



REQUEST FOR PROPOSAL
RFP – 2024

The Housing Authority of the Town of Manchester
24 Bluefield Drive
Manchester, CT. 06040

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RFP Introduction

The Housing Authority of the Town of Manchester, hereafter referred to as the MHA was organized in 1941 under the U.S. Housing Act of 1937. We are governed by a five-member Board of Commissioners, which includes one tenant commissioner and four appointed by the town board of directors. Our main purpose is to provide affordable housing to low- and moderate-income families, senior citizens and disabled and handicapped individuals. The MHA is seeking proposals from interested, qualified companies/individuals to provide Flooring Services on as-needed basis.

Proposers may submit bids on Carpeting, Resilient Flooring, or Hardwood Floors and/or the entire proposal. Proposals will be accepted and awarded to each component. It is the intent of the MHA to award multiple contracts for the Agency and or individual component. Evaluations and awards will be made to the proposer(s) who best meet the needs of the MHA.

It is the intent of Manchester Housing Authority (MHA) that the Contractor, under the direction of MHA (collectively “Foreman”), provide the labor, supervision, and management that is required to perform the Work (as described and specified in the applicable service specifications herein) and to ensure overall cleanliness to the locations listed herein, (“Buildings”). The Work shall be performed to the greater of the standards applicable to “Class “A” office Buildings or the standards specified in this RFP.

All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document in its entirety and any designated attachments.

Timetable

Event	Date
Request for Proposal Released	April 5, 2024
Due Date for Questions	April 19, 2024
Posting of Responses for Questions	April 24, 2024
Proposals Due	May 6, 2024
Evaluation Process/Interviews	May 13, 2024
Board Approval	May 16, 2024
Award Contract	May 17, 2024

RFP INSTRUCTIONS

a. Contact Information

This RFP is being issued, as will any addenda by the MHA. The contact person for the MHA is:

Joseph D'Ascoli, Executive Director
24 Bluefield Drive
Manchester, CT. 06040
(860) 643-2163 ext. 101

b. RFP Submission and Format

By this Request for Proposals, the MHA solicits proposals to be received by **1:00 pm (EST) on May 6, 2024**, in the form outlined below. **Late submittals will not be accepted.**

1. Proposals must be submitted by mail with **one (1) signed original and (4) copies**. Any general information not specifically relevant to the proposal shall be omitted or bound in a separate document. At a minimum, the proposal should include the following:
 - Identification of the company or individual(s) including name, address, telephone number, fax number, and email address.
 - Name, title, address and telephone number of contact person during the period of the evaluation process.
2. Proposal shall be submitted by mail to:

The Housing Authority of the Town of Manchester
Executive Director
Attn: Joseph D'Ascoli
24 Bluefield Street
Manchester, CT. 06040
3. Facsimile Copies or Emails will not be accepted. All proposals will become property of the MHA upon submission.

I. STATEMENT OF WORK

A. Project Scope

MHA is seeking to develop a qualified list of flooring contractors to provide all materials and labor for flooring jobs. MHA has 354 units, ranging from zero to three bedrooms, but most are zero-1-bedroom units. The units are located at multiple sites, from single story to multi-story dwellings not exceeding (2) two stories in height. Elevators may be available at multiple floor buildings. The surfaces for ground floors are usually concrete, and wood for second floors. Attachment A shows the typical flooring plans of the units. MHA will draw from the list of flooring contractors in good standing. The jobs will be assigned and based on work quality and meeting MHA's schedule. There is no guaranty on the quantity of jobs assigned.

B. Scope of Work

Flooring Responsibilities:

Estimate

1. Measure site and assess needs.
2. Provide flooring plan of unit, with measurements noted.
3. Provide estimates for material and labor.
4. Provide estimate start date and time to complete workorder.

Prep Work

1. Coordinate schedule with MHA Foreman and tenant.
2. Inspect floor and sub-floor, repair or replace broken or dry-rot areas.
3. Cut out and replace worn or damaged floor covering.
4. Clean and level base surface to form smooth, clean foundation.

Installation

1. Apply appropriate adhesive to subfloor for vinyl and vinyl plank.
2. Where applicable, install appropriate underlayment or prepare floors with floor leveling compounds.
3. Install floor covering(s) per manufacturer's instructions and specifications, and if applicable, the same direction as existing/adjacent layer.
4. Form tight joint sections of sheet covering.
5. Install base cove as required.
6. Install stair treads as required.
7. Install transitions/guides as required.
8. Clean work area.

Disposal

1. Remove all work-related debris from unit.
2. Properly dispose of all debris per city and state regulations.
3. Do not place debris in MHA disposal containers.

C. Material Product Details

TYPE	BRAND	STYLE	COLOR	WARRANTY
Vinyl				
Vinyl Plank				
Cove Base				
Carpet				
Carpet Pad				

Please refer to Attachment B, for manufacturer’s specifications. MHA will accept products that are equal to or better than the specified brand in the above table. However, products other than the specified brand must be accompanied by specifications on a cut sheet or manufacturer’s specification sheet and are subject to approval by MHA. Alternative brands must be submitted by the question due date and will be advised if approved in an addendum.

The contractor will also furnish other materials necessary to complete the flooring jobs; these will include, but are not limited to, the following: adhesive, seam sealer, stair treads, tape, tack trips, transition material, caulk, wax ring, cleaning solvents, etc.

MHA reserves the right to terminate the agreement for uncorrected, unsatisfactory work or if the contractor uses an unwarranted excessive amount of time for each project to be abated and is unresponsive to MHA’s inquiries and requests.

D. Flooring Procedure

MHA will issue a work order by telephone or email. At a minimum, the contractor shall provide a telephone service to receive calls for work orders. The order desk should be available from 8:00 a.m. to 4:00 p.m. on all business days except holidays.

When a work order is called in by MHA Foreman, the Foreman will provide the address, MHA contact name and telephone number to the Contractor. The Contractor shall respond to the request within 24 hours to schedule a time to measure the unit and will be provided a scope of work for the services and a completion date by the Foreman. The Contractor shall provide the floor layout and cost estimate to the Foreman within 24 hours, who will then review, schedule the installation date and issue the notice to proceed. The work orders and notices to proceed are subject to the terms and conditions of the contract. The Contract shall prevail in the event of conflict with any work orders or notices.

E. Hardwood Floor

Estimate

1. Measure site and assess needs.
2. Provide sanding and # of coats of polyurethane.
3. Provide estimates for material and labor.
4. Provide estimate start date and time to complete workorder.

Prep Work

1. Coordinate schedule with MHA Foreman and tenant.
2. Inspect the floor.
3. Clean and level base surface to form smooth, clean foundation.

Invoices

All invoices shall be itemized in the following manner:

1. Date of invoice.
2. Date of installation.
3. Address.
4. MHA portfolio.
5. MHA Foreman or Property Administrator (if applicable).
6. Purchase order number.
7. Itemized labor cost (quantity, unit price).
8. Itemized material cost (quantity, unit price)
9. Total Price.

II. CONTRACT BID INFORMATION and PRICING

A. Proposer Instructions

The Proposed Cost must be recorded on the provided Cost Form in Exhibit B. MHA will only consider responses received by the deadline in the required submission method.

B. Contract Term

MHA intends to enter into a Contract with qualified Contractors for the provision of these services. Due to the nature of the work and the critical importance of the timely service, more than one Contractor may be selected. Contracts will be awarded to qualified contractors who provide low quotations and can complete the work in the required timeframe. The Contract amount will be a Not-To-Exceed ceiling for the Task Orders to be issued against the Contract during the period of performance, which will be two (2) years, with the option to renew for three additional one-year periods. MHA will exercise its option to renew the Contract ninety (90) days before the Contract ends by renegotiating the price or by keeping the firm price of the original Contract, whichever is MHA's best interest.

C. Contract Option Years

MHA will have the unilateral right in the contract by which, for a specified time, MHA may elect to purchase additional services called for by the contract or may elect to extend the term of the contract. The requirements below apply:

1. Any options that were requested by MHA and/or contained in the Contractor's bid or offer must have been evaluated in making the contract award prior to exercising any such options.
2. Contractor shall not be allowed to change its proposed pricing for option years since this pricing is considered in evaluating the Contractor's original proposal, therefore was the basis for awarding the contract unless otherwise provided within.

Exercise of an option must be in accordance with the terms and conditions of the option stated in the initial contract award.

MHA will provide a minimum of sixty (60) days written notice to the Contractor of MHA unilateral right to exercise the option years. The minimum time for the written notice may be waived by mutual agreement.

If MHA does not provide written notice to the Contractor, then the contract shall conclude at the end of the second year for which the contract was last awarded.

D. MHA Reserves the Right to:

1. Request an oral interview with, and additional information from, companies/individuals prior to the selection of a provider.
2. Consider information about a company/individual in addition to the information submitted in the response or interview.
3. Reject any and all responses and waive any irregularities.

III. GENERAL INFORMATION

- A. Proposal Submission Requirements** To properly evaluate each offer received by MHA, all proposals submitted in response to this RFP must be formatted in accordance with the “Proposal Format” described in the section below. None of the proposed services may conflict with any requirement MHA has published herein or has issued by addendum. MHA shall not be liable for any expense incurred in relation to the preparation or submittal of responses. Expenses include, but are not limited to, expenses preparing the response or related information in this RFP; negotiations with MHA on any matter related to the response; and costs associated with interviews, meetings, travel or presentations. Additionally, MHA shall not be liable for expenses incurred as a result of MHA’s rejection of any response. The Respondent(s) selected must be fully qualified to perform the services described above, must possess the appropriate license, and must comply with all contract requirements.
- B. Response Format** To provide objective criteria that can be used in determining various Respondents abilities, please address the following items in the same order as presented below. Submissions must clearly address all of the requirements outlined in this Section. A company qualification brochure may be added as an attachment at the end of the Proposal. The Respondent may include any other general information that the Respondent believes is appropriate to assist MHA in its evaluation.
1. **Cover Letter** – Include the project name and RFP number, date, identity of the lead person submitting the response and all contact information for the primary contact person during this RFP process.
 2. **Experience**--An overview of your firm’s expertise and experience performing residential flooring services. Describe the firm’s technical capabilities (in terms of personnel, equipment and materials), management capabilities (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.) and subcontractor’s capabilities Please be as descriptive as possible.
 3. **Firm’s Qualifications** – Provide a narrative overview describing the Contractors experience and expertise providing a similar scope of work. Describe the firm’s technical capabilities (in terms of personnel, equipment and materials), management capabilities (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.) and subcontractor’s capabilities.
 4. **Project Approach** – Provide a narrative that discusses the Respondent’s approach and process of engaging in the work for flooring services. Please be as descriptive as possible.
 5. **Staffing** – Provide the names of each proposed team member and a description of their role and responsibilities. Include resumes for each team member and sub-consultant, if any.
 6. **References** – Provide five (5) references (including names, email and telephone number) of former or current clients, including Public Housing Authorities, for whom the proposer has performed similar or like services to those being proposed herein in the enclosed form, Exhibit 3.
 7. **Proposed Cost** – The cost must be recorded on the proposed cost forms in Exhibit C.

IV. REQUIRED FORMS

The following forms **must** be submitted with your proposal in the following order:

- A. Proposed Cost Form** (Exhibit C) The form must be completed and signed.
- B. Experience Table** – Please provide a separate form of your choice.
- C. Subcontractor Form.** – Please provide a list of Subcontractor that you may be using.
- D. Profile and Certification Form** – (Exhibit D) The form must be completed and signed.

Proposals missing any of the above documents will not be considered.

V. SELECTION PROCESS

A. RFP Timeline: the following are proposed dates relating to the selection process:

April 5, 2024	RFP Issued
April 19, 2024	Questions and alternative materials in writing via MHA, due by 10:00 AM (EST)
May 6, 2024	Responses due by 10:00 AM (EST). Late bids will not be considered

B. Questions/Answers

All questions must be submitted in writing to the MHA no later than 10:00 AM EST, April 19, 2024. All questions will be answered in an addendum issued and posted on the Manchester Housing Authority website. On the Manchester Housing Authority website www.manchesterha.org. Select "Business Opportunities", "Procurement", "Current Bid Openings" and "Active Bids".

No questions will be responded to after the question-and-answer period has expired. Questions are to be submitted to the MHA.

Submission Responsibilities

It shall be the responsibility of each Respondent to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by MHA, including the RFP document, the documents listed within Section IV, and any addenda and required attachments submitted by the Respondent. By virtue of completing, signing, and submitting the completed documents, the Respondent is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the Respondent not authorized in writing by to exclude any of MHA requirements contained within the documents may cause that Respondent to not be considered for award.

C. Evaluation Criteria

The following criteria will be used to evaluate all responses:

Points will be assigned to each response for all weighted areas. The evaluation team will make a recommendation to MHA's Board of Commissioners. Final approval will be made by the Board of Commissioners. **Total points possible: 100.**

NO.	Criteria	Points
1.	Experience/Technical: Respondent’s depth and experience in providing comparable contracting services for flooring services as indicated in Section (IB) of this document.	30
2.	Qualifications of Staff/Previous Projects: Qualifications of the Prime Contractor and subcontractor’s project experience and Reference	20
3.	Project Approach: Strength of Respondent approach and process of engaging in the work for all flooring activities	25
4.	Proposed Rate: The cost of flooring services project	25
	Total	100

D. Selection Process

MHA will conduct the evaluation process. All responses will be reviewed for completeness and responsiveness. During the evaluation process, MHA reserves the right to request clarification or additional information from individual respondents and to request some or all respondents to make presentations to MHA staff. Each response will be independently analyzed by members of an evaluation team. The evaluations team will analyze how the Respondent's qualifications, experience, and capabilities meet MHA's needs. MHA may require the Respondent to submit additional materials to supplement its proposal. The selection will be the sole responsibility of MHA. MHA reserves the right to reject any and all responses and shall select Contractor/s based on the most advantageous conditions for MHA.

1. **Initial Evaluation for Responsiveness:** Each response received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). MHA reserves the right to reject any responses deemed by MHA not minimally responsive and to waive any minor informalities it deems so. MHA will notify such firms in writing of any such rejection.
2. **Evaluation Criteria:** Internally an evaluation packet will be prepared for each evaluator. MHA anticipates that it will select a minimum of three people to serve on a committee to evaluate each responsive “hard copy” response submitted for this RFP.

3. **Restrictions:** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a response entity will be excluded from participation on the evaluation committee. Similarly, all persons having ownership interest in and/or contract with a response entity will be excluded from participation on the evaluation committee. PLEASE NOTE: No Respondent shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a Respondent does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.
4. **Evaluation:** The appointed evaluation committee shall evaluate the complete responses submitted and award points based on Section (V. C) - Evaluation Criteria. MHA will, at its discretion, contact one or more of the provided References for the Respondents provided to be within the competitive range. Any negative References will be taken into consideration before proceeding with a final approval by the Board of Commissioners.
5. **Notice of Results of Evaluation:** Upon completion of this evaluation and internal approval processes (even if the contract has not yet been awarded, or board approval is pending), all proposers will receive, by mail, a letter of award or non-award.

VI. Reservation of Rights

Representatives of MHA can:

- Request clarification of responses submitted before the final selection of a vendor for this project.
- Reject any or all responses:
- Waive any informality in the selection process.
- Terminate this selection process at any time.
- Negotiate the fees proposed by proposers for this project; and
- Award a contract that provides the best value to MHA as determined solely by MHA in its absolute discretion.

A. Rejection of Proposals

MHA reserves the right in its sole discretion to reject any or all proposals in whole or in part, without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. Immaterial deviations may cause a bid to be rejected. MHA may or may not waive an immaterial deviation or defect in a proposal. MHA's waiver of an immaterial deviation or defect will in no way modify the bid or excuse a proposer from full compliance with the bid requirements. Any proposal may be rejected where it is determined to be not competitive, or where the cost is not reasonable. Proposals that contain false or misleading statements may be rejected.

B. Evaluation Process

The proposals will be evaluated for responsiveness and responsibility, price and timing. More than one contractor can be awarded a contract.

C. Award and Execution of Contract

No content in this request creates, nor construes to create any contractual relationship between MHA and any Proposer. MHA makes no commitment by virtue of this request, to receive or review of any responsive proposals or participate in any related discussions and shall have no obligation to release competitive bid information or enter into any business relationship or agreement to purchase any services or supplies from any proposer.

D. Errors

If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the bid request, the proposer should immediately provide MHA with written notice of the problem and request that the bid be clarified or modified. Without disclosing the source of the request, MHA may modify the document prior to the date fixed for submission of proposals by issuing an addendum to all potential Proposers to whom the bid was sent.

E. Collusion

Proposer, by submitting a proposal, hereby certifies that no officer, agent, or employee of MHA has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer; and that the proposer is competing solely in its own behalf without connection with or obligation to any undisclosed person or company.

F. Cost of the Proposal

Costs incurred by any proposer in the preparation of its response to the RFP are the responsibility of the proposer and will not be reimbursed by MHA. Proposers shall not include any such expenses as part of their proposals.

G. Questions and Alternative Material Submissions

Questions regarding the bid and alternative materials shall be addressed, in writing, to Manchester Housing Authority: All questions must be submitted no later than 10am on Friday, April 19, 2024, a cut sheet that includes the material specifications. Questions will be answered, and materials will be evaluated through an Addendum. A sample can also be submitted but is not required. To submit a sample, please send to the following address:

Manchester Housing Authority
Attn: Joseph D'Ascoli, Executive Director
24 Bluefield Drive
Manchester, CT. 06040
josephd@manchesterha.org
www.manchesterha.org.

H. Claims Procedures

Vendors wishing to contest the selection process or results will have five (5) business days from the date notice of the final selection to submit written complaints to the MHA Executive Director.

VII. PROPOSER REQUIREMENTS

A. Minimum Requirements

1. The proposer shall possess a current license with the state of Connecticut Contractor's License Board to perform the work outlined in the RFP.
2. The Proposer must have been in business as a Contractor for a minimum of five (5) years. MHA reserves the right to verify experience.
3. The Proposer shall have an acceptable industry record.
4. Proposers are required to submit three (3) references for similar projects of work. References should include the name of the contact person, business phone number, email address, and general description of the project of the work performed.

B. Time of Essence

Time is of the essence with respect to Contractor's performance of the services to be provided in the final agreement.

C. Warranties and Representations

Proposer warrants and represents that it possesses the expertise, experience and resources to perform the scope of services required in a diligent, timely and professional manner consistent with the standards of the industry. Proposer will supply at all times an adequate number of well-qualified personnel to perform the work. The proposer will provide a contact person available and authorized to remedy any non-conformity with this warranty.

D. Indemnity Obligations of Proposer

Proposer will indemnify and defend MHA (including its Board of Commissioners and employees) from all claims, demands, damages, debt, liability, obligations, cost, expense, lien, action or cause of action (including but not limited to actual damages, fines and attorneys' fees, whether or not litigation is actually commenced) arising out of: (i) the material breach by Proposer of any warranty, representation, term or condition made or agreed to by Proposer; (ii) all products and services prepared by or for Proposers hereunder and provided to MHA; (iii) any claim or action for personal injury, death or otherwise involving alleged defects in Proposer's business or any of its products or services provided to State Bar; (iv) any breach by Proposer of any statutory or regulatory requirement

E. Insurance Obligations of Proposer

The Proposer will provide and keep in full force and effect during the term of this agreement, at the Proposer's own cost and expense, the following insurance policies for the joint benefit of the Proposer and MHA, with an insurer reasonably acceptable to MHA:

- A. **Proof of Insurance** shall not be terminated or expire without thirty (30) days written notice and are required to be maintained in force until completion of the contract. The Contractor shall require all

subcontractors used in the performance of this contract to name MHA as an additional insurer. Following are the standard types and minimum amounts.

1. Comprehensive General Liability with Non-owned and Hired Auto Endorsement and Broad Form CGL Endorsement and Owners and Contractors Protection: \$300,000.00 CSL
 2. Commercial Auto Liability Coverage (owned vehicle and including uninsured and underinsured); \$300,000.00 CSL.
 3. Worker's Compensation and Employer's Liability Insurance:
 - Bodily Injury by accident \$100,000.00 – each accident
 - Bodily Injury by disease \$100,000.00 each accident
 - Bodily Injury by Disease \$500,000.00 policy limit
- B. Failure to provide proof of insurance or failure to maintain insurance as required in this bid, or by law, are grounds for immediate termination of the contract. In addition, the awarded bidder should be liable for all re-procurement costs and any other remedies under law.

F. Termination

1. **At Will:** In the event of termination pursuant to this section, the Proposer's sole compensation will be for that portion of services performed or goods delivered up to the date of termination, together with reimbursable expenses, if any then due. Proposer will not be paid for any services, goods or reimbursable expenses associated with any work or service not specifically authorized by MHA.
2. **Authorization of Funds:** If the agreement to purchase is terminated, Proposer agrees to take back any affected products furnished under this contract, and relieve MHA of any further obligation, except for MHA's obligation to pay for services already performed pursuant to this agreement.
3. **Default by Proposer:** This agreement may be terminated by MHA for convenience with written notice to the Proposer in the event the proposer is in default under any of its provisions. In the event this agreement is terminated due to the default by the Proposer, the Proposer will not be entitled to receive any compensation for services performed or for any reimbursable expenses incurred, and MHA will have the right to have the services completed by other parties and the Proposer will reimburse the MHA for the actual costs to complete the services in excess of the balance of the fee and reimbursable expenses, if any, provided for in this agreement. Any such act by the State Bar will not be deemed a waiver of any other right or remedy of the State Bar, including, without limitation, MHAs right to consequential damages caused directly or indirectly by the Proposer's default.

G. Assignment/Subcontracting

1. **Assignment:** The Proposer will not assign or transfer its interest, in whole or in part, under this agreement, without the written consent of MHA, which consent may be granted or withheld in the sole and absolute discretion of MHA.

- 2. Subcontracting:** The Proposal may subcontract with other qualified firms or individuals as required to complete all, or a portion of, the delivery of equipment and services, with the prior written approval of MHA. The proposal's firm will be contractually obligated to assume all project responsibilities and the insurance requirements set forth above. As part of this RFP, the Proposal must include a list of any potential subcontractors proposed to complete any work on the project.

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Contact Information Form

To: Joseph D’Ascoli, Executive Director.
(860) 643-2163 Ext 101, (860) 643-2999 Fax,
e-mail josephd@manchesterha.org

This fax is to acknowledge that we are in receipt of your RFP Flooring As-Needed Basis and have noted our intention to bid.

Vendor Name: _____

Address: _____

Contact/Title: _____

Phone: _____

Fax: _____

Email: _____

I PLAN TO SUBMIT A BID.

_____ Yes, I will be submitting a bid.

_____ Maybe, I need to research and get more information (contact MHA-information listed above)

NO BID. Indicate *any* of the following. We:

_____ Do NOT desire to be retained on the vendor list.

_____ Desire to be retained on the vendor list, but decline to bid based on the following:

EXHIBIT A

Flooring Services

Scope of Work

The specifications of this RFP is to retain a contractor(s) to supply or supply and install a variety of flooring products in the MHA Public Housing and scattered site units (as identified below), including the following: **(Please note that the MHA is providing the following brand names as a sample only so that proposers have an understanding as to the minimum product standards).**

SPECIFICATION FOR CARPETING

SUMMARY AND SUBMITTALS

Summary: Install carpet in areas indicated in plan provided by MHA's Modernization Coordinator or Maintenance Foreman.

Submittals: Product Data and color samples, if manufacturer differs from Scoreboard II 24 for approval by MHA's Modernization Coordinator.

CARPET

Product: Scoreboard II 24 (See Exhibit B)

Color: TBD

CARPET CUSHION

- A. Only required at Partridge Meadows and Scattered Site Housing. (See quote page)

PREPARATION

- A. Existing carpet will be removed by MHA Maintenance Staff.

INSTALLATION

- A. Comply with the manufacturer's instructions and recommendations for all flooring products and installation materials. Site dependent upon whether glue down or stretch-in installation is used.
- B. Install flooring under open-bottom items, such as heating convectors, into alcoves and closets of each space. Install tightly against walls, columns, and cabinets so that the entire floor area is covered with flooring material.
- C. Install metal edging guards or transition strips at all openings and doors wherever flooring terminates, unless otherwise indicated.
- D. Cleanup immediately after completing installation. Remove all remnants, debris, and dispose of it properly.

GUARANTEE/WARRANTY

- A. The contractor shall guarantee all workmanship against defects in installation for a period of one (1) year from the date of completed installation.

FLOOR TILE WORK

SUMMARY AND SUBMITTALS

Summary: Install resilient floor tile in areas indicated in plan provided by MHA's Modernization Coordinator or Maintenance Foreman.

Submittals: Product Data and color samples, if manufacturer differs from below for approval by MHA's Modernization Coordinator.

COMPOSITION FLOOR TILE

Product: Indwell 12

Color: TBD

PREPARATION

- A. Remove and dispose of existing floor material and vinyl cove base. Such material may be ceramic tile, sheet vinyl or VCT. Prepare substrates according to accepted industry standards.

INSTALLATION

- A. Comply with the manufacturer's instructions and recommendations for all flooring products and installation materials. Site dependent upon whether glue down or stretch-in installation is used.
- B. Install flooring under open-bottom items, such as heating convectors, into alcoves and closets of each space. Install tightly against walls, columns, and cabinets so that the entire floor area is covered with flooring material.
- C. Install metal edging guards or transition strips at all openings and doors wherever flooring terminates, unless otherwise indicated.
- D. Cleanup immediately after completing installation. Remove all remnants, debris, and dispose of it properly.
- E. Install four (4) inch vinyl cove base in a matching/complementary color. (See quote page)

GUARANTEE/WARRANTY

- A. The contractor shall guarantee all workmanship against defects in installation for a period of one (1) year from the date of completed installation.

HARDWOOD FLOORING

DURA SEAL® Polyurethane

PRODUCT DESCRIPTION: A transparent, tough, oil-based finish formulated to provide excellent durability and remarkable stain resistance. **DURA SEAL® Polyurethane** gives wood floors depth and richness while protecting them from dirt and spills. Available in four sheens and aerosol Touch-Up Spray. Also available in 450 VOC version

DIRECTIONS:

WARNING! Removal of old paint by sanding, scraping, or other means may generate dust or fumes that contain lead. Exposure to lead dust or fumes may cause brain damage or other adverse health effects, especially in children or pregnant women. Controlling exposure to lead or other hazardous substances requires the use of proper protective equipment, such as a properly fitted respirator (NIOSH approved) and proper containment and cleanup. For more information, call the National Lead Information Center at 1-800-424-LEAD (in US) or contact your local health authority.

Old Wood Floors:

1. Sand the floor to bare wood according to NOFMA or NWFA approved methods. Make sure to remove all existing stain and finish.
2. Remove all dust with a broom and/or vacuum and tack floor with a cloth moistened with mineral spirits.
3. Seal with DURA SEAL® Penetrating Finish or DURA SEAL® 500 Penetrating Fast Drying **Sealer** according to label directions. Allow product to dry thoroughly.

PRECAUTIONS: DURA SEAL® Polyurethane will have an ambering effect when applied over light colored surfaces. Do not apply DURA SEAL® Polyurethane over floors previously finished with wax, shellac, lacquer, or stains containing wax or stearates. Allow extra drying time when applying over floors that have been stained. Do not use steel wool or burnish the surface before applying DURA SEAL® Polyurethane. Do not apply DURA SEAL® Polyurethane during extremely cold or humid weather. Do not close off ventilation after applying DURA SEAL® Polyurethane. Always screen lightly between coats.

DRYING TIME: Approximately 8 hours. Allow product to dry overnight for light traffic. Allow product to dry 48 hours before replacing furniture and rugs. **NOTE:** Drying time will be increased by high humidity, low temperature, lack of air movement or applying too heavily.

COVERAGE: Approximately 500 square feet per gallon. [750 square feet per gallon for 450 V.O.C. compliant product].

MAINTENANCE: Place door mats at all exterior doors. Apply plastic or felt tips to all furniture. Wipe up spills as soon as possible. Vacuum or dust mop periodically to remove dust and grit. **DURA SEAL® Hardwood Floor Cleaner** can be used to remove stubborn stains and dirt.

EXHIBIT B
MANUFACTURERS SPECIFICATIONS



110 Play Off



514 2Nd Inning



210 Kick Off



420 Message Board



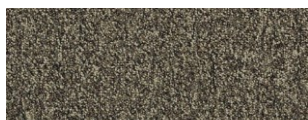
501 1St Down



502 10 To Go



508 4Th Quarter



510 Grand Slam



204 Time Out



Style Name	Scoreboard II 24 54721
Style Number	Broadloom
Product Type	Textured Loop
Construction Fiber	100% Eco Solution Q Nylon
Dye	Solution Dyed
Method Primary Backing	Synthetic
Secondary Backing Traffic Rating	Classicbac Heavy
Protective Treatments	SSP Shaw Soil Protection

U. S.	Metric
-------	--------

Product Size	12 ft	3.66 m
Gauge	1/8 in	31.5 per 10 cm
Stitches	7 per in	28 per 10 cm
Finished Pile Thickness	0232 in	3.35 mm
Average Density	7091 oz/yd ³	
Total Thickness	0.286	7.26 mm
Tufted Weight	26 oz/yd ²	881.5 g/m ²



Recommended Installation Methods

Direct Glued

Performance Testing

Pill Test	Pass
Radiant Panel	Class I
NBS Smoke	Less than 450
Electrostatic Propensity	Less than 3.5 kv
CRI Greenlabel	GLP 8472
ADA Compliance	>0.6, meets the recommended static coefficient of friction for ADA walking surfaces and accessible routes.

Test Reports may be included or listed by the manufacturing /inventory style number as opposed to the noted selling style number.

Warranties

Broadloom 10-year Commercial Limited Warranty with Stain and Color

Environmental

Recycled Content Pre-consumer - <1%, Post-consumer – 0%

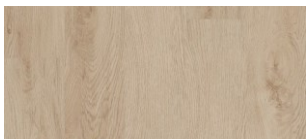
INDELL 12



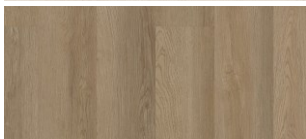
520 Shadow



825 Texas Bur



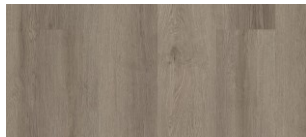
1169 Sand Dune



2027 Ohlone Oak



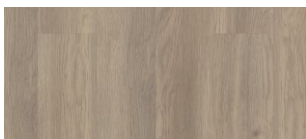
6040 Honeycomb



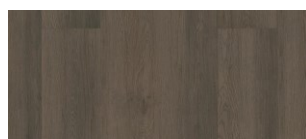
5100 Blue Ridge



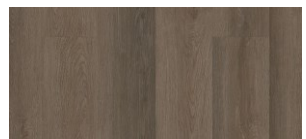
2029 South Bay



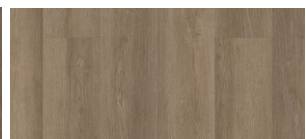
2028 Willow Oak



7099 Aged Barrel Oak



7100 Seneca Oak



7192 Walnut Hill



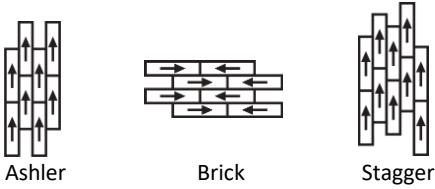
7194 Mesa Oak

Style Name	Indwell 12	
Style Number	5661V	
Construction	Light Commercial Luxury Vinyl Tile	
Class / ASTM F1700	Class III Printed Film Vinyl Tile, Type B (embossed)	
Attached Underlayment	No	
Finish	ExoGuard	
	U. S.	Metric
Nominal Dimensions	7 in w. 48 in l	18 cm w, 122 cm l
Actual Dimensions	7 in w. 48 in l	17.78 cm w, 121.92 cm l
Wear Layer Thickness	12 mil (0.012 in)	0.3 mm
Overall Thickness	0.079 in	2 mm
Installation	Direct Glue	
Recommended / Required Adhesive	Lok Worx + Resilient 7015 (4gal) 7005 (1 gal) or S150 5125M.	

Packaging

Pieces per box	15 pcs	
Area per box	34.98 sq ft	3.25 sq m
Weight per box	26.01 lbs	11.8 kg

Recommended Installation Method



Performance Testing

Static Load (ASTM F970)	Passes (Modified), *1000 ibs
Residual Indentation (ASTM F1914)	Passes
Resistance to Heat (ASTM F1514)	Passes
Resistance to Light (ASTM F1515)	Passes
Radiant Panel (ASTM E648)	Passes, Class I
Slip Resistance (ASTM D2047)	ADA Compliant

Test Reports may be included or listed by the manufacturing/inventory style number as opposed to the noted selling style number.

Warranties

7 Year Commercial Limited

Environmental

Recycled Content Pre-consumer – 0%, Post-consumer – 0%

EXHIBIT C BID FORMS

BID FORM

CARPET	
Quote for Per Square Yard Installed Year 1	
Quote for Per Square Yard Installed Year 2	
Quote for Per Square Yard Installed Year 3 (optional)	
Quote for Per Square Yard Installed Year 4 (optional)	
Quote for Per Square Yard Installed Year 5 (optional)	
Quote for Carpet Pad Installed as Needed Year 1 and 2	
Quote for Carpet Pad Installed as Needed Year 3 (optional)	
Quote for Carpet Pad Installed as Needed Year 4 (optional)	
Quote for Carpet Pad Installed as Needed Year 5 (optional)	
FLOORING	
Quote for Per Square Yard Installed Year 1	
Quote for Per Square Yard Installed Year 2	
Quote for Per Square Yard Installed Year 3 (optional)	
Quote for Per Square Yard Installed Year 4 (optional)	
Quote for Per Square Yard Installed Year 5 (optional)	
Quote for 4" Cove Base Installed/Linear Foot Year 1 and 2	
Quote for 4" Cove Base Installed/Linear Foot Year 3 (optional)	
Quote for 4" Cove Base Installed/Linear Foot Year 4 (optional)	
Quote for 4" Cove Base Installed/Linear Foot Year 5 (optional)	
HARDWOOD FLOORING	
Sand, Seal, and Polyurethane per Square feet Year 1	
Sand, Seal, and Polyurethane per Square feet Year 2	
Sand, Seal, and Polyurethane per Square feet Year 3 (optional)	
Sand, Seal, and Polyurethane per Square feet Year 4 (optional)	
Sand, Seal, and Polyurethane per Square feet Year 5 (optional)	
OPTIONAL COST & SERVICES	
Cost to remove and Replace Furniture in Occupied Units (Years 1 & 2)	
Cost to remove and Replace Furniture in Occupied Units (Year 3 optional)	
Cost to remove and Replace Furniture in Occupied Units (Year 4 optional)	
Cost to remove and Replace Furniture in Occupied Units (Year 5 optional)	
Ceramic Tile Removal (Year 1 and 2)	
Ceramic Tile Removal (Year 3 optional)	
Ceramic Tile Removal (Year 4 optional)	
Ceramic Tile Removal (Year 5 optional)	
Underlayment (Year 1 and 2)	
Underlayment (Year 3, 4, and 5 optional)	

EXHIBIT D
PROFILE AND CERTIFICATION FORM

PROFILE AND CERTIFICATION FORM (Page 1 of 3)

(1) Prime _____ Sub-contractor _____ (This form must be completed by and for each).

(2) Name of Firm: _____ Telephone: _____ Fax: _____

(3) Street Address, City, State, Zip: _____

(4) Primary Contact for this Project: _____ Email Address: _____

(5) Identify Principals/Partners in Firm (Attach professional resumes for each):

NAME	TITLE	% OF OWNERSHIP

(6) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please attach professional resumes for each. (Do not duplicate any resumes required above):

NAME	TITLE

(7) Bidder Diversity Statement: You must circle all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

- Caucasian American (Male) _____%
 Public-Held Corporation _____%
 Government Agency _____%
 Non-Profit Organization _____%

Resident- (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following:

- Resident-Owned* _____%
 African American _____%
 **Native American _____%
 Hispanic American _____%
 Asian/Pacific American _____%
 Hasidic Jew _____%
 Asian/Indian American _____%
- Woman-Owned (MBE) _____%
 Woman-Owned (Caucasian) _____%
 Disabled Veteran _____%
 Small Business _____%
 Other (Specify): _____%

If applicable, WMBE Certification Number: _____ Certified

by (Agency): _____

(8) Federal Tax ID No.: _____

(9) Business Name as Listed on the California Secretary of State Website: _____

(10) California Secretary of State Entity Number: _____

(11) [APPROPRIATE JURISDICTION] Business License No.: _____

(12) State of _____ License Type and No.: _____

(13) Vendor Diversity Outreach Requirements: The Authority requires vendors/contractors/proposers undertake good faith efforts to ensure that Minority Business Enterprises and Woman Business Enterprises are provided opportunities to contract with the Authority for the delivery of goods and services. The undersigned, as an authorized representative of the business identified herein, hereby declares that the following statements are, to the best of his/her/its knowledge, true and correct with respect to the efforts made in a "good-faith" attempt to comply with the Authority's outreach requirements and that said business will provide to the Authority evidence of the efforts described herein within three working days of such request.

a.) Written Notice

Not less than _____ days prior to the submission of the bids/proposals, we provided written notice of our interest in bidding and requested assistance from organizations that provide assistance in the recruitment and placement of MBE/WBE and other business enterprises. **[NOTE: You may be requested to submit a list of organizations that provided such assistance.]**

We **did not** provide such written notice.

b.) Advertisement

Not less than _____ days prior to the submission of the bids/proposals, the undersigned party advertised for bids/proposals from interested MBE/WBE businesses in more than one daily or weekly newspaper, trade association publications, minority or trade-oriented publications, trade journals, internet, social media and/or other media. **[Proof of advertisement must be attached.]**

The undersigned party **did not** advertise bids from MBE/WBE businesses.

c.) Participation

The undersigned party directly solicited MBE/WBE businesses that have agreed to participate in this contract if awarded.

The undersigned party **did not** obtain participation by MBE/WBE businesses.

(14) Insurance Certification: The undersigned party submitting this bid hereby certifies that the firm can meet and comply with OHA's "Insurance Requirements" attached hereto. **(See 'OHA Insurance Requirements' attached)** Copies of insurance certificates may be submitted with the proposal, or the information completed below. The insurance policies must name OHA as an additional insured and maintained throughout the term of the contract. The firm(s) must provide OHA with Certificates of Insurance for the preceding coverage. The insurance policies must provide a 30-day notice of cancellation and be primary to any other insurance carried by OHA.

Worker's Compensation Insurance Carrier: _____

Policy No.: _____ Expiration Date: _____

General Liability Insurance Carrier: _____

Policy No. _____ Expiration Date: _____

Professional Liability Insurance Carrier: _____

Policy No. _____ Expiration Date: _____

- (15) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of _____, or any local government agency within or without the State of _____? Yes No

If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

- (16) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the HA? Yes No

If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

- (17) Non-Collusive Affidavit: The undersigned party submitting this bid hereby certifies that such bid is genuine and not collusive and that said bidder entity has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, to fix overhead, profit or cost element of said bid price, or that of any other bidder or to secure any advantage against the OHA or any person interested in the proposed contract; and that all statements in said bid are true.

- (18) Indemnification Certification: The undersigned party submitting this bid hereby certifies that the firm expressly agrees to indemnify, defend, hold harmless and indemnify the Authority, and its respective commissioners, members, officers, agents and employees of and from all claims, loss, damage, injury, actions, causes of action and liability of every kind, nature and description directly or indirectly arising out of or connected with the performance of this Contract and any of Contractor's operations or activities related thereto, excluding the willful misconduct or the gross negligence of the person or entity seeking to be defended, indemnified or held harmless.

- (19) Section 3 and Labor Compliance: The undersigned party submitting this bid hereby certifies that the firm can meet and comply with OHA's "Section 3 Requirements" and Labor Compliance standards including submission of certified payrolls and paying employees the required prevailing wages. (Section 3 Information, Economic Opportunities Policy, and Labor Compliance standards may be found on our website at www.oakha.org/Business Opportunities/Section 3.)

- (20) Labor Code Certification: The undersigned party submitting this bid hereby certifies that party submitting this bid hereby is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code, and will comply with such provisions before commencing the performance of the work of this Agreement".

- (21) Verification Statement: The undersigned party hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the HA discovers that any information entered herein is false, that shall entitle the HA to not consider nor make award or to cancel any award with the undersigned party.

Signature	Date	Printed Name	Company
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* The undersigned party submitting this bid hereby certifies that the firm can meet and comply with MHA's "Section 3 Requirements" attached hereto. (See 'Section 3 Requirements Form and Action Plan')

Section 3 Requirements

This is a HUD funded project and strict compliance with the requirements of Section 3 of the HUD Act of 1968, as amended, 12 U.S.C. 170u is required.

Contractor's Obligation

It is the contractor's obligation to sign this document and provide the report indicated under Report prior to the Modernization Coordinator issuing a purchase order for the work.

Section 3

Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower-income residents in the area served by MHA.

Notification

The contractor is to notify sub-contractors that the contractor is committed to the implementation of Section 3 requirements. The contractor will also post copies of this notice in conspicuous places available to employees and applicants for employment or training.

Subcontracts

The contractor will include this document in every subcontract with notification to the subcontractor that any failure by the subcontractor to extend opportunities for training and employment to lower-income residents will be the cause for dismissal.

Lower Income Area Residents as Trainees

The contractor and subcontractors are to fulfill their obligation by utilizing the maximum number of lower-income residents in all phases of the work and filling all vacant training positions with the same. In the case that positions remain unfilled, after a good faith effort has been made to fill them with eligible lower income residents, such positions can be filled with others that do not fit this category.

Lower Income Area Residents as Employees

The contractor and subcontractors are to fulfill their obligation by utilizing the maximum number of lower income residents as employees to the greatest extent possible by.

Identifying the number of positions in the various occupational categories including skilled, semiskilled, and unskilled labor needed.

Identifying the number of such positions currently occupied by regular, permanent employees and those currently unoccupied.

Making a good fair effort to fill all of the unoccupied positions with lower income area residents.

When lower income residents apply, either on their own initiative or on referral from any source, the contractor, or subcontractor will determine the qualifications of such persons and employee same if qualifications are satisfactory and the contractor has openings.

Work Force Report

Prior to the issuance of a Purchase Order for the work, the contractor will provide a statement from the work force required to accomplish the work in terms of skilled, semiskilled, unskilled labor and trainees by work category.

Certified Payroll

Any and all area residents hired for this project are to appear in the Certified Payroll required in Specification Section 01100.

Required Signature

The undersigned has read and acknowledge Section 3 of the Housing and Urban Development Act of 1968 as amended, 12 U.S.C. 1701u and will comply with the provisions and regulations of the Act.

Name of Company

Address

Telephone Number

Authorized Agent (printed)

Signature of Authorized Agent

Date: _____

Minority and Women Business Enterprise Requirements

This is a HUD funded project and use of MBEs and WBEs is encouraged. Minority Business Enterprises

Executive Order 12432 ("Minority Business Enterprise Development") and 11625 ("National Program for Minority Business Enterprise") directs all Federal agencies to stimulate and strengthen minority-owned business enterprise and ensure full participation by minorities in the free enterprise system. A minority-owned small business concern is defined as at least 51 percent owned by one or more minorities, or in the case of publicly owned businesses, at least 51 percent of the stock is owned by one or more minorities, and the management and daily operations of which are controlled by one or more minorities.

Women Business Enterprises

Executive Order 12138 ("National Women's Business Enterprise Policy") directs all Federal agencies to take action to strengthen women-owned business enterprise and to ensure full participation by women in the free enterprise system. A women-owned small business concern is defined as at least 51 percent owned by one or more women, or in the case of publicly owned businesses, at least 51 percent of the stock is owned by one or more women, and the management and daily operations of which are controlled by one or more women.

Contractor's Obligation

It is the contractor's obligation to complete and return the MBE/WBE Business Self-Certification form prior to the Modernization Coordinator issuing a purchase order for the work. Prior to starting the work, the contractor is to have each subcontractor complete the form and provide all such forms to the Modernization Coordinator.