



A FAIR HOUSING AGENCY
AN EQUAL OPPORTUNITY EMPLOYER

Request for Proposal (RFP)
Maintenance Support & Make Ready Services
RFP 2025-01-01

Publication of Request: January 29, 2025, at 8:00 AM CST
Submission Deadline: February 12, 2025 at 2:00 PM CST

Clarksville Housing Authority

TABLE OF CONTENTS

Background	3
Reservation of Rights	4
Scope of Services	4
Attachment A – Pricing (Itemized)	11
Attachment B – Pricing (Additional Services)	16
Work Hours & Response Time	19
Exceptions	19
Work Inspections	19
Insurance Requirements	19
Required Permits and Licenses	19
Taxes	20
Government Standards	20
Proposal Response Requirements	20
Submission Package	20
Awards	20
Contract Term	20
Evaluation Process	21
Ranking Selection Criteria	21
Submission Deadline	21

Additional Required Forms: The following forms must be included in response.

- Appendix A: Fee Proposal
- Attachment A : Non-collusion Affidavit
- Attachment B: HUD 5369-B: Instructions to Offers of Non Constructions
- Attachment C: Non Collusive Affidavit
- W-9 Form
- Insurance Policy

RFP 2025-01-01 Maintenance Support & Make Ready Services

1. RFP Contact:

Contact Person	Analosa Young Telephone: 931-647-2303 ext. 10, Fax: 931-647-3785 Email: ayoung@clarksvillehousing.org Dawn E. Sanders-Garrett CHA-Interim Executive Director & Consultant
How to fully respond to this RFP:	By submitting a Proposal Submittal as directed on Proposal Response Requirements (Page 20).
<u>Key Submission Dates</u> RFP Response Date Due:	The proposal must be received and time-stamped by CHA no later than February 12, 2025, at 2:00PM CST. Please include 1 digital copy via USB drive and 3 hard copies to: Clarksville Housing Authority 721 Richardson St Clarksville, TN 37040 Attention: Analosa Young Maintenance Support & Make Ready Services RFP 2025-01-01

2. BACKGROUND

The Clarksville Housing Authority (hereinafter call the “CHA”) is a Public Housing Agency in Clarksville Tennessee. Clarksville Housing Authority operates 510 units of low-income public housing located on 4 sites, all of which are within the City of Clarksville. The Authority also maintains a two (2) centralized Maintenance Shops and two (2) Community and Head Start Buildings on the 2 AMP’s grounds, and a Central Administrative Office.

CHA is seeking sealed proposals from qualified contractors to provide Maintenance Support and Make Ready Services at all units in both developments through the issuance of a notice to proceed. The RFP will be available on the CHA website at www.cha-tn.org or by request by emailing Analosa Young at ayoung@cha-tn.org. Any addenda issued for this RFP will be published at the above reference CHA website ONLY and proposers are responsible for checking the website daily.

3. Authority's Reservation of Rights

- The CHA reserves the right to reject any or all bids/proposals to waive informalities in the bidding/proposal process, and to terminate the bidding process at any time, if deemed to be in the best interest of the CHA.
- The CHA reserves the right to terminate any contract awarded pursuant to this bid/RFP process, at any time for the convenience of the CHA upon five (5) days written notice to the successful bidder/responder.
- The CHA reserves the right to determine the days, hours and locations that the successful bidder/responder shall provide the services detailed by this bid/RFP process.
- The CHA reserves the right to hold all bids/proposals without award and not permit withdrawal of said bids/proposals for a period of sixty (60) days from the bid opening date.
- The CHA reserves the right to negotiate the proposed bid/proposal prices with the three (3) lowest, most responsible bidders/responders.
- The CHA reserves the right to issue multiple contracts as a result of this offering.
- The CHA reserves the right to reject any bid or proposal that it deems to be non-responsive or the bid/proposal from any bidder/responder deemed to be non-responsive.
- The CHA shall have no obligation to compensate any bidder/responder for any cost incurred in responding to this bid/RFP document.

Scope of Services

Maintenance Support: The Clarksville Housing Authority is seeking qualified contractors to provide support for the CHA maintenance team in maintaining the physical units within the portfolio. The contractor(s) shall furnish four- person teams capable of responding to requests in the following areas.

1. Work Orders (s): Respond to resident emergency and urgent work orders where a skilled and specialized technician (electrician, plumber, HVAC systems and mold remediation is needed; Documentation will be required to clear all work orders and must have the signature of the resident and CHA designee.
2. Grounds & Maintenance support **quarterly** to assist with pick up and disposal of furniture, heavy trash and clearance of debris along fence lines. Documentation will be required.
3. Address Unit deficiencies such as GFI, Electrical, combo smoke & CO2 detectors and other deficiencies as listed in the authority's NSPIRE inspections and units apart of the asset repositioning plan for the redevelopment of Lincoln Homes. Documentation will be required to clear deficiencies of all work completed. Signatures from the appropriate CHA designee will be required.

Make Ready Services: The contractor shall furnish all labor, equipment, tools, and transportation necessary for the performance of work to prepare rental units for occupancy by a new tenant. Make-Ready services shall include but is not limited to the installation and repair of sheetrock which includes tape, bedding, texturing, painting, cleaning and other repairs due to “**wear and tear**” **conditions** to selected vacant apartments owned and operated by CHA according to the specifications herein. All Make-Ready Services shall be performed on an as needed basis.

CHA shall furnish supplies such as paint, wax, cleaning solutions, and solvents.

1. The contractor shall assume the responsibility of all work in place. Any work from other trades damaged in any manner by the contractor shall be repaired to “**like**” new condition or replaced by the contractor at no cost to CHA. Contractors shall use every precaution to prevent damage to dwelling units, property and utilities that are adjacent to and / or included in the area under contract.
2. All make-ready services requested by CHA shall begin within twenty-four (24) hours after notification from a designated CHA Official. Requested make-ready services shall be completed within seventy-two (72) hours after the start of work unless otherwise designated by CHA.
3. CHA reserves the right to add or delete locations/properties as needed throughout the entire term of the contract including any extension periods.

I. REPAIRS:

1. Install missing outlet plates and switch covers (CHA to provide materials)
2. Install missing light bulbs and missing light fixture covers (CHA to provide materials)
3. Tape, bed, and texture, repair all holes in walls and ceiling before painting
4. Install door stops at all doors, where missing (CHA to provide materials)
5. Repair or replacement of items identified by CHA, as may be required by the condition of the unit. See items referenced in Attachment A.

II. CLEANING

Contractor shall be responsible for preparing vacant apartments for occupancy by a new tenant. Contractors shall be responsible for:

1. Cleaning existing range and refrigerator (pull units away from wall to clean behind range and refrigerator and floor)
2. Clean kitchen vent-a-hood
3. Clean kitchen sink and countertop
4. Clean bathrooms sink and countertop
5. Clean bathroom toilet
6. Clean bathroom shower walls, floor, and shower door (if applicable)
7. Clean all windows and window sills
8. Remove and clean all light fixtures

9. Strip, mop, and wax floors
10. Clean all blinds or replace when necessary (CHA to provide materials)
11. Clean all HVAC vents, registers, diffusers, and exhaust fans
12. Clean all receptacles and switch plate covers
13. Clean all kitchen cabinets (inside and outside)
14. Clean all vinyl cove base (if applicable)
15. Clean all door hardware
16. Clean bathroom fixtures

III **PAINTING PREPARATION**

- a. **General:** Remove hardware and hardware accessories, plates, machined surfaces, lighting fixtures, and similar items already installed that are not to be painted, or provide surface-applied protection prior to surface preparation and painting. Remove these items, if necessary, to completely paint the items and adjacent surfaces. Following completion of painting operations in each space or area, have items reinstalled by workers skilled in the trades involved.
- b. **Cleaning:** Before applying paint or other surface treatments, clean the substrates of substances that could impair the bond of the various coating. Remove oil and grease prior to cleaning. Schedule cleaning and painting so dust and other contaminants from the cleaning process will not fall on wet, newly painted surfaces.
- c. **Surface Preparation:** Clean and prepare surfaces to be painted according to the manufacturer's instructions for each particular substrate condition and as specified.
 1. Provide barrier coats over incompatible primers or remove and re-prime. Notify Owner in writing about anticipated problems using the specified finish-coat material with substrates primed by others.
 2. **Cementations Materials:** Prepare concrete, concrete masonry block, cement plaster, and mineral-fiber reinforced cement panel surfaces to be painted. Remove efflorescence, chalk, dust, dirt, grease, oils, and released agents. Roughen, as required, to remove glaze. If hardeners or sealers have been used to improve curing, use mechanical methods of surface preparation.
 - a. Use abrasive blast cleaning methods if recommended by the paint manufacturer.
 - b. Determine alkalinity and moisture content of surfaces by performing appropriate test. If surfaces are sufficiently alkaline to cause the finish paint to blister and burn, correct this condition before application. Do not paint surfaces where moisture content exceeds that permitted in manufacturer's printed directions.
 - c. Clean concrete floors to be painted with 5% solution of muriatic acid or other etching cleaner. Flush floor with clean water to remove acid, neutralize with ammonia, rinse, allow to dry, and then vacuum before painting.
 3. **Wood:** Clean surfaces of dirt, oil and other foreign substances with scrapers, mineral spirits, and sandpaper, as required. Sand surfaces exposed to view smooth and dust off.

- a. Scrape and clean small, dry seasoned knots, and apply a thin coat of white shellac or other recommended knot sealer before applying primer. After priming, fill holes and imperfections in finish surfaces with putty or plastic wood filler. Sand smooth when dried.
 - b. Prime, stain or seal wood to be painted immediately upon delivery. Prime edges, ends, faces, undersides, and backsides of wood, including cabinets, counters, cases and paneling.
 - c. When transparent finish is required, back prime with spar varnish.
 - d. Back prime paneling on interior partitions where masonry, plaster or other wet. Wall construction occurs on backside.
 - e. Seal top, bottoms and cutouts of unprimed wood doors with a heavy coat of varnish or sealer immediately upon delivery.
4. *Ferrous Metals:* Clean un-galvanized ferrous surfaces that have not been shop-coated; remove oil, grease, dirt loose mill scale and other foreign substances. Use solvent or mechanical cleaning methods that comply with recommendations of the Steel Structures Painting Council (SSPC)
 5. *Galvanized Surfaces:* Clean galvanized surfaces with non-petroleum base solvents so that the surface is free of oil and surface contaminants. Remove pretreatment from galvanized sheet metal fabricated from coil stock by mechanical methods.
- D. **Materials Preparation:** Carefully mix and prepare paint materials according to manufacturer's directions.
1. Maintain containers used in mixing and applying paint in a clean condition, free of foreign materials and residue.
 2. Stir material before application to produce a mixture of uniform density; stir as required during application. Do not stir surface film into material. Remove film and if necessary, strain material before using.
 3. Use only thinners approved by the paint manufacturer and only within recommended limits.
- E. **Tinting:** Tint each undercoat a lighter shade to facilitate identification of each coat where multiple coats of the same material are applied. Tint undercoats to match the color of the finish coat but provide sufficient differences in shade of undercoats to distinguish each separate coat.

IV. PAINTING (GENERAL)

1. This section includes preparation, painting and finishing of all exposed interior items and surfaces to include all walls, ceiling, doors (all interior doors, front door both sides), tape and bed texture, paint interior and exterior door frames, wood trim, and all existing painted surfaces including surfaces inside closets and stain and varnish of kitchen cabinets and bathroom vanities.
2. Paint all exposed surfaces whether or not colors are designated, except where a surface or material is specifically indicated not to be painted or is to remain natural. Where an item or surface is not specifically mentioned, paint the same as similar adjacent materials or

surfaces. If color or finish is not designated, CHA will select from standard colors or finishes available.

3. Contractor shall provide “Wet Paint” signs to protect newly painted finishes.

4. Painting is not required on refinished items, finished metal surfaces, concealed surfaces, operating parts, and labels unless noted otherwise.

1. Pre-finished items not to be painted include the following factory-finished components:
 - a. Metal toilet enclosures
 - b. Acoustic materials
 - c. Architectural woodwork and casework
 - d. Elevator entrance doors and frames
 - e. Elevator equipment
 - f. Finished mechanical and electrical equipment
 - g. Light Fixtures
 - h. Switchgear
 - i. Distribution cabinets
2. Concealed surfaces not to be painted include wall or ceiling surfaces in the following generally inaccessible area:
 - a. Foundation spaces
 - b. Furred area
 - c. Pipe spaces
 - d. Duct shafts
 - e. Elevator shafts
3. Finished metal surfaces not to be painted include:
 - a. Anodized aluminum
 - b. Stainless steel
 - c. Chromium plate
 - d. Copper
 - e. Bronze
 - f. Brass
4. Operating parts not to be painted include moving parts of operating equipment, such as the following:
 - a. Valve and damper operators
 - b. Linkages

- c. Sensing devices
 - d. Motor and fan shafts
5. **Labels:** Do not paint over Underwriters Laboratories, Factory Mutual or other code-required labels or equipment name, identification, performance rating, or nomenclature plates.

V. RE-SURFACING

1. Contractor may be required to chemically strip (Not Sand) any previously resurfaced bathtubs, tiled walls, floors, countertops, and vanities surface prior to resurfacing. Chemical Stripping shall only be performed upon the consent of the appropriate CHA Director or Superintendent.
2. Prior to resurfacing, Contractor may be required to remove all old caulking from area to be resurfaced. Upon completion of resurfacing, and only upon the consent of a CHA Director or Superintendent, contractor shall re-caulk the area, using a high grade, waterproof caulk to seal around bathtubs, tiled walls, floors, countertops and vanities, that have been resurfaced.
3. Due to health and safety issues, Contractor shall use "low-odor" chemicals when performing resurfacing of bathtubs, tiled walls, floors, countertops and vanities.
4. Contractor shall use "fast curing" materials during the resurfacing process, when working in occupied units.
5. The Contractor shall keep the premises clean of all rubbish and debris generated by the work involved including but not limited to all protective paper, tape and material and shall leave the premises neat and clean. The Contractor, at the Contractor's expense, shall dispose of all surplus material, rubbish and debris.
6. Contractor shall provide a limited warranty on all coating chemicals and or materials used in the resurfacing or repair process.

Vi. CLEAN-UP

- a. At the end of each work-day, the contractor shall remove all empty cans, rags, rubbish, and other discarded paint materials or supplies from the worksite.
- b. Upon the completion of painting, contractor shall clean glass or any other paint spattered surfaces. Contractor shall remove spattered paint by washing and scrapping, being careful not to scratch or damage adjacent finished surfaces. Contractor shall also remove any temporary protective wrappings, provided by others.
- c. Contractor shall **sweep floor** to remove trash and / or debris resulting from their work. (if applicable)
- d. Contractor shall not clean painting equipment, tools, or supplies in the dwelling unit's sinks, tubs, or other plumbing fixtures.

ATTACHMENT A – PRICING

Proposal Costs for Unit Make Ready Services

The proposer, having become familiar with the local conditions affecting the cost of repair, cleaning and otherwise making the vacant unit ready for occupancy as specified, hereby propose to furnish all labor, equipment and services required in accordance with the specifications.

Note: CHA reserves the right to add or delete locations as needed throughout the entire term of the contract including any extension periods.

Pricing

Itemize Make-Ready Services by Bedroom Size.

TYPE AND SQUARE FOOTAGE OF UNITS

UNIT		SQUARE FOOTAGE
1.	One Bedroom	566 SQ. FT to 640 SQ. FT.
2.	Two Bedroom	701 SQ. FT.

3.	Three Bedroom	1,024 SQ. FT
4.	Four Bedroom	1,152 SQ. FT.
5.	Five Bedroom	1,555 SQ. FT.

ITEMIZED PRICE SCHEDULE / PROPOSAL

Unit Make Ready Services

Description of Work	UOM	Price
Doors & Hardware		
Replace Solid Exterior Slab Door	each	
Replace Pre-Hung Exterior Slab Door	each	
Screen Door	each	
Patio Screen Door	each	
Replace Hollow Core Slab	each	
Replace Pre-Hung Hollow Core	each	
Closet Doors (Bi-Fold Doors)	each	
Patio Sliding Glass Door	each	
Sliding Glass Door Rollers	set	
Pocket Doors	each	
Patio Door Locks (Non-keyed)	each	
Closet Door Hardware	each	
Privacy Locks	each	
Passage Knobs	each	
Peep holes	each	
Kick plates	each	
Door Closures	each	
Striker Assemblies	set	
Hinges	set	

Door Jambs	each	
Moldings/Trim Casing	Linear ft	
Install Thresholds	each	
Install Weather-stripping	each	
Install Door sweeps	each	
Replace Shower Glass Doors	each	
Windows		
Window Pane	each	
Window Screen	each	
Install Security Latches	each	
Window locks	Set	
Window Balancers	Set	
Window Trim/Casing	Linear ft	
Replacing Glazing	Set	
Replace Mini Blinds	each	
Drywall & Trim		
Replace drywall up to 1 (1x1) Sheet	each	
Description of Work	UOM	Price
Drywall & Trim		
Replace drywall up to 1 (2x2) Sheet	each	
Replace durarock up to 1 (3x5) Sheet	each	
Replace durarock up to 1 (3x3) Sheet	each	
Replace durarock up to 1 (4x4) Sheet	each	
Replace drywall up to 1 (1/2"x4x8) Sheet	each	
Replace drywall up to 1 (5/8"x4x8) Sheet		
Baseboard/Trim (Wood)	Linear ft	
Rubber Covebase	Linear ft	
Furdowns	Linear ft	
Painting		
	sq. ft.	
	sq. ft.	
	sq. ft.	
	sq. ft.	
	sq. ft.	
	sq. ft.	
	sq. ft.	
	sq. ft.	
Wall/Ceiling Finishes		

Monterrey Drag	sq. ft.	
Orange Peel	sq. ft.	
Sand Texture	sq. ft.	
Acoustical (popcorn)	sq. ft.	
Re-Grout Shower Walls	sq. ft	
Electrical		
Install Vent-a-Hood	each	
Install Fluorescent Fixtures	each	
Install Exterior Fixtures	each	
Install Interior Lighting Fixtures	each	
Install Bathroom Electrical Heater/Exhaust	each	
Replace Switches/Receptacles/GFCI's	each	
Smoke Detector Battery and Hard Wired	each	
Doorbell	each	
Plumbing		
Faucet (kitchen/lavatory)	each	
Replace Sink (Kitchen)	each	
Replace Sink (Lavatory)	each	
Replace Basket Strainer	each	
Replace Garbage Disposal	each	
Description of Work	UOM	Price
Plumbing		
Replace Splashguard	each	
Install Dishwasher	each	
Install Icemaker	each	
Replace Stove	each	
Replace Refrigerator	each	
Replace Microwave	each	
Install Pop-up Assy	each	
Replace Cartridge	each	
Replace Supply lines	each	
Replace Handles	each	
Replace Cutoffs (1/4 turn ball valve type)	each	
Replace Diverter	each	
Replace Aerator	each	
Replace Showerhead	each	
Replace Tub/shower Trim Kit	each	
Install p-traps/drain assemblies	each	
Replace waste and overflow	each	
Replace shower doors (glass)	each	

Replace Shower Rods	each	
Replace flush valve	each	
Replace ballcock assembly	each	
Replace Tank w/ Tank to bowl	each	
Replace toilet seat	each	
Replace Wax Ring/Closet Bolts	each	
Replace Commode, Complete	each	
Replace Floor Flange	each	
Replace Towel Bar	each	
Replace soap dish or Tumbler holder	each	
Replace tissue holder	each	
Install Washing Machine cut-off	each	
Replace Washing Machine	each	
Replace through the wall dryer vent	each	
Clean through the wall dryer vent	each	
Install hose bibs	each	
Escutcheon plates	Set	
Resurface bathtub	each	
Resurface kitchen sink or lavatory	each	
Description of Work	UOM	Price
Cabinets		
Remove/Replace Counter Top	each	
Remove/Replace Wall Hung Cabinets	each	
Remove/Replace Base Cabinets	each	
Stain/Varnish/Clear Coat	Linear ft.	
Sand, Prime & Paint	Linear ft.	
Install Hardware (hinges, latches, knobs)	Set	
Install Cabinet Doors	each	
Replace cabinet deck	each	
Replace Medicine Cabinet	each	
Resurface Counter Top	Linear ft.	
Replace/Repair cabinet drawer	each	
Replace Closet Cabinet	each	
Floor Covering		
Repair VCT	sq. ft.	
Repair Ceramic Tile	sq. ft.	
Repair Vinyl Tile	sq. ft.	

Clean Carpet	sq. yd.	
Replace Vinyl plank	sq. yd.	
Replace Carpet	sq. yd.	
Fences		
Install Wood Fence 6'	Linear ft.	
Repair Wood Fence 6'	Linear ft.	
Install Chain Link Fence 3'	Linear ft.	
Repair Chain Link Fence 3'	Linear ft.	
Pet Treatment	sq. ft.	
	sq. ft.	
	sq. ft.	
	sq. ft.	
	sq. ft.	
	sq. ft.	
	sq. ft.	

ATTACHMENT B – PRICING**Itemized Price Schedule for Unit Make-Ready Services**

CARPET CLEANING			HOUSEKEEPING		
Bedroom Size	Unit	Total Price	Bedroom Size	Unit	Total Price
1 Bedroom			1 Bedroom		
2 Bedroom			2 Bedroom		
3 Bedroom			Townhouse (1 or 2) Bedroom		
4 Bedroom			3 Bedroom		
5 Bedroom			4 Bedroom		
MAKE READY EXTRAS					
	Unit	Total Price	PAINTING		
Replace Ceiling Fan			Full Paint (Per floor plan SqFt)	Price/SqFt	Total Price
Replace Mini Blinds (per unit)			Full Paint Labor Only		
Replace Kitchen Sink			Kilz Unit		
Replace Kitchen Faucet			Labor Only Paint Options	Unit	Total Price
Replace Garbage Disposal			Prime Wall		
Replace Kitchen Light			Accent Wall		
Replace Dishwasher			Paint Rails (interior only)		
Replace Stove			Paint Bathroom Cabinets		

RFP 2025-01-01 Maintenance Support & Make Ready Services

Replace Refrigerator			Paint Kitchen Cabinets		
Replace Vent hood			Paint Portable Closet		
Replace Microwave			Clear Coat Portable Closet		
Install Toilet Paper Holder			Paint Ceiling 1 Bedroom		
Replace Vanity Sink			Paint Ceiling 2 Bedroom		
Replace Vanity Faucet			Paint Ceiling 3 Bedroom		
Replace Vanity Light			Paint Ceiling 4 Bedroom		
Replace Toilet			Paint Ceiling 5 Bedroom		
Replace Exhaust Fan			SHEETROCK REPAIRS		
Install Medicine Cabinet				Unit	Total Price
Install Towel Bar			1'x1' area		
Replace Closet Light			2'x2' area		
Replace Interior Door			3'x3' area		
Replace Door Knobs			4'x4' area		
TRASH OUTS			RESURFACING		
	Unit	Total Price		Unit	Total Price
Light – 5 bags			Kitchen Counter		
Medium – 10 bags			Bath Counter		
Heavy – Furniture, etc., trailer needed			Tub		
Extra Trash Removal			Tile Walls		
			Shower Pan		

RFP 2025-01-01 Maintenance Support & Make Ready Services

			Required Strips (prep surface) Ea.		
CLEANING			ADDITIONAL CHARGES		
				<u>Price/SF</u>	<u>Total Price</u>
General Apt. Cleaning			Pet Treatment		
1 bedroom unit			Excessive Stains		
2 bedroom unit			Power Scrub		
3 bedroom unit			Air Duct Cleaning		
4 bedroom unit			Water extraction (minimum)		
5 bedroom unit			Pad Re-lay (minimum)		
Extra Dirty Oven			Ozone Machine		
Extra Dirty Refrigerator			Strip/Seal/Wax		
Extra Dirty Walls / Floors			Commercial Fan Rental		

5. Working Hours and Response Time: Successful proposers will

- a. Be onsite during the business hours of 8:00am through 4:30 pm, Monday- Friday
- b. No work will be done on the weekends or CHA holidays unless specifically authorized by CHA.

6. Exceptions

Non routine repairs that will cost outside of the bid amount must be approved by CHA before any service is performed. Payment will not be made under this contract for such service unless prior approval is obtained. If CHA decides to approve such services, the cost of the initial call and services will be included in the price and not as a separate invoice.

7. Work Inspection

Upon completion of work assigned, CHA will inspect the work and notify selected contractor of any work found to be deficient. Upon notice, successful contractor will have a specified time, to be determined by CHA, to correct any and all deficiencies.

8. Insurance Requirements: As required by the RFP documents, failure of the successful proposer to be properly licensed by the City, County and/or the State of Tennessee and/or to be insured by a commercial general liability policy and/or worker's compensation policy and/or business automobile liability policy, as applicable. If a proposer receives an award unless otherwise waived in the Contract, the Contractor will be required to provide an original Certificate of Insurance confirming the following minimum requirements to CHA at the time of contract signing:

Proof of:	Minimum Coverage
General Liability Insurance	\$500,000 per occurrence
Business Automobile Insurance coverage	\$500,000
Workers' Compensation coverage	Must meet State of Tennessee requirements

At execution of the contract, firm shall provide a Certificate of Insurance naming CHA as an additional insured as our interests appears with 60 days' notice of cancellation. Coverage must be current the duration of the contract.

SUBCONTRACTORS: The name of any subcontractor who your company is interested in contracting with on this project must be included in the proposal. All subcontractors must meet the same requirements as the contractor (i.e. EEO, insurance, etc.).

9. REQUIRED PERMITS AND LICENSES: Unless otherwise stated in the RFP documents, all Federal, State or local permits and licenses which may be required to provide the services ensuing from any award of this RFP, whether or not they are known to either the CHA or the proposers at the time of the proposal submittal deadline or the award, shall be the sole responsibility of the successful

proposer and all offers submitted by the proposer shall reflect all costs required by the successful proposer to procure and provide such necessary permits or licenses.

10.TAXES: All persons doing business with CHA are hereby made aware that CHA is exempt from paying Sales and Use Taxes and Federal Excise Taxes. A letter of Tax Exemption will be provided upon request.

11.GOVERNMENT STANDARDS: It is the responsibility of the prospective proposer to ensure that all items and services proposed conform to all local, state and federal law concerning safety (OSHA) and environmental control (EPA and Tarrant County Regulations) and any other enacted ordinance, code, law or regulation. The successful proposer shall be responsible for all costs incurred for compliance with any such possible ordinance, code, law or regulation. No time extensions shall be granted, or financial consideration given to the successful proposer for time or monies lost due to violations of any such ordinance, code, law or regulations that may occur.

12.Proposal Response Requirements

Submit a detailed narrative description documenting Proposers overall background and experience to include, but not limited to the following:

- a. A letter of interest and a demonstration of the company's understanding of the scope of work.
- b. Summary of the proposers qualifications, work plan, experience, Company profile/Staffing and if, applicable, credentials, licensing, certifications.
- c. Pricing

13.Submission Package

Proposals must be submitted no later than 2:00 p.m. on February 12, 2025, proposal received after the specified date and time will not be considered. All Proposals must be submitted by mail to 721 Richardson St. Clarksville, TN 37040.

Proposals by telegram, telephone, facsimile, e-mail, and handwritten proposals will not be accepted by CHA.

14.Awards

A contract shall be awarded in accordance with the terms and conditions of this RFP to the Respondent whose proposal is most advantageous to CHA considering price, technical and other factors as specified in this RFP. CHA reserves the right to negotiate and award any element of this RFP, to reject any or all proposals or to waive any minor irregularities or technicalities in proposals received as the best interest of CHA.

15.Contract Term

The initial term of this contract shall be for one (3) year commencing on the date of execution. The contract may be renewed for up to two (2) additional 1-year options. No cost increase shall be allowed during the agreement unless it is stated as such in the respondent's proposal. The proposer agrees and understands that the agreement will not be construed as an exclusive arrangement and CHA may at any time secure similar services from another supplier at the sole option of CHA.

16. Evaluation Process

A selection committee composed of CHA staff will review proposals in accordance with this RFP. The selection committee may at its discretion request interviews with the proposers to discuss specific aspects of their qualifications and proposals.

17. Ranking of Selection Criteria

The Housing Authority will use a ranking system in evaluating responses. The following selection criteria will be used to score and rank responses.

CRITERIA	POINTS
<u>Experience and Qualifications as Evidenced By:</u> <ul style="list-style-type: none"> a) Company (or companies) background and history. b) Relevant experience with other projects. State how many years of experience your company has had providing Make Ready Service for <u>Commercial</u> and <u>Residential</u> Customers. c) Client references. 	25
<u>Ability to Successfully Complete the Project as Evidenced By:</u> <ul style="list-style-type: none"> a) Ability to complete work on a timely basis and meet deadlines. b) Adequacy of resources. c) Identify Subcontractors by trade that you currently work with on a regular basis. d) Explain in detail the screening process you employ when you hire new staff. e) Explain in detail how you assign staff to particular areas or properties. f) Explain your firms' capacity to perform work for CHA considering the current manpower shortages in the marketplace. g) List your experience in providing make ready services to other Housing Authorities, Federal, State or Local Government Entities. 	35
<u>Cost Proposal:</u> Cost for proposed services.	20
<u>Response Characteristics:</u> <ul style="list-style-type: none"> a) Adherence to the required format. b) Notarized certification statement that the firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State or local agency. 	10
<u>MBE/WBE Certification and Section 3 Participation:</u> <ul style="list-style-type: none"> a) The Prime Consultant or Sub-Consultants are MBE/WBE Certified. b) Section 3 Participation. 	10

18. Submission Deadline

All proposals (one original & two copies) must be received no later than February 12, 2025 , 2:00 PM, CST to the address below. Submittals sent by U.S. Mail should be addressed to the address below and must be delivered to the CHA by the deadline stated above. The outside cover of the

RFP 2025-01-01 Maintenance Support & Make Ready Services

submission package should clearly be marked as follows: “RFP 2025-01.01 Maintenance Support & Make Ready Services” and include the name and address of the individual or company.

Clarksville Housing Authority
Attention: Analosa Young
721 Richardson St
Clarksville, TN 37040

In submitting this proposal, the undersigned agrees:

- a) That the Owner reserves the right to waive irregularities, to reject proposals and to award the Contract to the most qualified contractor, should it be in the best interest of the Owner to do so;
- b) That in the event the contractor does not perform the services as stipulated in the contract to the satisfaction of CHA, CHA may cancel the contract at any time by giving at least fifteen (15) days written notice of the intent to cancel the contract; and
- c) The contractor shall be responsible for the employment, control and conduct of his employees during the course of the contract.