

REQUEST FOR PROPOSAL



**JHC 2017-15 – Commercial Vending**

Jackson Housing Commission  
301 Steward Avenue  
Jackson, MI 49201  
Office (517) 787-9241 Fax (517) 787-6143  
[www.jacksonhousing-mi.org](http://www.jacksonhousing-mi.org)

**Jackson Housing Commission  
INVITATION TO BID  
Insurance Restoration**

**A. OVERVIEW**

The Jackson Housing Commission (JHC) is requesting bids/proposals for a Commercial Vending Company to supply two (2) vending machines containing soda and/or food at each of our 3 properties for a vending contract of up to five (5) years.

**Site Locations:**

Jackson Housing Commission:

Reed Manor, 301 Steward Ave #I, Jackson, MI 49201 (Outside Property Management Office, Inside Community Room)

Shahan Blackstone, 109 Shahan Dr, Jackson, MI 49202 (Outside Property Management Office/Community Room, Inside Community Room)

Chalet Terrace, 316 Barberry, Jackson, MI 49203 (Outside Property Management Office/Community Room, Inside Community Room)

**Pre-Bid Meeting and Site Walkthrough:** Schedule by appointment as needed. Vending Machine Areas are accessible at all times.

**Bid Due Date and Time:** 1/5/2018 by 4pm

**Bid Submission Location:**

Jason Omo

Jackson Housing Commission

301 Steward Ave, Bldg. C, Jackson, MI 49201

[j.omo@jacksonhousing-mi.org](mailto:j.omo@jacksonhousing-mi.org)

**Bid Submission Format:** Quote for machine delivery, maintenance, stocking, and profit percentage

**Final Decision and Notification to Bidders:** 1/8/2018 - Notification will be via email.

**Start Date:** Upon contract award unless mutually agreed upon by contractor and JHC. Preferred Machine delivery, placement, and in service by 1/15/2018

**Notice to Contractors:**

All work items to be performed are identified in the plan specifications attached hereto and incorporated by reference. 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 herein. Attendance by vendor/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](mailto:j.omo@jacksonhousing-mi.org) by the due date specified.

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.

**Evaluation Criteria/Consideration for Selection:**

The successful bidder will be awarded based principally on the lowest price. 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:**

**Start Date:** Upon contract award unless mutually agreed upon by contractor and JHC. Preferred Machine delivery, placement, and in service by 1/15/2018

Jackson Housing Commission:

Reed Manor, 301 Steward Ave #I, Jackson, MI 49201 (Outside Property Management Office)  
This area is located under the I building overpass connecting to Van Buren. Area is safe from weather, but is open air. Area under video surveillance 24/7 and patrolled by private security 6pm-6am daily. Our Community Room within Building C of Reed Manor also has available space for interior machines.

Shahan Blackstone, 109 Shahan Dr, Jackson, MI 49202 (Outside Property Management Office/Community Room).

This area is adjacent to our community room, with high foot and auto traffic to the property management office in a well-lit area with regular security patrols nightly. Our Community Room at 120 Shahan Dr, across from the management office, also has available space for interior machines, and is currently under renovation with completion by end of January, 2018.

Chalet Terrace, 316 Barberry, Jackson, MI 49203 (Outside Property Management Office/Community Room)

Located under a patio roof connecting the Property Management Office and Community Room in a well-lit area with regular security patrols nightly. Patio roof shields from weather but still in open air. Our Community Room across from the management office, also has available space for interior machines.

**NOTES:**

Exterior Machines at All properties are preferred for access to service and sales. However, JHC will entertain quotes for internal machines if temperature control of foods is unreasonable or too expensive.

**In order to ensure an “apples to apples” comparison of bids, please be sure to submit the following components of your bid:**

1. Cost of rental, if any, incurred by JHC
2. Cost of products, if any, incurred by JHC
3. Cost of maintenance, if any, incurred by JHC
4. Percentage of Profit to Vending Company and to JHC
5. Any additional charges to be incurred by JHC.

## 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 (Can also be completed online via our Website)**

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

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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 cost:

Total Bid Amount: (if not attached in quote)

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
Written Numerical

**In order to ensure an “apples to apples” comparison of bids, please be sure to submit the following components of your bid:**

1. Cost of rental, if any, incurred by JHC
2. Cost of products, if any, incurred by JHC
3. Cost of maintenance, if any, incurred by JHC
4. Percentage of Profit to Vending Company and to JHC
5. Any additional charges to be incurred by JHC.

Respectively Submitted:

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

Title: \_\_\_\_\_

**Additional Information to be submitted with bid proposal:**

- Copy of Valid Builders License, if applicable
- Proof of Liability Insurance, if applicable
- Section 3 Certification (if Seeking Section 3 Preference),
- Non-Collusion Affidavit of Contractor/Vendor,
- 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 2017-15**

Jason Omo  
Jackson Housing Commission  
301 Steward Ave, Bldg. C, Jackson, MI 49201  
j.omo@jacksonhousing-mi.org

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 (if applicable):**

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](http://www.michigan.gov/documents/dleg/ACT_166_Manual_Complete_215250_7.pdf)