfolio. This ITB may or may not result in award of a service agreement. All work shall be furnished and completed in accordance with all ITB documents. This ITB document shall become the basis for service award should your firm be selected as the most favorable.

Enclosed you will find a scope of work for Painting Appendix A, and Cleaning Appendix B; Acknowledgement of Invitation to Bid, HUD form 5370-C, Section 3 information and W9 forms. This will be awarded based on references, price, best value to the project and insurance requirements.

Prospective vendors are encouraged to attend the pre-bid site visit scheduled for September 10, 2020 @ 2pm, in order to physically inspect the property to give accurate bids. Pre-bid site visit will be held at the maintenance office at Gardener Dickinson, 1025 Everitt Ave. L-2, Panama City, FL 32401. In addition, insurance requirements and other forms or addendums as per the Company's Environmental, Health, and Safety Department will be reviewed. Sealed bids can be hand delivered or mailed to 2315 Ruth Hentz Ave., Panama City, FL 32405. Proposals are due by September 18, 2020 @ 2pm. Proposals received after this time will be considered non-responsive unless agreed to before the deadline. Bid opening will be held at 2315 Ruth Hentz Avenue, Conference Room Panama City, FL 32405, promptly at 2pm.

HUD Section 3 is a means by which HUD fosters local economic development and individual self-sufficiency. Section 3 is the legal basis for providing jobs to residents and awarding contracts to businesses in areas receiving HUD financial assistance. Contractors are asked to advertise to PCHA residents and participants for open positions to meet HUD Section 3 requirements. Please review Section 3 information via hud.gov/section3.

General Liability insurance coverage of no less than \$1,000,000 and Workers Compensation and Employer's Liability is required.

The successful vendor must be prepared to begin operations by October 1, 2020. Payment terms are Net 30 days.

Invoices are to be broken up into three categories. Painting, cleaning, and miscellaneous maintenance. The prices should be based upon the bedroom size of the apartment (Studio, 1, 2, 3, 4, or 5 bedroom). You are advised that your technical and price response must be in compliance with the ITB requirements and must be indicative of Fixed Firm Pricing. Offers must include all literature, brochures, and chemicals with all SDS information that would be applicable to the services solicited, so that an adequate technical evaluation can be made. Failure to comply with this or any other standard terms or conditions of the ITB may result in rejections of your offer.

Provide a breakdown of services and related costs based on the provided scope of work. Panama City Housing Authority reserves the right to delete services depending upon changing budget requirements. Vendors are requested to provide pricing for a 12-month service agreement with the possibility of renewal for 2 years if agreed upon by both parties.

Initial and Date _____

As a minimum the following areas must be addressed in the offeror's proposal.

- Manpower: The staffing of this project shall be detailed by position.
- Deviation from ITB documents: The offeror shall submit proposal(s) based on the information contained herein. However, Panama City Housing Authority welcomes innovative ideas from the experts in the business to better the services for our housing residents. If the vendor has suggestions, ideas and/or programs in place that would improve the quality or reduce the price/cost involved with the services outlined herein, we encourage the vendor to submit the deviations under a separate cover to the main proposal. Please include estimated cost impact if any, on deviations submitted.
- Submittals: The Offeror shall include copies of their Quality Control Plan and Safety program (as appropriate) for review by the Panama City Housing Authority as part of their proposal.

Panama City Housing Authority reserves the right to make award based on the best overall value. Submittal of a price proposal acknowledges acceptance of any the terms and conditions of our current Service Agreement as attached and made part of this request for proposal. Any exceptions to our terms must be addressed with the submission of your proposal. Evaluation criteria against which your proposal may be measured, could include, but not necessarily limited to, any or all of the following:

- Price
- Technical Approach
- Availability
- Past Performance / Reputation / References

Please be advised that your proposal must set forth complete, accurate and current information. The penalty for making false statements in your proposal response may result in legal proceedings against your firm. In case of award to your company based on the response containing false statements the service agreement will be terminated for default. You are to submit the original of your proposal in conformance with the procedures and instructions contained in the sections of the ITB.

Your sealed bid is due by September 18, 2020 @ 2pm and shall be valid for 90 days from the due date. Late proposals and modifications will not be accepted without prior approval by the Panama City Housing Authority. Non-submittal of the attached Acknowledgement of ITB Form, may result in your disqualification from this solicitation as non-responsive. To be considered in the bid process your firm must complete the attached acknowledgement of ITB form and delivered back to the Panama City Housing Authority within 10 days of receipt of notice. Email of the acknowledgement document is acceptable and may be sent to: mjohnson@panamacityhousing.org.

Thank you for your interest in providing a bid for Apartment Demo and Rehabilitation at the Panama City Housing Authority.

Sincerely,

Mike Johnson
Facility Manager

Initial and Date _____

Acknowledgement of Invitation to Bid

Qualifying Requirements:

- Insurance
- Scope of Work
- Quality Control Plan
- Business License(s)
- W-9 (Tax ID and Certification)
- Safety Training
- HUD – 5370-C
- HUD – Section 3

All bidders are asked to review all pages of the Invitation to Bid, initial and date each page and then return all documents with your bid package.

The undersigned understands that failure to provide these documents and data, and the information required therein, may cause its proposal to be deemed non-responsive.

Signature

Date

Printed Name

Date

Title

Appendix A
Painting Scope of Work

STATEMENT OF WORK

Painting

Requirements:

The contractor shall provide all necessary labor, materials (excluding paint), tools, equipment, transportation and supervision to perform painting services for The Panama City Housing Authorities five (5) apartment communities. The contractor shall perform all work in accordance with the PCHA guidelines and specifications (as required). All work shall be performed in accordance with applicable state and local codes and other industry standards as defined by the PCHA.

Scheduling:

The PCHA Facility Manager shall provide a comprehensive service schedule to the contractor prior to the commencement of work. This schedule shall indicate the day of the week the services will need be performed, and time frame in which work needs to be completed. Conditions shall be included in the schedule to cover weather related delays if applicable.

END OF STATEMENT

Initial & Date _____

SCOPE OF WORK

General Requirements

1. Workforce:

- Contractor shall designate a qualified representative with painting experience to complete work scheduled.
- The workforce is to be presentable at all times. The workforce is to be in a company uniform.
- All employees shall be competent and qualified and shall be U.S. citizens or legal residents.
- Workforce will be large enough to complete painting services in accordance with the PCHA guidelines.

2. Communication:

- The Facility Manager will provide schedule of work, no later than 2 days prior notice.
- Panama City Housing Authority will provide an avenue of communication between residents and the contractor to schedule work in an occupied unit. The contractor shall report to and coordinate solely with the PCHA and the Facility Manager.

3. License & Permits:

- Contractor shall be responsible for all applicable licenses and permits.
- Contractor vehicles shall be appropriately decal for identification purposes.

4. Noise Standards:

- Contractors work may not start work before 8 am and shall cease work at 5 pm Monday – Friday. Any after hours or weekend work would need to be cleared by the PCHA or the Facility Manager.
- Radios may be used with discretion. No music with profanity, as well as, volume of the music does not interfere with residents. Headphones are prohibited due to safety purposes.

5. Safety:

- Contractor is responsible for ensuring that all safety and conduct requirements of OSHA and PCHA are met and complied with by their personnel at all times to include local, state, and federal rules and regulations that may be applicable.
- It is critical that the contractor operates all equipment in a safe manner. Contractor vehicles shall adhere to the posted speed limits and traffic regulations.
- A comprehensive safety plan must be presented to the PCHA and the Facility Manager before the commencement of work.
- The contractor employees shall wear their company uniform and PPE as required by the activity at all times in performance of their work.
- Contractor is responsible for the securing of all equipment / materials at the end of the workday.
- Contractor shall not leave an active work area unsecured. At no time shall equipment be left unattended. Contractors will secure the worksite at the end of the work day.
- All contractors' vehicles shall have an orange road cone placed near the exit point of the vehicle when it is parked on the property. All sides of the vehicle shall be checked prior to moving the vehicle, to prevent accidents with small children. Road cones shall be provided by the contractor.

Initial and Date: _____

6. Quality Control:

- Quality control (QC) will be done by the contractor or the Facility Manager daily.
- Areas serviced will be inspected the following day to best observe and note quality related deficiencies or omissions in the scope that can be corrected that same day.
- Contractor will be responsible for cleaning all overspray and or paint that may have dripped on floors, outlets, switches, faucets, sinks, door knobs, etc.
- Contractor is responsible for the disposal of all work debris and shall clean work areas daily. Work areas should be cleaned at least to the condition prior to work starting.
- Contractor will be responsible for insuring that the general area is free of debris or any other item or condition that may pose a hazard to either tenants in adjacent areas or contractors and employees of PCHA.
- Contractor shall visibly inspect for existing conditions and report any damages to the Facility Manager prior to the commencement of related services. (I.e. existing damage to structures, subfloor, windows, appliances, or any other damages that may be construed to be the act of the contractor.)
- Contractor is responsible for the protection of all adjacent structures, walls, doors, trim, molding or any other items that may become damaged during the course of work. The contractor will be held responsible for the cost and timely repair or replacement of such damage. It is critical that the contractor stress to their employees the importance of quickly reporting damage to their immediate supervisor.
- Trees, shrubs, flowers, or turf that are damaged or killed due to contractor operations or negligence shall be replaced at no expense to the PCHA.

7. Hazardous Material:

- At no time shall the contractor leave any hazardous material containers on the property unattended. They shall be kept in the contractor’s vehicle(s) locked as to a resident or child cannot obtain access to them.
- Contractors must have spill containment devices on hand to contain any spilled chemicals if a spill occurs. If a spill occurs, that contractor must immediately contact the Facility Manager.
- Any hazardous waste that is generated by the contractor shall be removed from the property by the end of the business day. Such hazardous waste shall be stored in an authorized hazardous materials container until the end of the business day.

End of Scope

Initial & Date: _____

SCHEDULE B

PRICING:

In consideration of the services, the fee of this agreement is:

Painting ceilings, walls, base boards, trim, doors, and porches (if applicable) up to 2 coats.

- Studio Apartment - \$ _____
- 1 Bedroom 1 Bath Unit - \$ _____
- 2 Bedroom 1 Bath Unit - \$ _____
- 3 Bedroom 1 Bath Unit - \$ _____
- 4 Bedroom 2 Bath Unit - \$ _____
- 5 Bedroom 2 Bath Unit - \$ _____

Note: All pricing should include materials (excluding paint), equipment, and protection of all adjacent areas, permits licenses, and preparation of work area. Daily clean-up, safety, and proper disposal of all hazardous materials and construction debris. Refer to Scope of Work. If an apartment requires more detail, such as, extra coats of paint, primer due to nicotine or writing on walls, and/or wall repairs for the cost to be increased; those will need to be discussed prior to commencement of work, and the cost will be discussed and approved. In addition, there be times that only touch up paint is necessary; these would be discussed prior to commencement of work, and the cost will be discussed and approved.

Contractor: _____

Authorized Signature: _____

Date: _____

Appendix B
Cleaning Scope of Work

STATEMENT OF WORK

Cleaning Services

Requirements:

The contractor shall provide all necessary labor, materials, tools, equipment, transportation and supervision to perform multi-family apartment cleaning services for the Panama City Housing Authorities five (5) apartment communities. The contractor shall perform all work in accordance with the PCHA guidelines and specifications (as required). All work shall be performed in accordance with applicable state and local codes and other industry standards as defined by the PCHA.

Scheduling:

The contractor shall provide a comprehensive service schedule to the PCHA Facility Manager prior to the commencement of work. This schedule shall indicate the day of the week the services will be performed. Conditions shall be included in the schedule to cover weather related delays if applicable.

END OF STATEMENT

Initial & Date _____

SCOPE OF WORK

General Requirements

1. Workforce:

- Contractor shall designate a qualified representative with experience in multi-family apartment cleaning services to complete work scheduled.
- The workforce is to be presentable at all times. The workforce is to be in a company uniform.
- All employees shall be competent and qualified and shall be U.S. citizens or legal residents.
- Workforce will be large enough to complete cleaning services in accordance with the PCHA guidelines.

2. Communication:

- The Facility Manager will provide schedule of work, no later than 2 days prior notice.
- Panama City Housing Authority will provide an avenue of communication between residents and the contractor to schedule work in an occupied unit. The contractor shall report to and coordinate solely with the PCHA and the Facility Manager.

3. License & Permits:

- Contractor shall be responsible for all applicable licenses and permits.
- Contractor vehicles shall be appropriately decal for identification purposes.

4. Noise Standards:

- Contractors work may not start work before 8 am and shall cease work at 5 pm Monday – Friday.
- Radios may be used with discretion. No music with profanity, as well as, volume of the music does not interfere with residents. Headphones are prohibited due to safety purposes.

5. Safety:

- Contractor is responsible for ensuring that all safety and conduct requirements of OSHA and PCHA are met and complied with by their personnel at all times to include local, state, and federal rules and regulations that may be applicable.
- It is critical that the contractor operates all equipment in a safe manner. Contractor vehicles shall adhere to the posted speed limits and traffic regulations.
- A comprehensive safety plan must be presented to the PCHA and the Facility Manager before the commencement of work.
- The contractor employees shall wear their company uniform and PPE as required by the activity at all times in performance of their work.
- Contractor is responsible for the securing of all equipment / materials at the end of the workday.

Initial & Date: _____

- Contractor shall not leave an active work area unsecured. At no time shall equipment be left unattended. Contractors will secure the worksite at the end of the work day.
- All contractors' vehicles shall have an orange road cone placed near the rear of the vehicle when it is parked on the property. All sides of the vehicle shall be checked prior to moving the vehicle, to prevent accidents with small children. Road cones shall be provided by the contractor.

6. Quality Control:

- Quality control (QC) will be done by the contractor or the Facility Manager at the end of all jobs completed.
- Areas serviced will be inspected the following day to best observe and note quality related deficiencies or omissions in the scope that can be corrected that same day.
- Contractor is responsible for the disposal of all work debris and shall clean work areas daily.
- Contractor will be responsible for insuring that the general area is free of debris or any other item or condition that may pose a hazard to either tenants in adjacent areas or contractors and employees of PCHA.
- Contractor shall visibly inspect for existing conditions and report any damages to the Facility Manager prior to the commencement of related services. (I.e. existing damage to structures, subfloor, windows, appliances, or any other damages that may be construed to be the act of the contractor.)
- Contractor is responsible for the protection of all adjacent structures, walls, doors, trim, molding or any other items that may become damaged during the course of work. The contractor will be held responsible for the cost and timely repair or replacement of such damage. It is critical that the contractor stress to their employees the importance of quickly reporting damage to their immediate supervisor.
- Trees, shrubs, flowers, or turf that are damaged or killed due to contractors operations or negligence shall be replaced at no expense to the PCHA.

7. Chemical Usage:

- Contractor will supply a list of chemicals and SDS for any chemicals used to the Facility Manager and shall be verified prior to commencement of work.
- Contractor shall strictly adhere to chemical manufacturer's application, usage, and clean-up directions.
- Contractor shall take all precautions necessary to eliminate chemical misuse, personal property damage and/or damage to wildlife.
- Technicians applying chemicals will wear the proper Personal Protective Equipment (PPE) as required by the manufacturer and SDS. Contractor assumes all liability for damage and/or injury for use of these products or equipment. Contractor shall satisfy and comply with any and all regulatory agencies in the handling, application, disposal, and storage of all chemicals and/or hazardous materials.
- Cleaning contractor should take care as not to drip or spill bleach containing cleaners on vinyl and carpeted floorings.
- Contractor shall be responsible for any damages incurred by improper use or application of all chemicals or substances used on the premises.

Initial and Date: _____

8. Hazardous Material:

- At no time shall the contractor leave any hazardous material containers on the property unattended. They shall be kept in the contractor's vehicle(s) locked as to a resident or child cannot obtain access to them.
- Contractors must have spill containment devices on hand to contain any spilled chemicals if a spill occurs. If a spill occurs, that contractor must immediately contact the Facility Manager.
- Any hazardous waste that is generated by the contractor shall be removed from the property by the end of the business day. Such hazardous waste shall be stored in an authorized hazardous materials container until the end of the business day.

Basic Cleaning Services

1. Cleaning Services – Multi-family apartments

- Prior to cleaning an unfamiliar unit or cleaning a unit for the first time, an initial meeting should be set up with the Facility Manager and the cleaning contractors to understand specific cleaning requirements that may require special care instructions (I.E.: countertops, stainless steel appliances, refinished or painted surfaces, fiberglass, bathroom fixtures, non-wax floors).
- Below are the areas/items required to be cleaned. The definition of "clean", meaning that surfaces or items cleaned will be free of streaks, drips, smears, finger marks, water deposits, grease, food, dirt, dust, lint, bugs, webs, trash, and cleaner residue.
- In all Rooms Items to be cleaned:
 - Clean all doors, door hardware and dust above all door trim
 - Clean all switch plates and outlet covers (if not being replaced).
 - Clean all light fixtures inside and out.
 - Clean all windows and window sills inside and out.
 - Clean baseboards and walls (if needed).
 - Clean and polish any sinks and faucets.
 - Clean any debris, dust, or dirt from all cabinets and drawers.
 - Clean all countertops.
 - Clean all toilets inside and out.
 - Clean all mirrors and medicine cabinets.
 - Clean all shower walls and bath tubs.
 - Clean all towel racks.
 - Vacuum carpet/ Mop floor/ Strip & Wax floors as applicable, unless specified on a separate scope of work.
- Stove/Range/Oven/Hood:
 - Pull out stove and clean sides, back, and under the stove.
 - Pull all knobs off and clean knobs and behind knobs.
 - Remove all drip pans and clean.
 - Flip top of range up and clean under top and burners.
 - Clean interior surfaces, broiler pan, oven racks, light covers, door, seal, handle and hinge area.
 - Pull and clean inside storage drawer, handle and tracks.
 - Clean hood, including fan, filter area, fan blade, and light cover.

Initial and Date: _____

- Refrigerators/ Freezers:
 - Pull out and clean the sides, back, and under the refrigerator.
 - Remove and clean all drawers, shelves racks, separators, and light covers.
 - Clean all interior surfaces: doors, seals, and hinges.
 - Remove and clean bottom kick plate or vent.
- Exterior Areas:
 - Clean all receptacles and switch plates.
 - Clean all entry doors, hinges, knobs, and thresholds.
 - Front and back porch railings.
 - Cleaning vinyl fence panels.
 - Spray off all walls and porches.

END OF SCOPE

Initial & Date: _____

SCHEDULE B

PRICING:

In consideration of the services, the fee of this agreement is:

1. Cleaning Services – Apartments

- Studio Unit - \$ _____/clean
- 1 Bedroom 1 Bath unit - \$ _____/clean
- 2 Bedroom 1 Bath Unit - \$ _____/clean
- 3 Bedroom 1 Bath Unit - \$ _____/clean
- 4 Bedroom 2 Bath Unit - \$ _____/clean
- 5 Bedroom 2 Bath Unit - \$ _____/clean

2. Strip and Wax (If applicable)

- 1 Bedroom 1 Bath Unit - \$ _____
- 2 Bedroom 2 Bath Unit - \$ _____
- 3 Bedroom 1 Bath Unit - \$ _____
- 4 Bedroom 2 Bath Unit - \$ _____
- 5 Bedroom 2 Bath Unit - \$ _____

Note: All pricing should include materials, equipment, and protection of all adjacent areas, permits licenses, and preparation of work area. Daily clean-up, safety, and proper disposal of all hazardous materials and construction debris. Refer to Scope of Work.

Contractor: _____

Authorized Signature: _____

Date: _____