



JHC-2020-5
Invitation for Bid

Carting and Rubbish Services

Issue Date: November 12, 2020

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

Jackson Housing Commission

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Part I. Solicitation Information

A. Description of Services

Jackson Housing Commission (JHC) is seeking bids from qualified contractors to provide carting, rubbish & recycling removal services. The successful contractor(s) must provide all labor, materials and equipment.

B. Important Due Dates/ Locations/ Time

Schedule	
Event	Date
IFB Publication	Thurs., November 12, 2020 at 12:00pm EST (noon)
IFB Published Locations	1. Housing Agency Marketplace- ha.internationalprocurement.com 2. Public Housing Agency Director Association- phada.org 3. www.JacksonHousing-MI.org
Pre-Bid Conference	None
Walk-Through	Chalet Terrace -Wed. November 18, 2020 at 10:00am EST Reed Manor – Wed. November 18, 2020 at 12:00pm EST Shahan – Wed. November 18, 2020 at 2:00pm EST
Questions Due	Tues., November 24, 2020 at 12:00PM, EST (noon) – through Housing Agency Marketplace – ha.internationalprocurement.com
Sealed Bids Submittal Deadline	Mon., December 7, 2020 at 2:00PM, EST – through Housing Agency Marketplace – ha.internationalprocurement.com
Sealed Bids Opening	Mon., December 7, 2020 at 4:00PM EST – via Zoom. Call-in info to be issued as an addenda

If your company is not a member of Housing Agency Marketplace, you can sign up to gain access to solicitations from one Agency only without paying a fee. Sign up as a vendor and select Jackson Housing Commission as your agency:

https://ha.internationaleprocurement.com/requests.html?company_id=1373

All questions concerning this IFB must be submitted in writing no later than Tues., November 24, 2020 at 12:00 p.m. EST. All questions must be submitted through Housing Agency Marketplace- ha.internationalprocurement.com.

Once the question period has ended, all responses to questions will be posted as an addendum on Housing Agency Marketplace- ha.internationalprocurement.com. All Addenda’s must be

acknowledged with a signature and timely submitted as part of this solicitation. Bids may be rejected if the addendum is not timely submitted as stated.

C. Preparation of Submission:

Electronic Submission: A PDF file containing the entire bid must be submitted electronically in a PDF with active text recognition (OCR), searchable and indexed file via the Housing Agency Marketplace – <https://ha.internationalprocurement.com>. The Cover of the Bid should have the following information:

Company Name
Company Address
IFB/ Solicitation Number and Name
Date and time Seal Bids are due

Caution: Late Proposal submission will be handled in accordance with the provisions contained in HUD Form HUD 5369-B Titled “LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF OFFERS”.

Part II. Reservation of Rights

1. 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.
2. The JHC reserves the right to terminate any contract awarded pursuant to this bid/RFP process, at any time for the convenience of the JHC upon five (5) days written notice to the successful bidder/responder.
3. 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.
4. 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/ proposal opening date.
5. The JHC reserves the right to negotiate the proposed bid/proposal prices with the three (3) lowest, most responsible bidders/responders.
6. The JHC reserves the right to issue multiple contracts as a result of this offering.
7. 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/response deemed to be non-responsive.
8. The JHC shall not be under any obligation to compensate any bidder/responder for any cost incurred in responding to this bid/RFP document.

Part III. Contract Conditions

Upon completion of the Invitation For Bid 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

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

a. Assignment of Personnel:

The JHC retains the rights to demand replacement or renewal 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 Contract will become effective on the date of signing for a period of two (2) years. Both Contractor and Jackson Housing Commission reserves the right to cancel the contract at any time for cause, by giving at least thirty (30) days written notice of the intent to cancel this contract. The contract will have three (3) additional option periods.

c. Contract Service Standards

All work performed pursuant to this "Invitation for Bid" or any subsequent Contract shall conform and comply with all applicable local, state and federal laws and regulations. The Contractor will be paid upon completion of the contract and satisfaction of all contract and deliverable requirements contain in Section V of this RFP.

d. Non-Discrimination Clause

A contract for work under this IFB will obligate the Contractor not to discriminate in employment practices. JHC encourages minority owned businesses to participate.

e. Insurance Requirements

Contractor shall carry and maintain sufficient comprehensive public liability insurance (at least \$500,000/occurrence), and shall provide JHC proof. Should Certificate of Liability insurance expire, it is the responsibility of the contractor to provide the JHC with an updated copy. Contract will also provide JHC with a W-9 upon execution of contract.

f. Bill/ Payment

The firm shall submit an invoice to the JHC for work completed. The firm 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.

Part IV. Index of Documents

The INDEX OF DOCUMENTS shown below is provided to assist all Bidders in correctly preparing and submitting a responsive IFB to JHC in accordance with the requirements of the above IFB. The Index contains a listing of all documents and those that are required submittal items.

Please review this index and submit all documents that are checked “**REQUIRED SUBMITTAL**” with your sealed bid. Documents that are checked “**SIGNATURE REQUIRED**” must be properly executed. Documents that are checked “**NOTARY/CORPORATE SEAL REQUIRED**” must be notarized and/or have the Bidder’s corporate seal affixed.

DOCUMENT	REQUIRED SUBMITTAL	SIGNATURE REQUIRED	NOTARY /CORPORATE SEAL REQUIRED	FOR YOUR REVIEW
Acknowledgements, Certifications and Required Documents as listed below:				
<i>HUD FORM (HUD-5369-) Instructions to Bidders JHC Website</i>				X
<i>HUD 5369-A Representations, Certifications and Other Statement of Bidders- JHC Website</i>	X			
<i>HUD 5370 C- HUD General Conditions-Non-Construction Section I and II- JHC Website</i>				X
<i>Section 3 Compliance- JHC Website</i>	X	X		
<i>Bidders Statement- Attached</i>	X	X		
<i>Bid Sheet - Attached</i>	X	X		
<i>Contractors Profile- Attached</i>	X	X		
<i>Reference and past performance form- Attached</i>	X			
<i>Acknowledgement of addenda form- Attached</i>	X	X		
<i>Additional Information – Business License Liability Insurance – See pg 12 of this document</i>	X			

Part V. Scope of Services

The JHC Portfolio includes three projects (Chalet Terrace, Reed Manor, Shahan-Blackstone North Apts). The Bids are to be prepared for each project and then totaled for a Portfolio-wide Bid.

Note that the day(s) of the week for collections should be uniform (the same) across the portfolio (eg – where required, once a week pickups are the same for every project in the portfolio, twice a week pickups are the same for every project in the portfolio and three a week pickups are the same for every project in the portfolio).

CHALET TERRACE
 316 Barberry Drive
 Jackson, MI 49203
 Manager’s Telephone: (517) 990-0518

100 Multifamily Units
26 Scattered Site Units
 126 Total Units

1. Contractor shall provide one curb cart “curbie” (minimum 90 gallon) for each **multifamily unit** and empty them, house to house, **twice each week**, on the same day each week, unless a holiday when the curbie will be emptied on the day following.
2. Contractor shall provide **back patio pick-up** for **senior units** (approx 32 senior units on property).
3. Contractor shall provide one curb cart “curbie” (minimum 90 gallon) for each **of 26 Scattered Site units** and empty them **once each week** , on the same day each week, unless a holiday when the curbie will be emptied on the day following.

Scattered Site Locations

Address	Address
1513 Merriman	313 Wall
1213 Plymouth	929 Maple
1419 Plymouth	938 Maple
1421 Plymouth	940 Maple
2017 Pringle	1101 Maple
129 Ridgeway	122 Stanley
329 Robinson	139 Stanley
216 Summit	2000 Sweet
217 Summit	1411 Merriman
514 Summit	1415 Merriman
1014 Chittock	903 Chittock
1022 Chittock	905 Chittock
117 E. Manison	1713 S. Milwaukee

4. Contractor shall supply and empty one **4 yard dumpster** from the dumpster enclosure outside of the Maintenance Bay courtyard **twice each week** located at 316 Barberry Dr.
5. **One Rolloff dumpster** shall be provided for pickup of large items such as furniture, appliances, mattresses, etc., to be emptied upon request and the cost of the additional pick up is included in the COST PROPOSAL.
6. Pickups for this entire project should be done on the same days of the week

REED MANOR
 301 Steward Avenue
 Jackson, MI 49201
 Manager’s Telephone: (517) 990-3658

292 Senior/Disabled Units

1. Contractor shall supply and empty curb cart “curbies” located in **seven (7) rubbish rooms** in separate buildings , **twice each week** for Buildings A-H and three times a week for Building I, on the same day each week, unless a holiday when the curbie will be emptied on the day following.

Buildin g	# of Curbies
A	Curbies in B building
B	6 curbies - pickup 2 times week
D	5 curbies - pickup 2 times week
E	5 curbies - pickup 2 times week
F	5 curbies - pickup 2 times week
G	6 curbies - pickup 2 times week
H	6 curbies - pickup 2 times week
I	8 curbies - pickup 3 times week

2. Contractor shall remove curbie carts from each rubbish room and sanitize the carts and ensure all debris is swept up.
3. Contractor shall supply and empty **one 3-yard dumpster** located outside maintenance garage on **once each week** on the same day each week, unless a holiday when the dumpster will be emptied on the day following. Contractor shall also sweep up any debris that may result from emptying of the dumpster.
4. **One additional pickup** shall be conducted at each rubbish room and dumpster for pickup of **large items** such as furniture, appliances, mattresses, etc., to be emptied upon request and the cost of the additional pick up is included in the COST PROPOSAL
5. Pickups for this entire project should be done on the same days of the week

SHAHAN-BLACKSTONE NORTH APTS.
 109 Shahan Drive
 Jackson, MI 49202
 Manager’s Telephone: (517) 990-0676

108 Multifamily Units
14 Scattered Site Units
 122 Total Units

1. For the Multifamily Units, contractor shall supply and empty **eleven - 4 yard dumpsters** and **two - 6 yard dumpsters** in various locations in parking lot cutouts in the Shahan complex: five are located on Shahan Drive, one is located on Janke Street and seven are located on Morman. These dumpsters should be emptied **twice each week** on the same day each week, unless a holiday when the dumpster will be emptied on the day following.
2. Contractor shall provide one curb cart “curbie” (minimum 90 gallon) for each of **14 Scattered Site** units and empty them **twice each week**, on the same day each week, unless a holiday when the curbie will be emptied on the day following.

Scattered Site Locations

Address	Address
914 N. Blackstone	916 N. Blackstone
329 Adams	421 Madison
414 Jefferson	409 McKinley
416 Jefferson	911 Spring
310 Madison	909 Spring
312 Madison	341 W. Monroe
335 Madison	343 Monroe

3. **One Rolloff dumpster** shall be provided for pickup of large items such as furniture, appliances, mattresses, etc., to be emptied upon request and the cost of the additional pick up is included in the COST PROPOSAL.
4. Pickups for this entire project should be done on the same days of the week

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ADDITIONAL Contract Requirements:

Materials dropped by the Contractor when emptying dumpsters and/or curbies shall be picked up by the Contractor at the time of incident.

Contractor shall supply required dumpster and curb carts, "curbies", at each location, and shall ensure that they are deodorized and sanitized in accordance with applicable State and Local Health Laws.

Contractor shall replace dumpsters and curbie carts as needed to ensure they are in proper working condition at all times. This includes damage from wildlife, etc. that is beyond the control of the JHC and/or tenants.

Contractor shall secure all licenses and permits necessary to properly conduct services required and provide proof thereof to the JHC.

JHC Staff or tenants shall be responsible for keeping sidewalks clear of snow, ice, debris and other obstacles.

As recycling program is a relatively new endeavor for the Jackson Housing Commission. JHC reserves the right to begin a recycling program during the course of this contract period if deemed in the best interest of JHC change recycling bin sizes and bin availability to scale with tenant participation. A cost for processing un-recyclable items placed by tenants should be included as an itemized cost in the cost proposal.

Contractors are to ensure they are capable of supplying services in sufficient quantity as needed to meet demand .

Additional Information to be submitted with bid proposal:

- Copy of Valid Business License
- Proof of Liability Insurance
- Section 3 Certification (if Seeking Section 3 Preference),
- Contractor Profile & W9

Part VI. Procurement Process

Bid Evaluation/Contract Award

The low bid will be evaluated in accordance with the requirements of the Invitation For Bid. The low bid will be evaluated to determine the responsiveness to the requirements of the IFB. If the bid does not conform to the solicitation, it must be rejected, and the next lowest bid will be examined for responsiveness. The contract will be awarded based on the best interest of JHC.

Attachments

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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 IFB Documents, The Form of Bid, 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 IFB response.

Signature

Date

Printed Name

**Jackson Housing Commission
 Carting and Rubbish Services
 JHC-2020-05 Bid**

Name of Project	Pickup Frequency	Day of Week Pickup	# of Curbies	# of Dumpsters	# of Rollaways	Weekly Price
Chalet Terrace	1 time/week 2 times/week Upon Request	(Vendor Complete)	26 100	1	1	(Vendor Complete)
					Chalet Terrace Price	\$
Reed Manor	1 time/week 2 times/week 3 times/week		33 8	1		
					Reed Manor Price	\$
Shahan	2 times/week Upon Request			13	1	
					Shahan Price	\$
					Total Weekly Price	\$
Empty Dumpsters set up for large items- Upon Request					Upon Request Price	\$

Signature

Date

Printed Name

Contractors 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:

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

Signature

Date

Print Name/Title

**Laurie Ingram
Executive Director**

REFERENCE AND PAST PERFORMANCE FORM
(NOTE: Reproduce Additional Sheets As Required)

List previous work/services rendered by your company which are 1) **DIRECTLY** related to the scope of work/services required by JHC, Request for Proposals, Request for Qualifications or Invitation For Bid and 2) equal to or greater than the dollar magnitude applicable to the scope of work/services quoted in your proposal.

NOTE: A Minimum of three (3) reference sheets is required. A questionnaire will be emailed to each reference. If a questionnaire is not returned by a reference, the offeror receives a zero (0) score for that reference. Offerors are highly encouraged to work closely with their references to ensure that the questionnaires are returned in a timely manner.

1. Name of Reference Company for which services were rendered:

2. Location of work (address) where services were performed:

3. Scope of work that was performed:

Year of completion: _____

4. Contact Person: _____

Phone No: _____

Email Address: _____

5. Cost of Project: _____

ACKNOWLEDGEMENT OF ADDENDA FORM

Bidder has received the following Addenda, the receipt of which is hereby acknowledged:

Addendum Number: _____ Date Received: _____

Addendum Number: _____ Date Received: _____

Addendum Number: _____ Date Received: _____

Addendum Number: _____ Date Received: _____

Addendum Number: _____ Date Received: _____

(Company Name)

(Signature)

(Printed or Typed Name)