



422 Chestnut Street
Post Office Box 1219
Gadsden, AL 35902-1219



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TDD Line for Deaf (800) 548-2546

INVITATION FOR QUOTE

January 18, 2023

Quotes will be accepted until 2:00 p.m. CST on **Wednesday February 1, 2023**, to perform janitorial services. Quotes will be received in the Purchasing Office located at 500 Tuscaloosa Avenue, Gadsden, Alabama. **All quotes must be marked Janitorial Quote, attention Misty Gaylor.** All quotes submitted will become the property of the Greater Gadsden Housing Authority. Any quote(s) received after the above time will not be considered, and facsimile copies will not be accepted. Mailed quotes must be received prior to the deadline.

The Authority reserves the right to waive any informality in any quote and to reject any or all quotes. The Authority also reserves the right not to enter into any contract as a result of this invitation.

The contract for the services provided in the contract will be effective for a period of one (1) year with an option for two additional one (1) year terms if the GGHA and successful company agree to do so each year.

INSTRUCTIONS TO BIDDERS

All companies must supply the Housing Authority with information detailing the length of time in business, principal officers and personnel, and references by current customers. Companies must possess a business license with the City of Gadsden. Any firm submitting a proposal must be bonded and will be required to submit proof of insurance if selected. If any insurance expires during the period of the contract, it is the responsibility of the company to make sure the Housing Authority is provided with current, updated certificates before any future work is done by the company on GGHA properties. Insurance must be in effect at all times. Failure to maintain insurance will be grounds for contract termination, if awarded. All employees must be paid no less than the minimum wage of the newest wage published by Office of Labor Relations HUD Form 52158 (copy attached), without exception.

- (1) General Liability Insurance in the amount of \$100,000.00 minimum.
- (2) Automobile Insurance
- (3) Workers Compensation Insurance
- (4) Employee Theft

All companies will be required to show, to the satisfaction of the Authority, that they possess the adequate financial resources, experienced personnel, equipment, and expertise to perform the services required by these specifications. No contract will be awarded to any company that, as determined by the Authority, has an unsatisfactory performance record or inadequate

experience. Nor will a contract be awarded to any company that lacks the necessary capital, organization, personnel, and equipment to conduct and complete the janitorial services in strict accordance with the specifications of this request for quotes.

1. DESCRIPTION OF PROPERTIES AND SERVICES:

There are nine offices (6 recreation areas, 1 central laundry room) where janitorial services will be required, all are within the city limits of Gadsden and identified as follows:

Office	Address	Description
Central Administrative	422 Chestnut Street	Two story with Approx. 9500 sf. with 4 restrooms
Central Maintenance	500 Tuscaloosa Avenue	Approx. 5700 sf. with one multi stall restroom and one single restroom
Colley Homes	400 North 6 th Street 406A North 6 th Street	Office - Approx. 450 sf. Rec. bldg. – Approx. 840 sf.
Carver Village	1109 Jacksonville Ct	Office - Approx. 500 sf. Rec. bldg. – Approx. 1800 sf.
Emma Sansom Homes	2200 White Avenue 206 North 22 nd Street	Office - Approx. 750 sf. Rec. bldg. – Approx. 1400 sf.
Gateway Village	1319 Walnut Street	Office - Approx. 750 sf. Rec. bldg. – Approx. 1250 sf.
Campbell Court	100 Campbell Ct	Office - Approx. 600 sf. Rec. bldg. – Approx. 1277 sf.
Starnes Park	601 Starnes Park	Office - Approx. 600 sf. Rec. bldg. – Approx. 1000 sf.
River Hill Estates	720 Ewing Ave	Office- Approx 200 sf. Laundry Room- Approx. 200 sf.

All weekly cleaning will be performed during business hours 7:00 am until 5:00 pm Monday through Thursday. The central administrative and central maintenance offices will require cleaning once a week on Tuesday or Wednesday. The other seven offices will require cleaning every week except for the first cleaning day after the 10th of the month. The Recreation buildings will be cleaned on the first cleaning day after the 10th of the month. Campbell Court is only open from 8:00am till 11:30am, while Starnes Park and Gateway Village are open from 1:00pm till 4:00pm.

Development Name	Rental/Central Office with Bathrooms Frequency	Rec and Laundry Rooms Frequency
Central Administrative	Once per week Wednesday	N/A
Central Maintenance	Once per week Tuesday or Wednesday	N/A

Colley Homes	Once per week: Weeks 2, 3, 4, and 5	Once per week: Weeks 2, 3, 4, and 5
Carver Village	Once per week: Weeks 2, 3, 4, and 5	Once per week: Weeks 2, 3, 4, and 5
Emma Sansom Homes	Once per week: Weeks 2, 3, 4, and 5	Once per week: Weeks 2, 3, 4, and 5
Gateway Village	Once per week: Weeks 2, 3, 4, and 5	Once per week: Weeks 2, 3, 4, and 5
Campbell Court	Once per week: Weeks 2, 3, 4, and 5	Once per week: Weeks 2, 3, 4, and 5
Starnes Park	Once per week: Weeks 2, 3, 4, and 5	Once per week: Weeks 2, 3, 4, and 5
River Hill Estates	Once per week: Weeks 2, 3, 4, and 5	Once per week: Weeks 2, 3, 4, and 5

Cleaning will include:

- Emptying trash containers & replacing liners
- Dusting – furniture tops, open shelves, wall hangings, base boards, vents, (blinds monthly), etc.
- Spot clean small carpet stains as needed
- Vacuum all carpet and entrance mats
- Mop all VCT Tile with disinfectant detergent
- Sweep/dust stairs and landings as needed and mop monthly
- Windows, glass partitions, and doors – clean both sides including trim
- Spot clean around wall switches, etc. as needed
- Leather furniture – wipe down monthly with disinfectant cleaner
- Elevator doors and walls – wipe clean
- Clean water fountains with disinfectant
- Clean and disinfect telephone handsets. Clean phone screens with a duster or electronic cleaner only.

- Kitchens/Break rooms
 - Wipe counters, cabinets, table and chairs with disinfectant cleaner
 - Clean microwave inside and out
 - Wipe exterior surface of refrigerator, stove, etc. with disinfectant cleaner
 - Clean and disinfect sink with non-abrasive cleaner
 - Clean metal parts of fixtures
- Restrooms
 - Clean toilets and urinals with germicidal disinfectant
 - Wash and disinfect sink with non-abrasive cleaner
 - Clean metal parts of fixtures
 - Clean and polish mirrors
 - Clean and replenish hand towel, soap dispensers, toilet paper
 - Clean tile walls and partitions with detergent/disinfectant
 - Disinfect doorknobs/push plates
- Inventory and Restock Supplies
 - Inventory toilet tissue for all bathrooms, paper towels for bathroom and kitchen(s), and trash bags. Restock supplies in the same day following approval of requisition from purchasing agent.
 - Must request necessary inventory from purchasing agent so that bathrooms, kitchens, and supply closets are adequately stocked with items noted above.
- Other general cleaning as required

GGHA will supply trash can liners, hand soap, toilet paper and hand towels. All cleaning supplies/equipment will be provided by the contractor.

Additionally, a price for stripping and waxing (two coats) all VCT and for cleaning/shampooing all carpet on an as needed basis is requested

Questions and/or a tour of the sites (tour strongly recommended) may be obtained from the office of the Purchasing Agent, Misty Gaylor, located at 500 Tuscaloosa Avenue, Gadsden, Alabama 35901, or by calling (256) 547-0839.

Each company should submit a proposal based on a monthly fee for cleaning plus additional items. The contract will be awarded to the lowest responsible company. The contract is subject to annual authorization based on the availability of funds and approval by the U.S. Department of Housing and Urban Development.

2. TERM:

The contract will be for a period of one (1) year, with an option for two additional one (1) year terms if GGHA and successful company agree to do so each year.

The Housing Authority reserves the right to cancel the contract at any time, should services not meet the satisfaction of the Authority. A thirty (30) day written notice will be provided to the company before termination procedures are begun.

3. INSURANCE:

The Company must possess and maintain all insurances, as listed below, throughout the duration of the contract. Any lapse of coverage will result in immediate cancellation of the contract by the Housing Authority.

- (1) General Liability Insurance in the amount of \$100,000.00 minimum.
- (2) Automobile Insurance
- (3) Workers Compensation Insurance
- (4) Employee Theft

The policy, or policies, must name the Housing Authority as additional insured and must contain a clause stating that the Insurer will not cancel or decrease any coverages without a thirty (30) day written notice to the Housing Authority.

A Certificate of Insurance must be furnished to the housing Authority within five (5) days of Notice of Successful Bid. A contract will not be executed otherwise.

4. PAYMENT:

Check runs are processed bi-weekly, and invoices will be paid the following check run after receipt of invoice. Invoices must be itemized by property and services provided at each location. Please note that if a service is not provided during a given week, then invoices must be prorated accordingly.

**HUD-52158
Maintenance Wage Rate Determination**

**U.S. Department of Housing and Urban Development
Office of Davis-Bacon and Labor Standards**

Issuance of a Maintenance Wage Rate Determination to a Public Housing Agency, Tribally Designated Housing Entity, or the Department of Hawaiian Home Lands (collectively "Local Contracting Agencies" or "LCAs") does not require the LCA to submit any materials to HUD upon receipt. Issuance of this form sets an obligation on the receiving LCA to pay no less than the HUD-determined or adopted prevailing wage rates to maintenance laborers and mechanics employed in the LCA's operation of certain Public and Indian housing projects. This requirement is set by statute pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended (42 USC § 1437j(a)), and Sections 104(b) and 805(b) of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA), as amended (25 USC § 4114(b) and 25 USC § 4225(b), respectively.)

Agency Name: Greater Gadsden Housing Authority	DBLS Agency ID No: AL060A	Wage Decision Type: <input checked="" type="checkbox"/> Routine Maintenance <input type="checkbox"/> Nonroutine Maintenance
	Effective Date: July 1, 2022	Expiration Date: June 30, 2023

The following wage rate determination is made pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended (Public Housing Agencies), or pursuant to Section 104(b) of the Native American Housing Assistance and Self-Determination Act of 1996, as amended (Tribally Designated Housing Entities), or pursuant to Section 805(b) of the Native American Housing Assistance and Self-Determination Act of 1996, as amended (Department of Hawaiian Home Lands). The Agency and its contractors shall pay to maintenance laborers and mechanics no less than the wage rate(s) indicated for the type of work they actually perform.

DBLS Staff Signature

Date

Name and Title

WORK CLASSIFICATION(S)	HOURLY WAGE RATES	
	BASIC WAGE	FRINGE BENEFIT(S) (if any)
Maintenance Mechanic	\$20.36	
Painter	\$18.45	
Mechanic Assistant	\$18.45	
Maintenance Laborer	\$15.11	
Custodian	\$11.25	
Groundskeeper	\$10.19	