



HOUSING AUTHORITY OF JACKSON COUNTY

2251 TABLE ROCK ROAD MEDFORD OR 97501

PH/TDD (541) 779-5785

FAX (541) 857-1118

Request for Proposal Laundry Services Contract

Housing Authority of Jackson County, herein identified as HAJC, is requesting bid proposals from companies to provide the following services for multi-family housing sites:

Laundry Services Contract, Scope of Work – Attachment A

General

HAJC will award contracts to the top bidder for the above listed contract. A contract will be generated for a term of five years.

All interested qualified parties should contact Cara Carter at HAJC at (541) 779-5785 x 1002 or by email at cara@hajc.net. The bid packet is available for viewing and printing from our website, www.hajc.net after 8:00 AM on Monday, September 11, 2017. Please click on the Work With Us tab on the website, choose the bidding opportunities option and the RFP will be located on the following page.

Submittals are due by 4:30 PM on October 12, 2017. One copy of your bid, printed single-sided, must be submitted in a sealed envelope, clearly marked as "RFP – Laundry Services Contract". Proposals should be delivered to the following address and date and time stamped by the due date and time. Any RFP received after the due date and time will be returned unopened to the bidder. No faxed or emailed RFPs will be accepted.

Housing Authority of Jackson County
Attention: Cara Carter
2251 Table Rock Road
Medford, OR 97501

Summary of Dates

September 11, 2017	RFP Package Available on HAJC website
October 12, 2017 at 4:30 PM	RFP Proposal Submission Deadline
October 21, 2017	Award of Contract and Notification

Submittal Requirements and Format

Submittals from contractors will not be evaluated unless HAJC receives submittal letter and supporting data which shall include the following list of items and in this order. Submittals prepared at the firm's expense and upon submission become the property of HAJC and therefore become a matter of public record once the successful firm has been chosen and contract awarded.

Inclusions in the Submission

1. Cover letter that includes a written summary of why your firm would provide excellent service to HAJC and its residents.
2. Owner's name, company name, address, phone, fax and email.
3. Type of work contractor is licensed to perform and any other specialization of the firm.
4. Pricing as requested in the appropriate attachment for the service contract being bid. Please copy and use the pricing table(s) for your submission.

5. Insurance Company name, address, phone, fax and email.
6. Proof of General Liability, Workers Compensation and Automobile Insurance. Appropriate limits for insurance are listed in the attached contract.
7. List and description of projects in which the firm has participated in the past three years.
8. Organizational chart including principals and individual responsible for work.
9. Three references for whom the firm has performed related work for in the last three years.
10. Sample Contract. If your firm needs additional language or changes to the contract as provided as part of this RFP, please provide with your proposal.

Selection Criteria

HAJC will use the following selection criteria to select the top firm. The selection criteria are based on a 100 point evaluation.

Criteria	Points on 100 point Basis
Pricing	35 points
Capacity and Expertise	25 points
References	20 points
Ability to sign HAJC contract	10 points
Complete proposal	10 points

HAJC does business in accordance with the Federal Fair Housing Act. HAJC shall not discriminate on against or in favor of any bidder on the basis of race, religion, sex or sexual preference, age, national origin, disability or gender identification.

In accordance with Section 3 requirements, HAJC encourages applications from women and minority owned businesses.

Grievance

If after submitting a proposal, contractors feel they or their proposal were not treated or considered fairly, contractors may contact Cara Carter for information on grievance procedures no later than October 22, 2017.

HAJC Reservation of Rights

1. HAJC reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate this RFP process at any time if deemed by HAJC to be in its best interests.
2. HAJC reserves the right not to award a contract pursuant to this RFP.
3. HAJC reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful bidder.
4. HAJC reserves the right to inspect work at any time during the ongoing work.
5. HAJC reserves the right to determine the days, hours and locations that the successful bidder shall provide the services called for in this RFP.
6. HAJC reserves the right to negotiate the fees proposed by the bidder.
7. HAJC reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternate or non-requested services.
8. HAJC shall have no obligation to compensate any bidder for the costs incurred in responding to this RFP.
9. HAJC shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a bidder or reject any proposal submitted that does not conform to any of the requirements detailed herein.

Additional Requirements Upon Contract Signing

The contract generated by this RFP may be cancelled by HAJC for noncompliance with specifications, inability to perform the contracting requirements of HAJC or continued safety hazards. The cancellation notification shall state the cause or reason for the cancellation. Such cancellation would be at no charge

to HAJC other than for work authorized and completed at the time of termination.

The contractor shall provide all items, articles, operations mentioned or herein specified, related labor services, tools, equipment, transportation and incidentals necessary and required for satisfactory, acceptable completion of the contracted work or delivery of materials. Owner may inspect work at any time during the ongoing work. Should a problem with the materials or the work performed by the Contractor occur during the course of this contract, and should it be shown that the cause of this problem is faulty work, the Contractor shall repair such problem fully at Contractor's own expense. After completion of work, Contractor will return the site to its original condition as determined by the Managing Agent. Any work required to return the property to its original condition will be at the Contractor's expense. Contractor will repair damage to the site caused by the contractor. After completion of work, Contractor will return the site to its original condition as determined by the Managing Agent. Any work required to return the property to its original condition will be at the Contractor's expense. Contractor will repair damage to the site which is caused by the contractor.

Contractor shall be responsible for any injury, damage or loss to all public and private property caused directly, in whole or in part, by their employees or agents or anyone directly or indirectly employed by them or anyone for whose acts any one of them may be responsible. The contractor shall comply with all applicable laws and codes bearing on the safety of persons or property of their protection, from injury, damage, or loss. Contractor is responsible for the means, methods and sequence of work and all safety aspects of this work. To the maximum extent permitted by law, Contractor agrees to indemnify, hold harmless, and defend Owner and Owner's Agents from and against any and all claims for damages arising from Contractor's performance of this agreement, as well as acts committed during the course of this agreement by any of Contractor's officers, employees, guests, invitees, and those doing business with Contractor.

Contractor assures that all existing and every new staff working on site do not have a criminal background which would indicate that they could present a threat to the residents or staff. Contractor will use their best judgment in applying this requirement. The Managing Agent may terminate this contract if this provision is violated. Contractor certification regarding criminal background included in attachments.

Every effort must be taken to insure the safety and security of the residents of HAJC and properties owned by HAJC.

Contractor agrees that if keys to buildings are misplaced, lost or stolen, the Contractor will absorb all costs incurred to correct the situation. Work will be completed by HAJC maintenance staff or contracted and billed to the Contractor.

Contractor will disclose to the Managing Agent if anyone working for the contractor is related to an employee of HAJC prior to signing this contract.

Insurance Requirements

Contractor shall secure, pay the premiums for, and keep in force until the expiration of their contract adequate liability insurance and Worker's Compensation Insurance as provided by Oregon law. Certificate of insurance for Worker's Compensation and for liability shall be delivered to HAJC prior to start of contract. Any policy change shall be reported to HAJC and certificate forwarded to HAJC. By signing a contract generated by the RFP, the contractor understands that neither they nor their employees are covered by any HAJC insurance policy. All copies of proof of insurance will be submitted to HAJC along with the proposal. Work cannot begin nor contract executed until insurance verification forms are on file at the HAJC offices.

The following insurance coverage is required:

- Commercial General Liability: Minimum of \$150,000 per person and \$1,000,000 per occurrence.
- Worker's Compensation Insurance: Equal to or at least \$100,000 per employee.
- Automotive Insurance: Minimum of \$100,000/\$300,000 for bodily insurance and \$50,000 for

property damage.

Locations, Scope of Work and Requirements for Laundry Services and Equipment

1. Provide laundry equipment – specifically washers and dryers, at all housing sites in quantities listed in the table below.

Property Name & Address	# of Units	Quantities of Machines
Rivertree Apartments 224 SW Rogue River Ave Grants Pass, OR 97526	27	3 Washers 3 Dryers
Jade East Apartments 820 NE D St. Grants Pass, OR 97526	30	3 Washers 3 Dryers
Rose Garden Apartments 459 4 th Avenue Gold Hill, OR 97525	8	1 Washer 1 Dryer
Sunnyslope Apartments 621 N. River Rd. Rogue River, OR 975	36	5 Washers 5 Dryers
West Pine Terrace 345 W. Pine St. Central Point, OR 97502	50	5 Washers 5 Dryers
Willow Glen Apartments 1200 Cherry St. Central Point, OR 97502	74	2 Washers 2 Dryers
Southernaire Apartments 2578 Table Rock Rd. Medford, OR 97501	57	8 Washers 8 Dryers
Royal Apartments 726 Royal Avenue Medford, OR 97504	86	3 Washers 3 Dryers
Autumn Glen 2245 Table Rock Rd. Medford, OR 97501	16	2 Washers 2 Dryers
Anderson Vista Apartments 571 Talent Ave. Talent, OR 97540	36	6 Washers 6 Dryers
Patio Village Apartments 233 Eva Way Talent, OR 97540	64	7 Washers 7 Dryers

2. Perform all necessary maintenance and repairs of all laundry machines in a timely manner.
3. Perform inspections and insure proper and safe hookup and operation of the machines.
4. Provide each site with signage regarding contact information for assistance or repair.
5. Collect coin box revenues in a secure manner at least monthly, more often if necessary.
6. Monthly payments made to HAJC for collected revenue under the conditions agreed upon between contractor and HAJC.
7. Terms of contract will be such that HAJC can terminate with 30 days written notice.