

GRAND RAPIDS HOUSING COMMISSION

**LAUNDRY SERVICES
REQUEST FOR PROPOSAL**

TABLE OF CONTENTS

	<u>Page</u>
REQUEST FOR PROPOSAL	2
GENERAL CONDITIONS, INSTRUCTIONS & INFORMATION.....	2
BID FORM.....	4
SITE LOCATIONS AND CONTACT NUMBERS.....	9
SITE VISIT VERIFICATION FORM.....	10
PRICE PROPOSAL FORM.....	11
LAUNDRY SERVICES CONTRACT AGREEMENT.....	15

REQUEST FOR PROPOSAL

The Grand Rapids Housing Commission is seeking a five (5) year agreement for laundry service vendors at several sites specifically serving the needs of families, senior citizens, and disabled residents. Price Proposals at the locations identified in this document, will be accepted at the Main Office of the Grand Rapids Housing Commission, **c/o Brooke Allen, 1080 Creston Plaza Dr. NE, Grand Rapids MI 49507**, until **February 16, 2018 at 5:00 pm**.

GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION

The term and period of performance of the agreement shall be for five (5) years.

Prices submitted in this proposal shall be for years one through five.

All proposals shall be subject to the conditions as listed herein. **NO PROPOSALS WILL BE ACCEPTED WITHOUT A SIGNED SITE-VISIT VERIFICATION FORM FROM THE SITE STAFF.** In compliance with the provisions of this document, and conditioned upon the Contractor's price proposal being accepted, the Contractor offers and agrees to enter into a contract agreement within 30 days from the Price Proposal submission date of February 16, 2018. The amount of the contract agreement will be based upon how many of the five (5) proposals the Contractor is awarded.

THE GRAND RAPIDS HOUSING COMMISSION WILL AWARD AN AGREEMENT FOR EACH OF THE THREE (3) PROPOSALS CONTAINED IN THIS REQUEST ON A SITE-BY-SITE BASIS. CONTRACTOR'S ARE CAUTIONED NOT TO BASE THEIR PRICE PROPOSAL ON BEING AWARDED ALL OF THE THREE (3) PROPOSALS.

The successful Awardee(s) shall submit an ACORD Certificate of Liability Insurance indicating Worker's Compensation Insurance and Comprehensive General Liability Insurance coverage protecting the Grand Rapids Housing Commission in an amount not less than \$500,000 in the event of bodily injury and \$100,000 in the event of property damage. ACORD Certificates of insurance shall have a 30-day cancellation clause with notice to the Grand Rapids Housing Commission and shall be submitted before work commences.

Notice of Award – will be issued by the Housing Commission after the price proposal(s) has been approved by the Housing Commission Board. Upon the approval of the Housing Commission Board and receipt of a valid ACORD Certificate of Insurance, a **Notice to Proceed** will be issued by the Housing Commission Executive Director.

Performance – under this contract will include, but not be limited to, the following:

Performances as specified in the Price Proposal documents, attachments, and references herein. Performance as directed from time to time by the Asset Manager in a timely and satisfactory manner according to industry standards for like work. All work shall be performed in accordance with locally-recognized standards and applicable codes in a fashion so as not to cause an unreasonable risk or harm to the Grand Rapids Housing Commission, its employees or its residents.

Deductions – the Grand Rapids Housing Commission reserves the right to withhold payment anytime after the first occurrence of non-performance until the situation is resolved. After the second occurrence, the Grand Rapids Housing Commission may elect to engage the services of another Contractor to provide the labor necessary for completion or performance of services as described in the bid package. Deductions made from payments will be equal to the cost borne by the Grand Rapids Housing Commission, and will be deducted from earnings due the Contractor for other services under this or any other agreement held by the Grand Rapids Housing Commission.

Price Proposal Evaluation – Price Proposals will be evaluated on the basis of, but not limited to, the following:

- Tour of facilities and signed verification of site visit
- Contractor's response and responsiveness
- References/Responsibility
- Price

The Grand Rapids Housing Commission reserves the right to reject any or all price proposals or to waive any irregularities in the proposals submitted.

Each change or addenda issued in relation to this price proposal document will be on file in the office of the Grand Rapids Housing Commission.

Upon acceptance of an agreement for the performance of LAUNDRY services, the vendor agrees to follow all federal, state and local laws, regulations and construction safety standards of the Occupational Safety and Health Standards governing the furnishing and use of all safeguards, safety devices, protective equipment and work procedures.

The General Conditions, Instructions and Information, the General Scope of Work, and Site Specific Requirements (Proposals One through Ten) form part of this proposal.

BID FORM

**Grand Rapids Housing Commission
Creston Plaza Apartments
1080 Creston Plaza
Grand Rapids MI 49503**

BIDS MUST BE RECEIVED BY FEBRUARY 16, 2018 AT 5:00 PM AT THE CRESTON PLAZA APARTMENTS OFFICE AND SHOULD BE DIRECTED TO BROOKE ALLEN. LATE BIDS WILL NOT BE ACCEPTED.

BID REFERENCE: 2018 LAUNDRY FACILITIES, SITES: VARIOUS

SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S): The GRHC is seeking proposals from qualified and licensed entities to provide the following detailed services:

- 1. Services:** The successful proposer shall, at its expense, install and maintain the above noted equipment (washers; dryers) at each noted site. Equipment shall either be new or reconditioned and shall be maintained by the successful proposer in working order and professional appearance. Equipment not operating properly (e.g. broken) must be repaired/replaced within 1 work day of notification received from the GRHC (e.g. unless otherwise approved by the GRHC in writing, such notice received by the successful proposer on a week day--Monday-Thursday--shall be addressed, solved and concluded--repaired--by the next business day; notice received on a Friday shall be addressed, solved and concluded--repaired--by the next business day, typically a Monday unless a legal holiday).
 - A. Exclusivity:** The GRHC will award an agreement for each of the three (3) proposals contained in this request on a site-by-site basis. Contractor's are cautioned not to base their price proposal on being awarded all of the three (3) proposals.
 - B. Equipment:** All equipment provided by the successful proposer shall be of commercial quality.
- 2. Space/Utilities:** The GRHC shall, at its expense, provide and maintain all necessary electric, gas, water, sewer and the space (room) required to operate the equipment. Though the GRHC shall have responsibility for on-going cleaning and maintenance of the space, the successful proposer may, as detailed within Tab No. 4 of his/her proposal submittal, choose to supplement such services (e.g. the proposer may choose to conduct a general cleaning of the facility once per week).
- 3. Vending Rate:** The GRHC, in consultation with the successful proposer, shall have final determination of the vending rate at each facility. Such rates are currently set as noted above and all proposers acknowledge that by submitting a proposal in response to this RFP to provide these services, such listed rates are acceptable. Any proposer that does not feel that any such listed rates are reasonable shall address such with the HA in writing during the proposal conduct period (prior to the posted submittal deadline)--once the proposal deadline has passed, revision of the rates will not occur unless provided otherwise herein.

- A. GRHC Vacancy Rates:** The GRHC vacancy rate shall have no affect on the vending rate charged or the percentage paid by the successful proposer.
- B. Collection of Monies:** The successful proposer shall keep the designated GRHC representative fully informed of the collection schedule and shall allow the GRHC representative to be present during such collection whenever he/she wishes.
- C. Payment of GRHC Share:** The successful proposer shall pay to the HA not less than once per month, by no later than the 10th day of the following month, of the HA's share of the proceeds. Such payment shall be accompanied by a report detailing by site of the monies collected during the previous month.
- 4. Vandalism:** As the GRHC is responsible for security of the building, the GRHC shall be liable to reimburse the successful proposer, at cost or current value, for any vandalism to the equipment that may occur. Accordingly, the GRHC has the right to have any equipment removed or close down any facility due to vandalism.
- 5. Contract Form:** Many proposers may be used to providing these services pursuant to the execution of a contract form formulated and provided by the proposer. Be aware that, as provided further within Section 5.0 herein, the GRHC WILL NOT execute the successful proposer's contract form; the contract WILL be executed on the GRHC's form only (please see Attachments G and G-1 attached hereto), and all technical specifications listed therein will generally be these specifications listed within this Section 2.0. Any proposer that does not feel that these listed specifications are reasonable or complete shall address such with the HA in writing during the proposal conduct period (prior to the posted submittal deadline)--once the proposal deadline has passed, revision of the specifications will not occur (no negotiations after the submittal deadline!).
- 6. Call-backs:** The Contactor shall provide unlimited call-back service on a 24-hour, 7-day a week basis.

PROPOSAL ONE:

Location: ADAMS PARK APARTMENTS
1440 FULLER SE
GRAND RAPIDS, MI 49507

1. 7 top-load washers; current vend: \$1.00/cycle

Proposed vend/cycle: _____

2. 1 front-load washer; current vend: \$1.00/cycle

Proposed vend/cycle: _____

3. 8 dryers; current vend: \$1.00/cycle

Proposed vend/cycle: _____

3. Current Laundry Provider: Wash, Inc
12 month history of revenue: \$9,329.63

4. Percentage of gross sales contractor proposes to pay during:

a. Year 1: _____

b. Year 2: _____

c. Year 3: _____

d. Year 4: _____

e. Year 5: _____

PROPOSAL TWO:

Location: LEONARD TERRACE
1315 LEONARD ST NE
GRAND RAPIDS, MI 49505

1. 6 top-load washers; current vend: \$1.00/cycle

Proposed vend/cycle: _____

2. 3 front-load washer; current vend: \$1.00/cycle

Proposed vend/cycle: _____

3. 9 dryers; current vend: \$.75/cycle

Proposed vend/cycle: _____

4. Current Laundry Provider: Coinmach
12 month history of revenue: \$6,954.32

4. Percentage of gross sales contractor proposes to pay during:

a. Year 1: _____

b. Year 2: _____

c. Year 3: _____

d. Year 4: _____

e. Year 5: _____

PROPOSAL THREE:

Location: MT. MERCY APARTMENTS
1425 BRIDGE NW
GRAND RAPIDS, MI 49504

1. 7 top-load washers; current vend: \$1.25/cycle

Proposed vend/cycle: _____

2. 1 front-load washer; current vend: \$1.25/cycle

Proposed vend/cycle: _____

5. 8 dryers; current vend: \$1.25/cycle

Proposed vend/cycle: _____

6. Current Laundry Provider: WASH, Inc.
12 month history of revenue: \$14,222.99

7. Percentage of gross sales contractor proposes to pay during:

a. Year 1: _____

b. Year 2: _____

c. Year 3: _____

d. Year 4: _____

e. Year 5: _____

SITE LOCATIONS AND CONTACT NUMBERS

Inspection of all site locations bid upon and a signed Site-Visit Verification form with the appropriate Staff signature is required. You must contact each Site to arrange an appointment for the site visit(s). Below is the list of sites, address, phone number, contact person (usually the Office Assistant, and the hours that person works. You will need to contact them ahead of time to schedule an appointment so that you are sure of their availability.

Adams Park Apartments 1420 Fuller Avenue SE	Anita Elmer 235-2865	8 to 12 and 1 to 5
Leonard Terrace 1315 Leonard Street NE	Vicky LaGrone 235-2890	8 to 12
Mt. Mercy 1425 Bridge Street NW	Margi Barnsdale 235-2843	8 to 12 and 1 to 5

SITE VISIT VERIFICATION FORM

THIS IS TO VERIFY THAT _____
(CONTRACTOR NAME)
HAS COMPLETED THE SITE VISIT AND FULLY UNDERSTANDS THE SCOPE OF
WORK FOR THE CURRENT LAUNDRY FACILITIES SERVICES AGREEMENT.

Date

Contractor's/Vendor's Signature

Adams Park Apartments

Site Staff Signature

Leonard Terrace Apartments

Site Staff Signature

Mount Mercy Apartments

Site Staff Signature

PLEASE SUBMIT IN DUPLICATE

PRICE PROPOSAL FORM

OWNER: The Grand Rapids Housing Commission

SITES: Adams Park, Leonard Terrace, Mt. Mercy,

BIDDER: _____
(Printed Name)

(Address)

(City) (State) (Zip Code)

(Area Code and Telephone Number)

We the undersigned, having familiarized ourselves with the local conditions affecting the cost of work, have reviewed the General Conditions, Instructions and Information, the General Scope of Work, and Site Specific Requirements.

We hereby propose to furnish all labor, and services necessary for proper execution and completion, in a quality manner, of the laundry services.

PROPOSAL ONE:

Location: ADAMS PARK APARTMENTS
1440 FULLER SE
GRAND RAPIDS, MI 49507

1. 7 top-load washers; current vend: \$.75/cycle

Proposed vend/cycle: _____

3. 1 front-load washer; current vend: \$1.00/cycle

Proposed vend/cycle: _____

5. 8 dryers; current vend: \$.75/cycle

Proposed vend/cycle: _____

8. Current Laundry Provider: WASH, Inc.
12 month history of revenue: \$9329.63

6. Percentage of gross sales contractor proposes to pay during:

a. Year 1: _____

b. Year 2: _____

c. Year 3: _____

d. Year 4: _____

e. Year 5: _____

PROPOSAL TWO:

Location: LEONARD TERRACE
1315 LEONARD ST NE
GRAND RAPIDS, MI 49505

1. 6 top-load washers; current vend: \$1.00/cycle

Proposed vend/cycle: _____

3. 3 front-load washer; current vend: \$1.00/cycle

Proposed vend/cycle: _____

5. 9 dryers; current vend: \$.75/cycle

Proposed vend/cycle: _____

9. Current Laundry Provider: Coinmach, Inc.
12 month history of revenue: \$6954.32

6. Percentage of gross sales contractor proposes to pay during:

a. Year 1: _____

b. Year 2: _____

c. Year 3: _____

d. Year 4: _____

e. Year 5: _____

PROPOSAL THREE:

Location: MT. MERCY APARTMENTS
1425 BRIDGE NW
GRAND RAPIDS, MI 49504

1. 7 top-load washers; current vend: \$1.25/cycle

Proposed vend/cycle: _____

3. 1 front-load washer; current vend: \$1.25/cycle

Proposed vend/cycle: _____

10. 8 dryers; current vend: \$1.25/cycle

Proposed vend/cycle: _____

11. Current Laundry Provider: WASH, Inc.
12 month history of revenue: \$14,222.99

12. Percentage of gross sales contractor proposes to pay during:

a. Year 1: _____

b. Year 2: _____

c. Year 3: _____

d. Year 4: _____

e. Year 5: _____

END OF PRICE PROPOSAL FORM

LAUNDRY SERVICES CONTRACT AGREEMENT

This Agreement is entered into by and between the **Grand Rapids Housing Commission, 1420 Fuller Avenue, SE, Grand Rapids, Michigan 49507**, hereinafter known as “**The GRHC**”, and _____ hereinafter known as “**The Contractor**”.

NOW, THEREFORE, the GRHC and the Contractor agree to the following terms and conditions:

- 1. The Contractor agrees to provide services for extermination services at the following GRHC locations:

- 2. The Contractor agrees to provide extermination service as specified in bid proposals.
- 3. The Contractor will supply all labor and materials to perform the services at locations set forth in paragraph “1” above. Upon acceptance of a contract for the performance of service, the Contractor agrees to follow all federal, state and local laws, regulations and health standards governing the furnishing and use of all safeguards, safety devices, protective equipment and work procedures. The Contractor agrees to furnish certified copies of policies and adequate certificates pertaining thereto as evidence that he/she carries Worker’s Compensation Insurance and Comprehensive General Liability Insurance coverage protecting the GRHC in an amount not less that \$500,000 for bodily injury and \$100,000 for property damage. Certificate of Insurance with a thirty-day cancellation clause with notice to the Grand Rapids Housing Commission before work commences. The Bodily Injury and Property Damage Insurance shall include endorsement showing the GRHC as insured. The Contractor will furnish the GRHC with its Federal Employer Identification Number.
- 4. Payment should be mailed directly to:

**Grand Rapids Housing Commission
1420 Fuller Avenue, SE
Grand Rapids, MI 49507**
- 5. This Agreement shall commence on the first day of April for a period of five (5) years. Notwithstanding the foregoing, at any time after the execution of this Agreement, either party may in whole or in part, terminate this Agreement by delivering a written thirty (30) day written notice to the other party, at that party’s last address, by personal delivery or

by certified mail. The thirty (30) day period shall be deemed on the mailing date or personal delivery of the written notice.

6. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin, age, marital status, physical or non-qualifying handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin, age, marital status, physical or non-qualifying handicap. Such action shall include, but not be limited to the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in a conspicuous place, available to employees and applicants for employment, notices to be provided by the Contracting Officer setting for the provisions of this non-discrimination clause. This Agreement consists of this document, the General Conditions, Instructions and Information to Contractors, the General Scope of the Work, the Price Proposal Form and any subsequent addendum. This Agreement cannot be assigned without prior written permission of the Grand Rapids Housing Commission (GRHC).

GRAND RAPIDS HOUSING COMMISSION

By: _____

Carlos A. Sanchez

Date: _____

CONTRACTOR

By: _____

Date: _____

Title: _____