**April 26, 2022**

INVITATION FOR BID

MONTHLY ASSET RISK MANAGER (ARM) SERVICES

 INVITATION CLOSING DATE AND TIME

**3:00 P.M. May 27, 2022**

**THE ARCADIA HOUSING AUTHORITY CONDUCTS ITS PROCUREMENT ACTIVITIES IN ACCORDANCE WITH 24CFR, PART 85, APPLICABLE FEDERAL AND STATE REGULATIONS, AND THE AHA PROCUREMENT POLICY. THESE DOCUMENTS ARE AVAILABLE FOR REVIEW AT THE ARCADIA HOUSING AUTHORITY OFFICE LOCATED AT 7 BOOKER T. WASHINGTON RD, ARCADIA, FL. 34266**

 **INVITATION FOR PROPOSAL (IFP #003)**

**ASSET RISK MANAGER SERVICES**

SEALED PROPOSALS FOR MONTHLY ASSET RISK MANAGER (ARM) SERVICES WILL BE RECEIVED BY THE EXECUTIVE DIRECTOR OF THE ARCADIA HOUSING AUTHORITY UNTIL 3:00 P.M. E.D.T. ON **May 27, 2022**, AT WHICH TIME ALL PROPOSALS WILL BE PUBLICLY OPENED AND READ ALOUD AT **3:05 P.M. IN THE ARCADIA HOUSING AUTHORITY OFFICE CONFERENCE ROOM LOCATED AT 7 BOOKER T. WASHINGTON RD, ARCADIA, FL. 34266.** Interested parties may obtain service specifications and contract requirements for this solicitation beginning **April 26, 2022 until May 27, 2022 by contacting the AHA by written request at the above referenced address, by walk-in, by telephone request; 863-494-4343 OR by email request address; director@housingarcadia.com.**  ALL PROPOSALS SHALL BE CONSPICUOUSLY MARKED, "ASSET RISK MANAGER PROPOSAL", ON THE OUTSIDE OF THE SEALED ENVELOPE. The AHA may reject any proposal not conforming to Proposal Specifications and Contract Requirements and select the proposal that is determined in the best interest of the AHA.

Asset Risk Manager (ARM)

The Asset/Risk Manager is responsible to assist in management and oversight of the maintenance department by supervising the maintenance and repair of buildings, grounds and equipment.

To maintain the “physical” health of the buildings in the affordable housing portfolio (PH).

Additionally, the goal of fostering new facilities development and construction for acquisition and/or disposition of property.

The position requires dependability, the capacity to work under the pressure of deadlines, and the ability to work a flexible schedule. Anticipate a minimum 3 day work week (24 hours) but available if an emergent need arises up to 5 days and after hours/weekend emergencies.

**Scope of Work:**

1. Assure accurate and timely completion of work orders
2. Use and control of inventory, rolling stock, order and cross check delivery of supplies weekly via Purchase Order system
3. As units become vacant complete a move out inspection, coordinate contractor scheduling, schedule utility services (lights/water) and “punch list” the “make ready unit” for new occupancy.
4. Provide the ED a detailed list of services, parts and costs of the “make ready” for proper billing of charges for old tenant.
5. Monthly follow up pest control contractor with call back services for infested units, provide a listing of negative housekeeping units to Property Clerk for future housekeeping inspections.
6. Monthly review of A/C filter change; provide a listing of pets in units and disconnected utility services to the Property Clerk and /or Office Manager to resolve outstanding issues
7. Prepare IFB (Invitation for Bid), RFQ (Request for Qualifications) and or RFP (request for Proposal) as needed for contractors, maintenance services and/or supplies
8. Attends all pre-bid contract meetings and bid opening meetings.
9. Coordinate delivery and work schedules with vendors/contractors routinely and for any special projects
10. Maintaining warranties & other record keeping in acquision/disposition per HUD requirements (appliance tracking).
11. Ensure all tools and equipment are being used properly, cleaned and in good working order in compliance with Workers Comp, OSHA, Health Dept and Building code regulations, safety requirements & procedures.
12. Assessment and implementation of adequate Maintenance Plan including Preventive Maintenance
13. Assess and manage risks associated with current assets; knowledgeable of insurance liabilities and risks.
14. Assist in the development of potential new affordable housing projects
15. Assist in the planning and implementation of property specific Master Plans via developer, architect, contractor and/or sub-contractor.
16. Improving PHAS score by assessment indicators and HUD Management Reviews impacted by maintenance department performance
17. Perform inspections of the units, buildings, site, and common areas routinely in preparation of REAC UPCS (new NSPIRE) inspection.
18. Work collaboratively with the Executive Director to develop creative approaches and achieve key goals.
19. Conduct land searches for potential project sites and evaluate feasibility with Development Consultant.
20. Coordinate development requirements with development professionals including architects, attorneys, lenders, contractors and public officials
21. Review, analyze and make recommendations on construction proposals and contracts
22. Promoting good public relations with residents, residents’ guests, co-workers, other company staff, contractors, vendors and other persons having business with the company by being courteous at all times.
23. Completing special projects as may be assigned.
24. Attending training, safety meetings, and other meetings of the company.

**Qualifications – Required Knowledge, Skills and Ability**

1. High School Diploma/GED + College - BA in Public Administration or 5 years equivalent experience
2. Experience in social work, human services and/or relevant administrative field.
3. Knowledge of, and skills in general building maintenance and repair
4. Ability to communicate effectively both orally and in writing
5. Ability to analyze complex situations and problems and arrive at creative solutions.
6. Interface with and cultivate productive relationships in non-profit, community-based organizations and commitment to the mission and goals of the Arcadia Housing Authority and Arcadia Housing Development Corp.
7. Ability to read blueprints.
8. Knowledge of Davis Bacon procedures.
9. Knowledge of REAC/ UPCS (new NSPIRE).
10. Knowledge of SWFWMD to assist in compliance.
11. Two years supervisorial experience.
12. Knowledge of, and skills in carpentry, plumbing, HVAC and electrical trades as needed to ensure routine building maintenance and repair.
13. Ability to inspect and diagnose maintenance needs and carry out cost effective and efficient repairs.
14. Ability to implement programs of preventative maintenance, including completing checklists of work and maintaining work records and reports.

**Insurance**

The Contractor must provide a copy of liability & workers comp insurance for file, renewal copies must be resubmitted in a timely fashion. Liability coverage of at least $1,000,000.00.

**Business Documents**

To the extent applicable, the *Contractor* shall provide copies of business licenses, applicable permits, its latest articles of incorporation, by-laws and resolutions, and evidence of its authority to do business in the State of Florida, including, without limitation, registration as a foreign corporation or registrations of assumed names or limited partnerships and certifications of good standing with the Office of the Secretary of the State of Florida, at the request of *AHA* at any time during the term of this Agreement.

**Non-Liability of Public Officials**

No official, employee or agent of *AHA* or HUD shall be charged personally by the *Contractor*, or by any assignee or subcontractor of the *Contractor*, with any liability or expenses of defense or be held personally liable to the *Contractor* under any terms or provisions of this Agreement, because of *AHA’s* execution or attempted execution or because of any breach hereof.

**Independent Contractor Status**

Notwithstanding anything contained herein to the contrary, the *Contractor* is an independent contractor for the purposes of this Agreement. Nothing contained herein shall be deemed to render the *Contractor* and *AHA* as joint ventures or partners of each other, and the *Contractor* shall not have the power to bind or obligate *AHA* to a third party, except in accordance with the terms of this Agreement.

**Public Records**

*Contractor* may be considered a contractor of a public agency as defined in § 119.0701(1)(b), and may be required by law to keep and maintain public records related to its services; provide copies of, or allow inspection of, such public records to the PHA upon request; and ensure that exempt or confidential and exempt records are not disclosed except as authorized by law. Upon completion of the Agreement or performance of the services, *Contractor* may transfer all public records related to the services to PHA, at no cost to PHA, or may keep such public records in accordance with the applicable state record retention requirements. If *Contractor* chooses to transfer such records to PHA, *Contractor* shall destroy any duplicate records in its possession that are exempt or confidential and exempt from disclosure.

**AHA CANNOT PROVIDE LEGAL ADVICE TO *CONTRACTOR* REGARDING ITS LEGAL DUTIES. HOWEVER, *CONTRACTOR* MAY CONTACT AHA’S CUSTODIAN OF PUBLIC RECORDS AT (863) 494-4343 OR director@housingarcadia.com. IF *CONTRACTOR* HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES TO THE *CONTRACTOR’S* DUTY TO PROVIDE AND MAINTAIN PUBLIC RECORDS RELATING TO THIS AGREEMENT.**

**Contract Commencement/Duration** All proposals should be for a one-year (1) contract commencing on June 1, 2022 and running through May 31, 2022. Based on mutual concurrence of both parties and satisfactory performance, contract may be extended for additional one (1) year periods up to a total of three (3) years; ie 2023 and 2024. Following any continuous 3 year service period, the contract will be rebid.

**Termination** At any time during the course of said contract; the ARCADIA HOUSING AUTHORITY may terminate the contract with a thirty-day notice at our discretion.

**Proposal Rejection**

Low proposer may be rejected if investigations conclude that the contractor is unqualified to perform contractual duties. Investigation may include, but not limited to, contact with the Better Business Bureau, number of recent complaints, length of time in business, personnel experience, check of references and determination of existing or previous contracts of comparable size and scope.

**Proposal Form** Contractor must utilize our proposal form for tabulation. Also, a copy of this package, with the contractor’s initials at the top right of each page, must be returned with the proposal.

**Proposal**

Any questions concerning this proposal should be directed to the Executive Director, Becky-Sue Mercer at 863-494-4343.

**THE ARCADIA HOUSING AUTHORITY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND WAIVE ANY INFORMALITY OR DISCREPANCY IN ANY PROPOSALS OR, TO ACCEPT ANY ITEM IN THE PROPOSAL. IN THE EVENT OF MATHEMATICAL ERROR IN THE EXTENSION OF PRICES IN THE PROPOSAL, THE UNIT PRICES WILL GOVERN. THE AUTHORITY RESERVES THE RIGHT TO AWARD BY ITEM OR IN ITS ENTIRETY, WHENEVER SUCH AWARD OR REJECTION IS IN THE BEST INTEREST OF THE AUTHORITY.**

**CONTRACTOR HAS READ THE FOREGOING IN ITS ENTIRETY AND UNDERSTANDS ALL OF ITS TERMS AND CONDITIONS. ALSO, THE PERSON SIGNING ON BEHALF OF THE CONTRACTOR WARRANTS TO THE ARCADIA HOUSING AUTHORITY THAT HE HAS THE AUTHORITY AND POWER TO EXECUTE THIS AGREEMENT ON BEHALF OF THE CONTRACTOR AND AFTER THE EXECUTION HEREOF, THE CONTRACTOR IS BOUND BY ALL OF THE TERMS AND CONDITIONS HEREIN. THIS AGREEMENT SHALL NOT BE BINDING ON THE CONTRACTOR UNTIL AFTER A PRE-PERFORMANCE CONFERENCE AND EXECUTION BY THE DIRECTOR OF SUPPORT MANAGEMENT OF THE ARCADIA HOUSING AUTHORITY.**

**THE ARCADIA HOUSING AUTHORITY CONDUCTS ITS PROCUREMENT ACTIVITIES IN ACCORDANCE WITH 24 CFR, PART 85, APPLICABLE FEDERAL AND STATE REGULATIONS, AND THE ARCADIA HOUSING AUTHORITY PROCUREMENT POLICY. THESE DOCUMENTS ARE AVAILABLE FOR REVIEW AT THE ARCADIA HOUSING AUTHORITY OFFICE LOCATED AT 7 BOOKER T WASHINGTON RD, ARCADIA, FL. 34266**

Respectfully,

Becky-Sue Mercer

Executive Director, ARCADIA HOUSING AUTHORITY

PROPOSAL FORM

**Total Cost per Annual**  $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Monthly payment of $\_\_\_\_\_\_\_\_\_\_\_)

Submitted by:

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 (Company)

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 (Signature)

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 (Date)