

REQUEST FOR PROPOSAL



JHC 2017-14 - 120 Shahan Remodel - Community Room

Jackson Housing Commission
301 Steward Avenue
Jackson, MI 49201
Office (517) 787-9241 Fax (517) 787-6143

**Jackson Housing Commission
INVITATION TO BID**

A. OVERVIEW

The Jackson Housing Commission (JHC) is requesting bids/proposals for a 1500 sq ft, 4 Bedroom, 2 Bath, Kitchen, Living Room, and Pantry. Demolition of entire unit and conversion into a computer/community room.

Site Location:

Jackson Housing Commission Shahan Blackstone, 120 Shahan Dr, Jackson, MI 49202

Pre-Bid Meeting and Site Walkthrough: 10/23/2017 at 10am

Location: Jackson Housing Commission Shahan Blackstone, 120 Shahan Dr, Jackson, MI 49202

Bid Due Date and Time: 11/10/2017 by 4pm

Bid Submission Location:

Jason Omo
Jackson Housing Commission
301 Steward Ave, Bldg. C, Jackson, MI 49201

Bid Submission Format: Quotes and scope of work with specifications as requested.

Final Decision and Notification to Bidders: 11/13/2017 - Notification will be via email.

Projected Timeline: 6-8 weeks

Start Date: Upon contract award unless mutually agreed upon by contractor and JHC.

Notice to Contractors:

All work items to be performed are identified in plan specifications provided by the bidder. Therefore contractors shall verify all quantities, measurements or dimensions, and conditions prior to submitting this bid. Please note that there will be no Change Orders to prices based on mistaken quantity count, measurements or dimensions. Bids must include a totaled comprehensive bid amount along with the information requested during the pre bid meeting. Attendance by contractor at the Pre-Bid meeting is *not required* to submit bids. Bid submissions must be signed and delivered to the Jackson Housing Commission, ATTN: Jason Omo, 301 Steward Avenue, Bldg. C, Jackson, Michigan 49201 or electronically at j.omo@jacksonhousing-mi.org by the due date specified in section A.

JHC will review all bids for program compliance prior to awarding contracts. Final results for the bids will not be given out until fully checked and approved by the Executive Director of Jackson Housing Commission. All eligible bidders will be notified of contract award via email when final decision of contract award is made.

Prior to project commencement a Contract will be provided outlining the responsibilities of both the contractor and JHC and will be signed by all parties. All work must be performed by licensed contractors in accordance with the current basic code requirements and the attached specifications. Contractors are responsible for obtaining required permits and the cost of permits should be included in the total bid. Contractors must provide proof of payment and performance bond as well as document payment of a prevailing wage per Davis-Bacon wage specifications for federal contracting.

Certificate of insurance for workmen's compensation and general liability insurance must be provided prior to any work commencing. General contractor is responsible for coordinating trades. Work shall be scheduled to keep delays to a minimum. As this is a HUD property, prevailing wage rates for the State of Michigan, Jackson County shall apply.

Contractors are responsible for removal of construction debris. Colors and styles of materials will be approved by Jackson Housing Commission staff prior to installation. All painted surfaces require priming and two coats of paint. All required paperwork must accompany invoice for processing. JHC staff will process payments for completed items only.

The contractor further states and assures that he/she is not subject to any administrative sanctions, suspensions or disbarment by the State of Michigan Department of Commerce – Builders Division or by the US Department of Housing and Urban Development.

Evaluation Criteria/Consideration for Selection:

The successful bidder will be awarded based principally on the lowest price. However, additional consideration and preference will be provided to companies demonstrating Section 3 eligibility, women and minority owned businesses, and, if relevant, prior satisfactory performance on similar projects with the Jackson Housing Commission.

Description of Selection Process

JHC staff and/or Commissioners will evaluate the qualifications. The Vendor/Contractor best meeting experience, approach, and cost requirements will be selected.

The JHC reserves the right to reject any or all bids, waive technicalities, and to be the sole judge of suitability of the services for its intended use and further specifically reserve the right to make the award in the best interest of the JHC.

Failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, may disqualify the bid.

Project Specifications:

Projected Timeline: 6-8 weeks.

Start Date: Upon contract award unless mutually agreed upon by contractor and JHC.

Shahan 120 Building: 1500 sq ft, 4 Bedroom, 2 Bath, Kitchen, Living Room, and Pantry. Demolition of entire unit and conversion into a computer/community room.

Project Expectations include:

Removal of 2(two) non-load bearing walls for conversion of 2 bedrooms to join with living room to create community space.

Removal of 2(two) non-load bearing walls for conversion of 2 bedrooms into computer center and administrative office.

Removal of current kitchen cabinetry, counter, and sink. Replace with small kitchenette hutch with double sink. Appliances including refrigerator, dishwasher, stove, and microwave will be provided by JHC and should not be included in bid.

Refinish, Remove, or Remodel of both bathrooms to one single bathroom with ADA compliance.

Remove and replace approximately 1500 sq, ft 8 mil vinyl flooring.

Installation of High Efficiency Central Air conditioning unit and integration to current HVAC.

Electrical changes and upgrades to include labor, materials, and permit fees

Plumbing changes and upgrades to both bathrooms and downgrade of kitchen, and permit fees.

Concrete repairs to the front of the unit to include patch work and conversion of the front sidewalks to meet ADA requirements.

Repair and finish of all wall and ceiling surfaces to include 2 coats of paint.

Construction materials to include flooring, drywall, tape, mud, texture, paint, cove base, and fixtures.

Jackson Housing Commission

Reservation of Rights Notice

- The JHC reserves the right to reject any or all bids/proposals to waive informalities in the bidding/proposal process, and to terminate the bidding process at any time, if deemed to be in the best interest of the JHC.
- The JHC reserves the right to terminate any contract awarded pursuant to this bid/RFP process, at anytime for the convenience of the JHC upon five (5) days written notice to the successful bidder/responder.
- The JHC reserves the right to determine the days, hours and locations that the successful bidder/responder shall provide the services detailed by this bid/RFP process.
- The JHC reserves the right to hold all bids/proposals without award and not permit withdrawal of said bids/proposals for a period of sixty (60) days from the bid opening date.
- The JHC reserves the right to negotiate the proposed bid/proposal prices with the three (3) lowest, most responsible bidders/responders.
- The JHC reserves the right to issue multiple contracts as a result of this offering.
- The JHC reserves the right to reject any bid or proposal that it deems to be non-responsive or the bid/proposal from any bidder/responder deemed to be non-responsive.
- The JHC shall no obligation to compensate any bidder/responder for any cost incurred in responding to this bid/RFP document.

Contract Award Procedures

If a contract is awarded pursuant to the RFP, the following procedure will be followed:

Upon completion of the Proposal Evaluation Process, the JHC evaluation panel will forward its conclusions and recommendation to the JHC Executive Director. The Executive Director will submit the panel's conclusion and recommendation for approval of award, if required by the JHC Procurement Policy, to the JHC Board of the Commissioners at a regularly scheduled or special Board meeting. If the recommendation is approved, the successful firm will receive a Notice of Award; and thereafter contract price negotiations will begin if required.

Contract Conditions

The following provisions are required in all Contracts issued by the Jackson Housing Commission.

a. Assignment of Personnel:

The JHC retains the right to demand replacement or removal of any personnel assigned to this project if the JHC believes that such a change would be in the best interest of the JHC and the successful completion of the contracted work.

b. Contract Period

The performance period of this contract (work start/work completion dates) shall be included as part of each bid/proposal.

c. Contract Service Standards

All work performed pursuant to this "Request for Proposal" or any subsequent Contract shall conform and comply with all applicable local, state and federal laws and regulations.

Bill/Payment

The company shall submit an invoice to the JHC for work completed. The company shall include his or her Company name, address, and telephone number; an invoice number referencing this Contract, and the detailed itemized statement of services provided. The JHC shall pay all invoices net thirty (30) days.

Jackson Housing Commission

Bidder's Statement

The undersigned bidder/responder hereby states that by completing and submitting this form and all other documents within this submittal, he/she/they are verifying that all information provided herein is, to the best of his/her/their knowledge, true and accurate, and that if the JHC discovers that any information entered herein is false, that shall entitle the JHC to not make award or to cancel any award, with the undersigned party. Pursuant to all RFP Documents, The Form of Proposal, and all attachments pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the JHC with the services described herein for the fees noted with then the RFP response.

Signature

Date

Printed Name

Company Name

Jackson Housing Commission

PROFILE

1. Name of Business: _____
2. Street Address: _____
3. Mailing Address: _____
4. City, State, Zip Code: _____
5. Type of Ownership: _____
6. Phone Number: _____ fax: _____
7. Year Established: _____
8. Parent Company: _____ Date Acquired: _____
9. Identify Principals/Partners/Sole Owner: attach brief resume

10. Federal Tax ID No: _____
11. DUNS No.: _____

Signature

Date

Print Name/Title

**Jackson Housing Commission
COST PROPOSAL**

Contract for the services for the Jackson Housing Commission

The undersigned having carefully examined this Request for Proposal for Jackson Housing Commission and the following addenda:

As well as the conditions affecting the work, proposes to furnish all services, labor and materials called for them for the entire work in accordance with said documents, for the following monthly cost:

Total Bid Amount:

_____ Dollars (\$ _____)
Written Numerical

Respectively Submitted:

Authorized Signature: _____ Date _____

Title: _____

Additional Information to be submitted with bid proposal:

- Copy of Valid Builders License
- Proof of Liability Insurance
- Section 3 Certification (if Seeking Section 3 Preference),
- Non-Collusion Affidavit of Contractor,
- Contractor Profile & W9
- Bond Information / Certification

Please submit all bids either by mail or by electronic mail with the following information on the front:

RFP 2017-14

Attn: Jason Omo
Operations Director
Jackson Housing Commission,
301 Steward Ave, Building C
Jackson, MI 49201

Late bids will be recorded but not considered. The Jackson Housing Commission is not responsible for late deliveries by US mail or a designated courier service. Section 3 Businesses, Woman Owned and Minority Owned businesses are also encouraged to respond.

Additional Documentation:

HUD Form 5369: Instructions to Bidders:
<http://www.jacksonhousing-mi.org>

HUD Form 5369-A: Representations, Certifications, and Other Statements of Bidders: (Attached)
<http://www.jacksonhousing-mi.org>

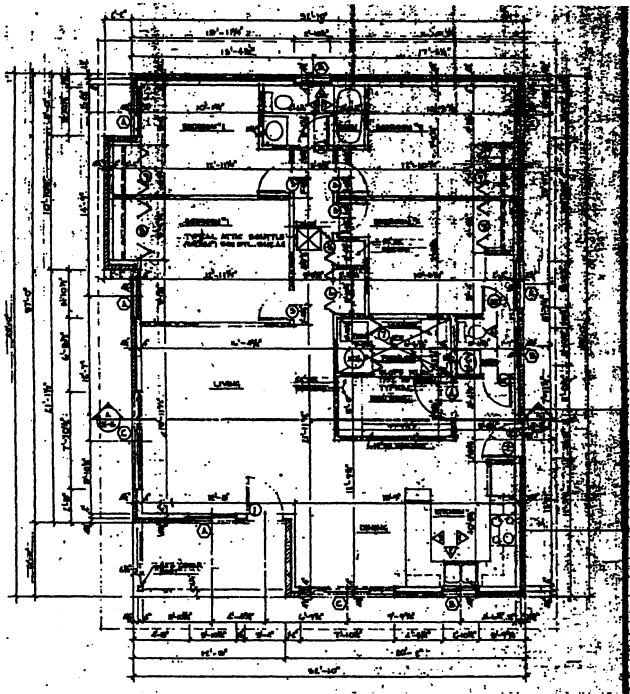
Section 3: Certification for Business Concerns Seeking Section 3 Preference in Contracting and Demonstration of Capability: (Attached)
<http://www.jacksonhousing-mi.org>

Non-Collusion Affidavit of Contractor: (Attached)
<http://www.jacksonhousing-mi.org>

Bidder's Statement: (Attached)
<http://www.jacksonhousing-mi.org>

W9 Form:
<http://jacksonhousing-mi.org>

Policy Manual - Act 166 - Prevailing Wage on State Projects Act:
http://www.michigan.gov/documents/dleg/ACT_166_Manual_Complete_215250_7.pdf



FLOOR PLAN

SCALE: 1/16" = 1'-0"