



**COLUMBUS METROPOLITAN  
HOUSING AUTHORITY**

**Invitation for Bid (IFB) NO.2025-014**  
**Carpet Cleaning Service(s)**

# **IFB 2025-014**

## **Carpet Cleaning Service (s) for Columbus Metropolitan Housing Authority**

### **Introduction**

**T**he Columbus Metropolitan Housing Authority (hereinafter, "HA") is a public entity, formed in 1934 to provide federally subsidized housing and housing assistance to low-income families, in Columbus and Franklin County. CMHA is headed by a President & CEO and is governed by a Board of Commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and CMHA's procurement policy. The Agency was brought into existence by resolution of the State of Ohio's Board of Housing on May 8<sup>th</sup>, 1934. CMHA is a subdivision of the State of Ohio.

**C**urrently, the HA owns and/or manages: (a) 34 multi-family apartment complexes totaling 4,558 units; (b) eight senior complexes, totaling 714 units; and (c) seven Service Enriched complexes, totaling 410 units. The HA also administers approximately 13,500 Section 8 Housing Choice Vouchers and manages the HUD Project-Based Rental Assistance contracts covering 81,000 units in Ohio and Washington, D.C. through its subsidiary, Assisted Housing Services Corporation. The HA currently has approximately 166 employees.

**I**n keeping with its mandate to provide efficient and effective services, the HA is now soliciting proposals from qualified, licensed and insured entities to provide the services specified herein to the HA. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

Columbus Metropolitan Housing Authority (CMHA) is seeking quotes for Commercial Carpeting Cleaning at our corporate office buildings: 880 E 11<sup>th</sup> Avenue, Columbus Ohio 43211; 1407 Cleveland Ave, Columbus Ohio 43211, 240 N Champion Avenue, Columbus 43203 and 3400 Morse Crossing, Columbus Ohio 43219.

### **Scope of Work/Technical Specifications:**

- Clean *all* carpeting in the following areas:
  - Common Areas
  - Hallways
  - Office/Cubicles
  - High Traffic areas (Monthly)
  - Company must be able to clean by extraction or method approved by HA
  - Apply proper preconditioning to all spots/stained areas before cleaning
  - Apply deodorizer/sanitizer after each cleaning
  - Seasonal/Full Cleaning will be requested by "Purchasing Manager" only.
  - The contract term will be an (1) one year, with four one-year renewal options.
  - Service will begin 11/1/25 through 10/31/26
  - Approximately square footage at each location.
    - 880 E 11<sup>th</sup> Avenue, Columbus Ohio 43211 - (36,465 sq. ft.)
    - 1407 Cleveland Ave, Columbus Ohio 43211 - (8,000 sq. ft.)
    - 240 N Champion Avenue, Columbus Ohio 43203 – (8,369 sq. ft)
    - 3400 Morse Crossing, Columbus Ohio 43219. – (24,384 sq. ft)

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**The Columbus Metropolitan Housing Authority**

### **General Expectations:**

- Contractor shall provide demonstrated experience working with a similar Statement of Work
- All work shall meet or exceed state and local code requirements.
- Contractor shall adhere to strict safety compliance while performing this work
- Services are expected to be available upon an agreed upon date and time
- All documents submitted to CMHA will become public record. If you are submitting information which you think is “confidential” or “proprietary” to your firm, CMHA recommend that you label that information accordingly when submitting your response. CMHA cannot guarantee that type of information will be withheld from public disclosure

### **4. Termination:**

Any contract resulting from this IFB may be terminated under the following conditions:

- **By mutual consent of both parties, and**
- **Termination For Cause:** As detailed within Clause No. 3 of Form HUD-5370-C (10/2006), *General Conditions for Non-Construction Contracts, Section I – (Within or without Maintenance Work)*, attached hereto:
- CMHA may terminate any and all contracts for default at any time in whole or in part, if the contractor fails to perform any of the provisions of any contract, so fails to pursue the work as to endanger performance in accordance with the terms of the IFB or any resulting contracts, and after receipt of written notice from CMHA, fails to correct such failures within seven (7) days or such other period as CMHA may authorize or require.
- Upon receipt of a notice of termination issued from CMHA, the Contractor shall immediately cease all activities under any contract resulting from this IFB, unless expressly directed otherwise by CMHA in the notice of termination.
- CMHA may terminate any contract resulting from this IFB in whole or in part, if funding is reduced, or is not obtained and continued at levels sufficient to allow for the expenditure.
- **Termination For Convenience:** In the sole discretion of the HA, CMHA may terminate any and all contracts resulting from this IFB in whole or part upon thirty (30) days prior notice to the Contractor when it is determined to be in the best interest of the HA.
- The rights and remedies of CMHA provided under this section are not exclusive and are in addition to any other rights and remedies provided by law or under any contract.
- In the event the resulting contract from this IFB is terminated for any reason, or upon its expiration, CMHA shall retain ownership of all work products including deliverables, source and object code, microcode, software licenses, and documentation in whatever

form that may exist. In addition to any other provision, the Contractor shall transfer title and deliver to CMHA any partially completed work products, deliverables, source and object code, or documentation that the Contractor has produced or acquired in the performance of any resulting contract.

## Carpet Cleaning Fee Sheet

**Location: 880 E 11th Avenue, Columbus, OH 43211**

Services & Pricing	Estimated Square Feet	Price/Total
High-Traffic Areas Cleaning	_____	\$ _____
Full Clean (Entire Space)	_____	\$ _____

The submitted quote must clearly detail the cost of parts, applicable parts mark-up, labor charges, and the warranty coverage for both labor and materials.

All proposed fees must be all-inclusive, in accordance with the specifications outlined in the Statement of Work (SOW).

Failure to adhere to this format may result in the bid being classified as “non-responsive.”

All pricing provided must remain valid and binding for a minimum of 90 days following the date of the contract award.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**E-mail address (if available)**

\_\_\_\_\_  
**Phone/Fax**

## Carpet Cleaning Fee Sheet

**Location: 1407 Cleveland Avenue, Columbus, OH 43211**

Services & Pricing	Estimated Square Feet	Price/Total
High-Traffic Areas Cleaning	_____	\$ _____
Full Clean (Entire Space)	_____	\$ _____

The submitted quote must clearly detail the cost of parts, applicable parts mark-up, labor charges, and the warranty coverage for both labor and materials.

All proposed fees must be all-inclusive, in accordance with the specifications outlined in the Statement of Work (SOW).

Failure to adhere to this format may result in the bid being classified as “non-responsive.”

All pricing provided must remain valid and binding for a minimum of 90 days following the date of the contract award.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**E-mail address (if available)**

\_\_\_\_\_  
**Phone/Fax**

## Carpet Cleaning Fee Sheet

**Location: 240 N Champion Avenue, Columbus, Ohio 43203**

Services & Pricing	Estimated Square Feet	Price/Total
High-Traffic Areas Cleaning	_____	\$_____
Full Clean (Entire Space)	_____	\$_____

The submitted quote must clearly detail the cost of parts, applicable parts mark-up, labor charges, and the warranty coverage for both labor and materials.

All proposed fees must be all-inclusive, in accordance with the specifications outlined in the Statement of Work (SOW).

Failure to adhere to this format may result in the bid being classified as “non-responsive.”

All pricing provided must remain valid and binding for a minimum of 90 days following the date of the contract award.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**E-mail address (if available)**

\_\_\_\_\_  
**Phone/Fax**

## Carpet Cleaning Fee Sheet

**Location: 3400 Morse Crossing, Columbus, OH 43219**

Services & Pricing	Estimated Square Feet	Price/Total
High-Traffic Areas Cleaning	_____	\$ _____
Full Clean (Entire Space)	_____	\$ _____

The submitted quote must clearly detail the cost of parts, applicable parts mark-up, labor charges, and the warranty coverage for both labor and materials.

All proposed fees must be all-inclusive, in accordance with the specifications outlined in the Statement of Work (SOW).

Failure to adhere to this format may result in the bid being classified as “non-responsive.”

All pricing provided must remain valid and binding for a minimum of 90 days following the date of the contract award.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**E-mail address (if available)**

\_\_\_\_\_  
**Phone/Fax**



## 7. **Submission and Evaluation Requirements:**

### Submission of Essential Documents:

The Bidder's response to the IFB shall include the following documents, submitted in the order listed below:

- Cover letter and index
- Firm's résumé of qualifications  
(Please include previous experience with other government agencies)
- Organizational chart
  - Name of lead person and/or team coordinator
  - Staff capacity
- Previous related work history including three (3) references (former or current clients, preferably other than CMHA, for whom the Proposer has performed similar or like services to those being proposed herein.)
- Fee proposal (see above)
- Other relevant information at the Bidder's option
- Completed required forms: HUD-5369-C, 5369 and Conflict of Interest
- Form of Proposal (**Attachment A**)
- Profile of Firm (**Attachment B**)
- Section 3 Participation (if applicable)
- Proposer's Certification (**Attachment D**)
- **Instruction For Bidders/Proposers (Attachment E)**
- All Insurance requirements
- MBE Participation (if applicable)
- HUD Forms (**Attachment F**)

## 8. **Schedule and Required Information:**

- |                      |                          |
|----------------------|--------------------------|
| • Pre-bid conference | July 18, 2025 @ 11:00am. |
| • Bid Opening        | July 31, 2025 @ 2:00 pm. |
| • Interviews         | Upon HA discretion       |
| • Contract Award     | June 2024                |

### **The Pre-Bid Conference:**

A pre-bid conference will be held on **Friday, July 18, 2025**, from **11:00 AM to 12:00 Noon**. The walkthrough will begin at **880 E. 11th Avenue, Columbus, OH 43211**, and proceed sequentially to the following locations:

- **1407 Cleveland Avenue, Columbus, Ohio 43211**
- **240 N. Champion Avenue, Columbus, OH 43203**

- **3400 Morse Crossing, Columbus, OH 43219**  
**Building Access:** For entry to all listed locations during the pre-bid conference, please contact **614-314-1781** upon arrival.

### **Bid Opening**

Thursday July 31, 2025 @ 2:00pm

Join Zoom Meeting

<https://us02web.zoom.us/j/81231129348?pwd=xJRgC3xt1qJ4lw69P4UJVLdmkt9da0.1>

Meeting ID: 812 3112 9348

Passcode: 564098

The HA reserves the right to reject any or all proposals and to waive any informality or irregularity in any proposal.

## **9. Submission Information**

**Electronic Bid Submission:** Proposers are strongly encouraged to submit their comprehensive bid packages via email to [technicalresponse@cmhanet.com](mailto:technicalresponse@cmhanet.com), ensuring all information outlined in Section 3.0 – Proposal Format is fully included.

IFB # 2025-014

Carpet Cleaning Services

Bid Opening: July 31, 2025 @ 2:00pm

ZOOM:

<https://us02web.zoom.us/j/81231129348?pwd=xJRgC3xt1qJ4lw69P4UJVLdmkt9da0.1>

Andrea Quinichett

Procurement Department

880 E. 11<sup>th</sup> Avenue, Columbus, Ohio 43211

Bidder does not need to be present for bid opening. All Bids received after 2:00pm on the date specified above will be considered “non-responsive”.

**RESERVATION OF RIGHTS:** CMHA reserves the right to:

- a) **CMHA Options** – CMHA reserves the right to reject and cancel any or all proposals, to waive any informality in the IFB process, or to terminate the IFB process at any time, if deemed by CMHA to be in its best interests. CMHA reserves the right to request clarification of proposal data without changing the terms of the proposal.
- b) **Withdrawal**- CMHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days after the deadline for receiving proposals without the written consent of the CMHA Contracting Officer (CO).
- c) **Negotiation**- CMHA reserves the right to negotiate the fees proposed by the proposer entity.
- d) **Participation**- The Housing Authority (CMHA) shall reserve the right to at any time during the IFB or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the CMHA website, [www.cmhanet.com](http://www.cmhanet.com) and downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the CMHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the CMHA, but not the prospective proposer, of any responsibility pertaining to such issue.
- e) **Incurred Expenses** – CMHA shall NOT be liable for any costs incurred by Bidder in the preparation of proposals in response to this IFB, including any meetings, presentations, demonstrations, interviews or subsequent negotiations that may be requested or required.
- f) **Rules and Regulations** – The selected Consultant must comply with all laws, ordinances and regulations applicable to the services contemplated herein, including those applicable to conflict of interest. Bidder are presumed to be familiar with all federal, state and local laws that may in any way affect the services.
- g) **Contract Continuity** – The successful Consultant shall not enter into any subcontracts, retain consultants or assign, convey or otherwise dispose of the ensuing contract, or any or all of its rights, title or interest therein to any person, company or corporation without the prior written consent of CMHA.
- h) **Discrimination** – Bidder agree that there will be no discrimination as to race, sex, religion, color, creed or national origin in regard to obligations, work, and services performed under the terms of any ensuing contract.
- i) **Personnel Availability** – The personnel described in any submission shall be available to perform the services described barring illness, accident, or other unforeseeable events, in which event the Consultant must be able to provide a qualified replacement subject to CMHA's approval. All Consultant personnel shall be considered to be the sole employees of the consulting firm, under its sole direction, and not employees or agents of CMHA.
- j) **Contract payments** – Bidder should be aware that CMHA will only make payments on a Contract issued under this IFB after the work being billed has been completed, and will pay reimbursable expenses. No advance payments will be made; the Consultant must have the capacity to meet all the project expenses in advance of payments under its contract.
- k) **Taxes**-All persons doing business with CMHA are hereby made aware that the CMHA is exempt from paying Ohio State Sales and Use Taxes and Federal Excise Taxes. A letter of Tax Exemption will be provided upon request.
- l) **Official, Agent and Employees of CMHA Not Personally Liable**-It is agreed by and between the parties hereto that in no event shall any official, officer, employee or agent of CMHA in any way be personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, nor for any statement, representation or warranty made herein or in any connection with this agreement.
- m) **The HA reserves** the right to select a single provider or award to multiple providers.
- n) **The HA reserves** the right to add requirements during the contract period when it is in the best interest of the HA.
- o) **Award of contract(s)** under this IFB is subject to approval of the CMHA Board of Commissioners.

## FORM OF PROPOSAL (Attachment A)

(This Form must be fully completed and placed under Tab No. 1 of the "hard copy" tabbed proposal submittal.)

**Instructions:** Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Please complete this form by marking an "X," where provided, to verify that the referenced completed form or information has been included within the "hard copy" proposal submittal submitted by the proposer. Also, complete the Section 3 Statement and the Proposer's Statement as noted below:

X=ITEM INCLUDED	SUBMITTAL ITEMS <i>(four copies of each proposal, including one with original signatures)</i>
_____	Tab 1 Form of Proposal (Attachment A)
_____	Tab 2 Form HUD-5369-C (located on CMHA website) Form HUD-5369-A (located on CMHA website)
_____	Tab 3 Profile of Firm Form (Attachment B)
_____	Tab 4 Proposed Services
_____	Tab 5 Managerial Capacity/Financial Viability, including resumes
_____	Tab 6 Client Information
_____	Tab 7 Equal Employment Opportunity Statement
_____	Tab 8 Subcontractor/Joint Venture Information (Optional)
_____	Tab 9 Other Information (Optional)
_____	Tab 10 Section 3 Information

### SECTION 3 STATEMENT

Are you claiming a Section 3 business preference? YES\_\_\_\_ or NO\_\_\_\_. If "YES," pursuant to the Section 3 portion within the Conditions and Specifications, and pursuant to the documentation justifying such submitted under Tab No. 10, which priority are you claiming?  
\_\_\_\_\_.

### PROPOSER'S STATEMENT

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the HA discovers that any information entered herein to be false, such shall entitle the HA to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the costs where provided on the Fee Sheet, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the HA. Pursuant to all RFP Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the HA with the services described herein for the fee(s) entered within the areas provided on the Fee Sheet pertaining to this RFP.

Signature	Date	Printed Name	Company

## RFP 2025-014: PROFILE OF FIRM FORM (Attachment B)

(1) Prime\_\_\_ Joint Venture/ Partner\_\_\_ Sub-contractor\_\_\_ (This form must be completed by and for each).

(2) Name of Firm:\_\_\_\_\_ Telephone:\_\_\_\_\_ Fax: \_\_\_\_\_

(3) Street Address, City, State, Zip:\_\_\_\_\_

(4) Please attached a brief biography/resume of the company, including the following information:  
(a) Year Firm Established; (b) Year Firm Established in Columbus, Ohio; (c) Former Name and Year Established (if applicable); (d) Name of Parent Company and Date Acquired (if applicable).

(5) Identify Principals/Partners in Firm (Provide resumes for each under Tab No. 3):

NAME	TITLE	% OF OWNERSHIP

(6) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit under Tab No. 3 a brief resume for each. (Do not duplicate any resumes required above):

NAME	TITLE

(7) Proposer Diversity Statement: You must circle all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

☐ Caucasian      ☐ Public-Held      ☐ Government      ☐ Non-Profit  
                  American (Male)      Corporation      Agency      Organization  
                  \_\_\_\_\_%      \_\_\_\_\_%      \_\_\_\_\_%      \_\_\_\_\_%

Resident- (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following:

☐ Resident-    ☐ African    ☐ \*\*Native    ☐ Hispanic    ☐ Asian/Pacific    ☐ Hasidic    ☐ Asian/Indian  
                  Owned\*    American    American    American    American    Jew    American  
                  \_\_\_\_\_%    \_\_\_\_\_%    \_\_\_\_\_%    \_\_\_\_\_%    \_\_\_\_\_%    \_\_\_\_\_%    \_\_\_\_\_%

☐ Woman-Owned    ☐ Woman-Owned    ☐ Disabled    ☐ Other (Specify):  
                  (MBE)    (Caucasian)    Veteran    \_\_\_\_\_%  
                  \_\_\_\_\_%    \_\_\_\_\_%    \_\_\_\_\_%

WMBE Certification Number:\_\_\_\_\_ Certified by (Agency):\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

**RFP 2025-014: PROFILE OF FIRM FORM  
(Attachment B)**

(This Form must be fully completed and placed under Tab No. 3 of the "hard copy" tabbed proposal submittal.)

- (8) Federal Tax ID No.: \_\_\_\_\_
- (9) [APPROPRIATE JURISDICTION] Business License No.: \_\_\_\_\_
- (10) State of \_\_\_\_\_ License Type and No.: \_\_\_\_\_
- (11) Worker's Compensation Insurance Carrier: \_\_\_\_\_  
Policy No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- (12) General Liability Insurance Carrier: \_\_\_\_\_  
Policy No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- (13) Professional Liability Insurance Carrier: \_\_\_\_\_  
Policy No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- (14) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of \_\_\_\_\_, or any local government agency within or without the State of \_\_\_\_\_? Yes ☐ No ☐  
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.
- (15) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the HA? Yes ☐ No ☐  
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.
- (16) Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the HA or any person interested in the proposed contract; and that all statements in said proposal are true.
- (17) Verification Statement: The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the HA discovers that any information entered herein is false, that shall entitle the HA to not consider nor make award or to cancel any award with the undersigned party.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

### **Attachment D: Proposer's Certification**

By signing below, Proposer certifies that the following statements are true and correct:

1. He/she has fully authority to bind Proposer and that no member of Proposer's organization is disbarred, suspended or otherwise prohibited from contracting with any federal, state or local agency, and the individual or business entity named in this proposal is eligible to receive the specified payment and acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate.
2. Proposer proposes to furnish and deliver all items, for which proposals were provided herein, as specified in the proposal, in accordance with the terms, conditions, and specifications embodied herein, all of which terms, conditions, and specifications are hereby accepted and made a part of this proposal, all materials and supplies, which are described on the proposal worksheets herein and opposite of which prices have been entered, at the price or prices quoted, subject to valid price reductions as hereafter defined, as ordered for delivery, by CMHA.
3. Proposer agrees that this proposal shall remain open and valid for at least a period of sixty (60) days from the date of the proposal opening, or as may be specified herein, and that this proposal shall constitute an offer, which, if accepted by CMHA and subject to the terms and conditions of such acceptance, shall result in a contract between CMHA and the undersigned Proposer.
4. He/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this proposal.
5. Proposer, (the firm, corporation, partnership, or institution represented by the Proposer), or anyone acting for such firm, corporation or institution has violated the antitrust laws of the State of Ohio or the Federal Antitrust laws, nor communicated directly or indirectly this proposal to any competitor or any other person engaged in such line of business.
6. Proposer has not received compensation for participation in the preparation of the specifications for this solicitation.

**SIGNED:**\_\_\_\_\_ **Date**\_\_\_\_\_

**PRINT NAME:**\_\_\_\_\_

**PRINT COMPANY NAME:**\_\_\_\_\_

**COMPANY PHONE:**\_\_\_\_\_ **FAX:**\_\_\_\_\_

**E-MAIL ADDRESS:**\_\_\_\_\_

## **ATTACHMENT E: INSTRUCTIONS FOR BIDDERS/PROPOSERS**

### **SPECIAL CONDITION**

Special conditions included in the specifications shall take precedence over any provisions stipulated hereunder.

### **SIGNATURE REQUIRED**

Any page format in which proposal pricing is stated must be signed in ink followed by the person's signature printed or typewritten. If the proposer is a firm or corporation, insert the corporate name followed by the signature and title of a person authorized to sign said proposal.

### **PRINCIPALS, PARTNERSHIPS OR PROPRIETORS**

All proposers are required to attach to the proposal packet a list of all principals, partners or proprietors of the company along with the appropriate title and/or position of each person.

### **TAXES**

Federal and/or State taxes are not to be included in prices quoted. The successful proposer will be furnished an exemption certificate if needed.

### **PRICING**

Proposers are to quote firm prices unless otherwise noted in the specifications. In case of a discrepancy in computing the amount of the proposal, the UNIT PRICE quoted will govern. In the event of a conflict between the price in numbers and the price in words, the price IN WORDS WILL CONTROL.

Quotations are requested F.O.B. destination. If quoted F.O.B. Shipping Point, include freight estimate and full value insurance cost.

### **ACCEPTANCE AND REJECTION**

This proposal will be accepted or rejected within a period of sixty (60) days from the proposal opening date. CMHA reserves the right to reject any and all proposals, to waive technicalities, and to request a re-quote on the required materials and/or services. If more than one item is listed, prices shall be quoted on each unit. However, each item shall be considered a separate proposal and CMHA reserves the right to award a contract on each item separately proposed, or on all items as a whole or any



combination thereof. Proposers whose proposal is made on an "all or none" basis must clearly state such fact in the proposal.

### **WITHDRAWAL OF PROPOSALS**

Proposers may withdraw their proposals at any time prior to the time specified in the advertisement as the closing time for the receipt of proposals. However, no Proposer shall withdraw or cancel his proposal for a period of sixty (60) days after said advertised closing time for the receipt of proposals.

### **SUBMISSION OF PROPOSAL**

Proposals must be submitted on the attached proposal page unless otherwise noted in the specifications. Blank spaces in the proposal must be completed and the phraseology is not to be changed. Any additional conditions, limitations, or provisions attached to the proposal may result in its rejection. It is important that all pages be in proper sequence. If the vendor does not wish to propose, the proposal should be so marked.

Proposals received prior to the time of the opening will be securely kept, unopened. No proposal received after the specified time will be considered except under the following conditions: if a proposal arrives by mail after the time fixed for opening, but before award is made, and it is shown to the satisfaction of the awarding officer that late arrival was due solely to delay in the mails, such proposals will be received and considered. No responsibility will attach to an officer for the premature opening of a proposal not properly addressed and identified.

Proposals must be submitted in a sealed envelope and clearly state the Proposer's Name, Address, RFP number and RFP Submittal deadline date.

### **CHANGES AND ADDENDA TO PROPOSAL DOCUMENTS**

Each change or addendum issued in relation to this proposal document will be on file in the office of the Purchasing Department no less than five (5) working days prior to the scheduled proposal closing. In addition, to the extent possible, copies will be mailed to each person registered as having received a set of proposal documents. Total proposal or specific item cancellations may be issued later than the time specified above.

### **DELIVERY**

Time will be of the essence for any orders placed as a result of this proposal. Purchaser reserves the right to cancel such orders, or any part thereof, without obligation if delivery is not made within the time(s) specified. Delivery shall be made 8:00 a.m. to 4:00 p.m. Monday through Friday to the destination shown on the proposal.

## **QUALITY**

Unless otherwise stated by the proposer the proposal will be considered as being in strict accordance with the specifications outlined in the Proposal Document.

Reference to a particular trade, manufacturer's catalog or model number is made for descriptive purposes to guide the proposer in interpreting the requirements of CMHA. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However, the proposer, if awarded a contract, will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted and described in the proposal.

## **SAMPLES**

Samples, when requested, must be furnished free of expense and, if not destroyed, will upon request be returned at the proposer's expense.

## **INELIGIBLE PROPOSERS**

CMHA is prohibited from making any awards to contractors, subcontractors or firms who are on lists of those ineligible to receive awards from the United States, as furnished periodically by HUD. The current list of ineligible firms is available for inspection by prospective proposers at the offices of CMHA.

CMHA is required to procure contracts only with responsible contractors, i.e. those who have the technical and financial competence to perform and who have a satisfactory record of integrity. Before awarding a contract CMHA will review the proposed contractor's ability to perform the contract successfully, considering factors such as the contractor's integrity, record of past performance, and financial and technical resources.

## **AWARD OF CONTRACT**

The contract will be awarded to the responsible proposer submitting the lowest proposal complying with the conditions of the Invitation for Proposal with equal consideration being given to the detailed action plan, provided his proposal is reasonable and it is to the interest of CMHA to accept it. CMHA will consider proof of success of procedures (i.e., references) in the final determination.

All specifications and proposal documents become a binding part of the contract.

## **SUBCONTRACTORS**

The contractor shall not contract with any proposed subcontractor who has not been accepted by CMHA. The contractor shall notify CMHA in writing the name of each

proposed subcontractor. The acceptance or any objection shall be expressed in writing by CMHA within ten (10) working days after receipt of said request. CMHA may, without claim for extra cost by the contractor, disapprove any subcontractor for cause on the basis of its own determination or, because the contractor is listed as ineligible to receive awards of contracts for the United States on a current list or lists furnished by HUD.

### **CANCELLATION**

CMHA reserves the right to monitor and evaluate the performance of a vendor, pursuant to this proposal, on a regular basis. Either CMHA or the vendor may terminate this contract upon a material violation of the terms herein, provided that the offended party issues written notice of the violation to the offending party.

### **PRE-PROPOSAL CONFERENCE**

Where advisable or in the Authority's interest a Pre-Proposal Conference will be conducted for all proposers as specified in the proposal advertisement (time and location). However, in lieu of the aforementioned, any proposer or prospective proposer interested in a pre-proposal conference may request one by contacting the Purchasing Agent within seven (7) days after the date of the first publication of the notice to proposal. This conference shall be for clarification of procedures and requirements connected with the preparation of responsive proposals only.

## **MINORITY AND FEMALE BUSINESS ENTERPRISE POLICY**

As policy, the Columbus Metropolitan Housing Authority (CMHA) will aggressively seek to contract with minority and/or female business enterprises for at least fifteen percent (15%) of its annual dollar expenditures for construction, development and supply of goods and services. Initially, CMHA will seek to meet this goal by expanding and improving its contacts with appropriate minority and/or female business enterprises, so that more responsive proposals and competitive quotations can be solicited and received from such business enterprises. CMHA will, therefore, compile and maintain a master list of minority and female business enterprises (categorized and referenced by types of businesses) and related non-profit or service organizations. These businesses and specific groups will be kept informed, through outreach activities, regarding general and specific business opportunities with CMHA. Formal bidding through public advertisements will also be paid for or sponsored by CMHA with minority press and media as well as the major Columbus newspaper. Training sessions, focusing on both CMHA's general business practices and specific construction jobs or purchasing transactions, will also be conducted for the benefit of minority and/or female business enterprises on a regular basis. Actual contract awards for construction and purchasing will be recorded and monitored for minority and/or female business enterprise participation, and selected proposers will be expected to achieve their minority and/or female business enterprise commitments. Implementation duties for this policy will be delegated to the Minority Business/Contract Compliance Officer (for development activities) and the Purchasing Agent (for procurement activities), under the general supervision of the President\CEO.

**Attachment  
F: HUD FORMS**

5369 Instructions to Offerors Non-Construction  
<http://www.hud.gov/offices/adm/hudclips/forms/files/5369.pdf>

5369-C (8/93), Certifications & Representations of Offerors  
Non-Construction Contract  
<http://www.hud.gov/offices/cpo/forms/hud5369c.pdf>

5370-C Sections I & II General Conditions for Non-Construction Contracts,  
(With or without Maintenance Work)  
<http://www.hud.gov/offices/adm/hudclips/forms/files/5370-C1.pdf>  
<http://www.hud.gov/offices/adm/hudclips/forms/files/5370-C2.pdf>

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