**April 26, 2022**

INVITATION FOR BID

UNIT TURNAROUND/FLIP (MAKE READY)

AND CLEANING 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 #004)**

**UNIT TURNAROUND/FLIP (MAKE READY) CLEANING SERVICES**

SEALED PROPOSALS FOR UNIT TURNAROUND/FLIP (MAKE READY) AND CLEANING 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 **3:15 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, "UNIT TURNAROUND/FLIP (Make Ready) and CLEANING SERVICES", 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.

**Scope of Work**

1. TURN KEY units (turnaround/make ready the unit).
2. Cleaning
3. Provide the ED a detailed list of services, parts and costs of the “make ready” for proper billing of charges for old tenant.
4. Provide the ED a detailed list of supplies needed for upcoming unit turnarounds.

The Agency will provide all material and supplies needed for the Unit Turnaround

The Agency will provide the contractor access to all of the units

The Agency will have all utilities (electricity, water and sewer) turned on during the cleaning of the unit.

**Return of Property**

Upon completion of each unit turnaround, or upon expiry of this Agreement, the Contractor will return all property (used to make ready) to the AHA Maintenance Department.

**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.

**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.

**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.

**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.

**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

The numbers found below are based on a “typical” unit turn and clean, for units that are deemed by both parties to not be a “typical” unit turn and clean a fee agreed upon by both parties (AHA and Contractor) will be added to the fee listed and charged below.

PHA -01 – Oaks 69 Units

1bed/1 bath – 16 units – 562 SF $\_\_\_\_\_\_\_\_\_

2bed/1 bath – 18 units – 737 SF $\_\_\_\_\_\_\_\_\_

3bed/1 bath – 24 units – 901 SF $\_\_\_\_\_\_\_\_\_

4bed/2 bath – 9 units – 1125 SF $\_\_\_\_\_\_\_\_\_

5bed/2 bath – 2 units – 1318 SF $\_\_\_\_\_\_\_\_\_

PHA -02 – Palms 61 Units

1bed/1 bath – 10 units – 662 SF $\_\_\_\_\_\_\_\_\_

2bed/1.5 bath – 20 units – 932 SF $\_\_\_\_\_\_\_\_\_

3bed/2 bath – 20 units – 1146 SF $\_\_\_\_\_\_\_\_\_

4bed/2 bath – 11 units – 1335 SF $\_\_\_\_\_\_\_\_\_

Submitted by:

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 (Company)

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 (Signature)

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 (Date)