Lehigh County Housing Authority

Request for Proposals

for

Janitorial Services

2024-01

RFP 2024-01 Janitorial Services

Bid Due: Wednesday Dec 11, 2024

RFP 2024-01

Janitorial Services

The Lehigh Housing Authority (LCHA) will receive quotes via email for Janitorial Services for the properties referenced in this proposal. The deadline to receive bids is **Wednesday Dec 11, 2024 2:00 P.M.** prevailing time.

There will be a pre-bid conference held on **Wednesday Nov. 20, 2024 beginning at 2:00PM**.

Any questions regarding this RFP should be submitted in writing to Mike Ring, Procurement Officer.

Interested bidders must submit completed quotes to Jennifer Hasili, Deputy Executive Director. **All quotes should reference RFP 2024-01 in the subject**.

CHECKLIST OF DOCUMENTS TO BE RETURNED WITH BID

At a minimum, your bid should include the information listed below. Failure to submit a completed quote within the timeframe specified will render your quote non-responsive and your quote will not be considered.

✓ 1. Proposal Information Form

References of properties serviced with similar scope and size.

✓ 2. Cost of Services, Attachment A

Please submit annual total cost, per property.

✓ 3. Required Forms

- Form HUD 5369-B Instruction for Offerors
- Form HUD 5369-C Certifications and Representations of Offerors, Non-Construction Contracts
- Form HUD 5370-C General Conditions for Non-Construction contracts Section I- (With or without maintenance work)
- Form HUD 5370-C General Conditions for Construction Contracts, Section II (With Maintenance Work)
- Section 3 Certification
- Form HUD 52158
- Contract Form

Overview

Background

The Lehigh County Housing Authority (LCHA) is seeking janitorial services for thirty-nine (39) LCHA owned or managed properties. LCHA managed properties are owned by Valley Housing Development Corporation (VHDC) either directly or as general partner. Bidders must quote on all properties to be considered.

Building Name and Address:	Owned by:
Canal Park 300 Iron St Easton PA	VHDC
S Third St 104 S Third St Easton PA	VHDC
Grandview I 100 Grandview Dr Easton PA	VHDC
Grandview II 200 Grandview Dr Easton PA	VHDC
Knox Avenue 1101 Knox Ave Easton PA	VHDC
Ferry St Apartments 600 Ferry St Easton PA	VHDC
Wilson Manor 535 Avona Ave Easton PA	VHDC
Hellertown Elderly 950 Front St Hellertown PA	LCHA
Bath Elderly 232 Plymouth St Bath PA	VHDC
Nazareth Senior 368 Madison St Nazareth PA	VHDC
Newport Avenue 1801 Newport Ave Northampton PA	LCHA
Northampton Elderly 1702 Main St Northampton PA	VHDC
Washington Ave Apts 2174 Washington Ave Northampton PA	VHDC
Forte Apartment 1339 E Fifth St Bethlehem PA	VHDC
Eaton Avenue 1102 Eaton Ave Bethlehem PA	LCHA
Schoenersville Apts 1547 Schoenersville Rd Bethlehem PA	LCHA
Lexie's Dream 1609 Schoenersville Rd Bethlehem PA	VHDC
Atlantic St Apts 825 Atlantic St Bethlehem PA	VHDC
E Fourth St Apts 1136 E Fourth St Bethlehem PA	VHDC

Pennsylvania Apts 1460-1480 Pennsylvania Ave Bethlehem PA	VHDC
Mill I 901 Cherokee St Fountain Hill PA	VHDC
Mill II 943 Long St Fountain Hill PA	VHDC
Gordon Oswego Apts Gordon and Oswego Sts Allentown PA	VHDC
Mountainville Apts 1920 S Fifth St Allentown PA	VHDC
N Fifth St Apts 950 N Fifth St Allentown PA	VHDC
Turner St 702 Turner St Allentown PA	VHDC
Cedar Village 4234 Dorney Park Rd Allentown PA	LCHA
Fullerton Village 1029 Sixth St Whitehall PA	LCHA
Catasauqua Elderly 118 Bridge St Catasauqua PA	LCHA
N Catasauqua Apts 1400 N Main St N Catasauqua PA	LCHA
Catasauqua Family 137 Front St Catasauqua PA	LCHA
Ridge Manor II 120 N Third St Emmaus PA	LCHA
East Penn I 633 Broad St Emmaus PA	VHDC
East Penn II 643 Broad St Emmaus PA	VHDC
Cedar St Apts 25 Cedar St Macungie PA	LCHA
Locust St Apts 22 Locust St Macungie PA	LCHA
Macungie Meadows 101 N Main St Macungie PA	LCHA
Coopersburg School 331 State St Coopersburg PA	LCHA
Coopersburg II 401 E State St Coopersburg PA	LCHA

Through this Request for Proposals (RFP), LCHA intends to select one or more Janitorial providers and enter into an agreement for a term of one (1) year with four (4) one-year options to renew, at the discretion of LCHA Awards will be made to the bidder that is most responsive, responsible, and has the best references. Cost will be taken into account on selection but not the sole factor. The awarded vendor shall have firm pricing for the purpose of establishing contract terms. The pricing may only increase from the initial base price up to a maximum of 5% from one year to the following year of this contract, and each successive year thereafter.

Period of Terms

The selected vendor will enter into a contract with LCHA to cover the scope of services outlined in this bid. The proposed dates will begin January 2025, with three (3) one-year options to renew at the Authority's discretion. A copy of the proposed contract is attached to this RFP.

Pre-Bid Meeting

A pre-bid meeting will be held on **Wednesday Nov. 20, 2024 beginning at 2:00PM.** Questions regarding the scope of work will be discussed at this time.

Selection Process

After the close of this RFP, vendor bids will be opened and will be evaluated on many criteria deemed to be in LCHA's best interests, and has submitted all required RFP documents including but not limited to:

- Responsiveness to the terms and conditions of this RFP
- Ability to meet the specifications
- Experience and business profile
- References
- Price

Minimum Requirements

At least two years' experience cleaning apartment complexes or multifamily units. Please reference information on Item IV References on the Proposal Information Form.

Bid Opening

Will take place at LCHA's administrative office located at 635 Broad St Emmaus PA 18049 on Wednesday Dec 11, 2024 2:00 P.M. prevailing time.

Scope of Services

Janitorial services can be performed during the following time period: 8:00 A.M. – 8:00 P.M. Monday through Friday.

The following services will be included in the bid amount according to the following frequency:

The following will be performed twice weekly unless otherwise noted:

- Hard surface floors will be swept and/or mopped with dust-control treated mops or other effective tools, and spray buffed or wet mop as needed. Floors are to be left clean and dust-free.
- Lobby, entrance, and first floor carpets will be vacuumed. Remaining upper floors will be vacuumed or dust mopped *once* weekly, unless a need is observed.
- Carpets will be spot-cleaned, when necessary. Spills will be removed as observed.
- Kitchen areas will be damp-mopped *once* weekly.
- Restrooms will be swept, mopped and rinsed with disinfectant detergent.
- All fixtures, commodes are to be cleaned and sanitized.
- Paper towel will be filled from LCHA stock.
- Hand soap dispensers will be filled from LCHA stock.
- Stall partitions and tile walls will be cleaned.
- All fittings and supply pipes will be kept clean and dust free.
- Mirrors will be cleaned.
- Spots, stains and splashes will be removed from wall areas adjacent to hands basins and all stainless-steel areas.
- Floor drains will be kept clear and free from debris.
- Waste receptacles are to be emptied and waste placed into dumpster. Trash can liners will be provided by LCHA.
- Windowsills, low ledges, picture frames are to be dusted, *as needed*.
- Tables and chairs in lounges and kitchens are to be damp-wiped, *as needed*.

- Entrance door glass/hardware and doors to offices and restroom are to be cleaned.
- Smudges are to be removed from partition glass.
- Recycling will be gathered from every trash room or area where tenants place recycling and placed outside for collection.
- Sweep outside front door and pick-up litter and empty trash receptors outside of the doors. Survey property for trash that may have blown around and pick up.
- Full dumpsters will be taken outside for collection and an empty dumpster will be brought in from outside. Inside and outside areas around dumpsters should be free from overflow spillage.
- Stair towers dust vacuumed or mopped and or wet mopped *every two weeks*, unless a spill has been noted.
- Elevators should be vacuumed/swept inside and stainless-steel cleaner used on the inside doors. Buttons should be wiped but not sprayed.

The following will be performed quarterly:

- Cleaning of all exhaust fans or vent covers.
- Overhead light covers should be cleaned of any debris, insects or cobwebs.
- Power washing recycling totes, inside and outside of totes.
- Power washing the dumpsters while empty.

The following will be performed yearly, to be scheduled with the property manager:

- VCT floors in the community room floors will be stripped and waxed with at least two coats of wax.
- VCT floors in the community restroom floors will be stripped and waxed with at least two coats of wax.
- Carpets in the lobby and entrances will be cleaned/extracted. Any other floors of the building may be done by first receiving a quote.
- VCT floors in the laundry rooms will be stripped and waxed with at least two coats of wax.

Janitorial personnel will be expected to conduct themselves in accordance with the following guidelines:

- No vehicles are to be parked in reserved spaces.
- Janitorial personnel will be considerate of LCHA or VHDC tenants and employees. No boisterous conduct will be tolerated.
- Janitorial personnel should not use office machines including, but not limited to copiers, fax machines, and computers.
- Janitorial personnel will not, under any circumstances, open an exterior door to permit a person or persons to enter or exit the building.
- Visitors or relatives (including children) will not be allowed in LCHA or VHDC facilities except in the case of an emergency and LCHA should be notified.
- There will be no loitering on LCHA or VHDC premises. Once work is completed, janitorial personnel must leave the building.
- Articles found on the floors, such as pens, paper, etc., should not be considered trash but should be placed on the nearest desk or table.
- No smoking will be permitted on LCHA or VHDC premises except in designated areas.
- Outside doors shall be kept closed and locked to prevent intrusion from outside.
- Contractor and his/her employees- If a building alarm is disengaged while securing or unsecuring the building; the contractor will be responsible for any charges incurred for false alarms.
- No cooking of food other than heating in a microwave is acceptable.

Miscellaneous

- Janitorial closets will be kept neat, clean and odor-free.
- Lights are to be turned off when cleaning is completed, unless otherwise noted.
- LCHA will provide the contractor with necessary keys, key FOB, or a security code to allow access to the buildings for cleaning.

- Janitorial companies will utilize their own equipment such as vacuums, mops, extractors, pressure washers, scrub brushes, etc. LCHA will be in no way liable for maintaining this equipment or any replacement. LCHA may provide space at the buildings to store equipment for practicality.
- The contractor will supply LCHA with a list of employees who will be providing janitorial services. A full background search is required for all employees who will be working on site, including sex offender registry search.
- The contractor shall report any irregularities observed while cleaning including, but not limited to, doors found unlocked, defective or leaking plumbing, water stains, damages to any areas of the building, inventory requirements, and restroom supplies needed.
- LCHA must be immediately notified anytime the cleaning crew will not be at their site for cleaning.

RFP Questions

Questions regarding this RFP must be submitted in writing to Mike Ring, Procurement Officer, mike@lcha-vhdc.org. Questions will be answered by an addendum, please refer to Lehigh County Housing Authority website, **www.leighcountyha.org.**

Rights of Lehigh County Housing Authority

LCHA reserves the right to accept or reject any and all bids received in whole or in part, and to waive minor non-material technicalities in the bid or negotiate with all bidders.

Due Date

Submittals in response to this RFP are due to Lehigh County Housing Authority via email to Jennifer Hasili (jennifer@lcha-vhdc.org) or in person at 635 Broad St Emmaus PA no later than **2:00 PM EST.** An incomplete bid will not be accepted.

Requirements and Timely Submittal

Contractor must furnish a W-9 within 5 days of being awarded a contract. Attached is a copy of a W-9.

Contractor agrees to furnish LCHA with the specified Insurance Certificate(s) and have the Lehigh County Housing Authority or Valley Housing Development

Corporation and the property name listed as an additional insured in accordance with the contract specifications.

Complete insurance documentation must be provided to LCHA within 5 days of being awarded a contract. Contracts will not be executed without correct insurance documentation.

Insurance Requirements and Indemnification

Contractor shall obtain and keep in form a janitorial or surety bond and maintain insurance policies at all times with minimum limits and terms as set forth in Article VI of the attached Contract and as follows:

Coverage Minimum Limits

Comprehensive General Liability – occurrence policy $1,000,000 per occurrence /$2,000,000 general aggregate. LCHA and VHDC must be listed as an Additional Insured. Aggrege limits per project endorsement to be included on the General Liability coverage. Coverage will be Primary and Non-Contributory. A waiver of Subrogation in favor of LCHA /VHDC is to be included.

Workers Compensation Statutory Limits – waiver of subrogation in favor of LCHA and VHDC to be included

Automobile Liability $1,000,000 combined single limit – LCHA and VHDC to be listed as an Additional Insured.

Umbrella Liability $1,000,000 per occurrence /$1,000,000 aggregate

All insurance companies are to have a current A.M. Best rating of A and have a class since or IV or better. All insurance companies are to be admitted and licensed to do business in the State of PA.

Billing Specifications

The selected vendor must submit one original invoice, on a monthly basis, for the previous month's fees, ensuring that the purchase order number, building name and company name is referenced. All payments will be made within 30 days. Any extra charges must be approved in writing before the work is completed.

Lehigh County Housing Authority
Janitorial Services
RFP 2024-01

Proposal Information Form

Information to be submitted to the Lehigh County Housing Authority (LCHA) by contractors for consideration for the Janitorial Services RFP:

I. Contractor Information

Contractor's Name: _____
(Note: If you have conducted business under any other name in the last five years, list that name also.)
_____
Address and Telephone:
_____
_____
_____
_____
Email: _____
Representative: _____

II. Experience with Projects of Similar Size and Scope

_____
_____
_____
_____
_____

III. Manpower

List of Manpower to be dedicated to this contract:
_____
_____
_____
_____
_____

IV. References:

List three references. Each reference should include apartment complex name or facility of similar scope, addresses and telephone numbers for whom comparable work has been performed in the past three years.

1._____
_____
_____
_____
_____

2._____
_____

_____
_____
_____

3. _____
_____
_____
_____
_____

Attachment A

Cost of Services

Canal Park 300 Iron St Easton PA	Monthly -
S Third St 104 S Third St Easton PA	Monthly -
Grandview I 100 Grandview Dr Easton PA	Monthly -
Grandview II 200 Grandview Dr Easton PA	Monthly -
Knox Avenue 1101 Knox Ave Easton PA	Monthly -
Ferry St Apartments 600 Ferry St Easton PA	Monthly -
Wilson Manor 535 Avona Ave Easton PA	Monthly -
Hellertown Elderly 950 Front St Hellertown PA	Monthly -
Bath Elderly 232 Plymouth St Bath PA	Monthly -
Nazareth Senior 368 Madison St Nazareth PA	Monthly -
Newport Avenue 1801 Newport Ave Northampton PA	Monthly -
Northampton Elderly 1702 Main St Northampton PA	Monthly -
Washington Ave Apts 2174 Washington Ave Northampton PA	Monthly -
Forte Apartment 1339 E Fifth St Bethlehem PA	Monthly -
Eaton Avenue 1102 Eaton Ave Bethlehem PA	Monthly -
Schoenersville Apts 1547 Schoenersville Rd Bethlehem PA	Monthly -
Lexie's Dream 1609 Schoenersville Rd Bethlehem PA	Monthly -
Atlantic St Apts 825 Atlantic St Bethlehem PA	Monthly -
E Fourth St Apts 1136 E Fourth St Bethlehem PA	Monthly -
Pennsylvania Apts 1460-1480 Pennsylvania Ave Bethlehem PA	Monthly -
Mill I 901 Cherokee St Fountain Hill PA	Monthly -
Mill II 943 Long St Fountain Hill PA	Monthly -

Gordon Oswego Apts Gordon and Oswego Sts Allentown PA	Monthly -
Mountainville Apts 1920 S Fifth St Allentown PA	Monthly -
N Fifth St Apts 950 N Fifth St Allentown PA	Monthly -
Turner St 702 Turner St Allentown PA	Monthly -
Cedar Village 4234 Dorney Park Rd Allentown PA	Monthly -
Fullerton Village 1029 Sixth St Whitehall PA	Monthly -
Catasauqua Elderly 118 Bridge St Catasauqua PA	Monthly -
N Catasauqua Apts 1400 N Main St N Catasauqua PA	Monthly -
Catasauqua Family 137 Front St Catasauqua PA	Monthly -
Ridge Manor II 120 N Third St Emmaus PA	Monthly -
East Penn I 633 Broad St Emmaus PA	Monthly -
Est Penn II 643 Broad St Emmaus PA	Monthly -
Cedar St Apts 25 Cedar St Macungie PA	Monthly -
Locust St Apts 22 Locust St Macungie PA	Monthly -
Macungie Meadows 101 N Main St Macungie PA	Monthly -
Coopersburg School 331 State St Coopersburg PA	Monthly -
Coopersburg II 401 E State St Coopersburg PA	Monthly -