



Alexandria Redevelopment and Housing Authority

Alexandria Redevelopment & Housing Authority

401 Wythe Street
Alexandria, Virginia 22314
www.arha.us

Invitation for Bids

IFB No: B-04-24

Janitorial Services

Issue Date: April 2nd, 2024

Bids Due Date: May 2nd, 2024 @ 2.00 P.M EST

Contact Information:

Mohammad Muhsen
Procurement Manager
Tel: (703) 549-7115 Ext: 232
Fax: (703) 683-1376
Email: mmuhsen@arha.us

Table of Contents

1.	Introduction	3
2.	Solicitation Background and Anticipated Schedule	4
3.	Reservation of Rights	5
4.	Scope of Work	6
4.2	Execution.....	6
4.4	Quality Control.....	10
4.5	Schedule & Frequency	11
5.	Response	12
6.	Contract Award	17
7.	Contract Payment	18
8.	Attachments	19
8.1	Attachment A: Bid for Lump Sum Contract	19
8.2	Attachment B: Instructions to Bidders for Contracts Form HUD-5369-B.....	19
8.3	Attachment C: Certifications and Representations of Offerors	19
	Non-Construction Contract Form HUD-5369-C	19
8.4	Attachment D: Non-Collusive Affidavit	19
8.5	Attachment E: Equal Employment Opportunity Certification, Form Hud-92010	19
8.6	Attachment F: Section III Compliance Clause and Commitment Form	19
8.7	Attachment G: Certification for Business Concerns Seeking Section 3	19
8.8	Attachment H: Eligibility for Preference	19
8.9	Attachment I: Minority Business and Section III Participation	19
	Commitment Form	19
8.10	Attachment J: Contractor’s Certification Regarding Subcontractors.....	19
8.11	Attachment K: Client Reference Form	19
8.12	Attachment L: Form W-9- Request for Taxpayer Identification Number	19
8.12	Attachment M: Proposed Service Form.....	19
8.13	Attachment N: Register of Wage Determinations Under The Service.....	19
	Contract Act.....	19
8.14	Attachment O: Sample Contract	19
8.15	Attachment P: General Conditions for Non-Construction Contracts,	19
	Form HUD-5370-C.....	19
8.17	Attachment Q: Supplemental Terms and Conditions of the Contract.....	19
8.18	Attachment R: Sample Notice to Proceed.....	19

1. Introduction

- 1.1. Alexandria Redevelopment & Housing Authority (hereinafter, ARHA) was established on June 27, 1939, by City Ordinance and Mayoral appointment of a five-member Board of Commissioners, by Virginia legislation. The first low-rent housing units were occupied in 1941. The primary purposes of the Authority as stated in its By-Law documents are listed below.
- 1.2. ARHA is governed by a nine-member Board of Commissioners appointed by the Alexandria City Council to staggered four-year terms and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”) and ARHA’s procurement policy. Board members are responsible for setting policy, representing the community interest, and hiring the Chief Executive Officer who is responsible for agency operations.
- 1.3. The mission of ARHA is to create, provide, and increase high-quality housing opportunities for City of Alexandria residents through effective and responsive management and responsible stewardship of public and private funds.
- 1.4. The United States Department of Housing and Urban Development ("HUD"), a federal agency, partially funds and monitors the operations of the ARHA. **Nothing contained in this IFB or in the contract resulting from the selection process shall be construed to create any contractual relationship between the successful respondent and HUD.**
- 1.5. In addition to the provision of housing and housing assistance to low-income families, ARHA has expanded its focus into the redevelopment of public housing properties, acquisition of affordable housing units, use of non-HUD sources of funding, and creation of partnerships with both non-profit and for-profit entities.
- 1.6. The Alexandria Redevelopment & Housing Authority (ARHA) has approximately 78 full-time and part-time employees and administers the following housing programs and property management services:

Public Housing Program	644 units
Project Based (Moderate Rehabilitation) Vouchers	109 units.
Project-Based Voucher (Sec. 18/RAD/JB5)	169 units
Market-Rate Housing	84 units
Low-Income Housing Tax Credits (LIHTC)	84 units
Section 8 Housing Choice Voucher Program	1,547 units
- 1.7. ARHA maintains a website at <http://www.arha.us> with information for clients, landlords, prospective business partners, and the public at large.

2. Solicitation Background and Anticipated Schedule

- 2.1. ARHA is seeking to obtain bids from firms qualified to perform services as described within the Scope of Work below at the location listed below.
- 2.2. It is the intention of ARHA to award a contract for one (1) year with four (4) one-year options to renew.
- 2.3. This solicitation is subject to the ARHA Procurement Policy dated March 2024, a copy of which will be provided upon request.
- 2.4. Every effort will be made to maintain this schedule. However, all dates are subject to change if it is deemed to be in the best interest of ARHA.

<p>ARHA CONTACT PERSONS NOTE: All questions shall be submitted by email to the provided contact persons or through eProcurement. All questions will be replied to as submitted through an addendum posted in eProcurement.</p>	<p>Mohammad Muhsen, VCA Telephone: (703) 549-7115 ext. 232 E-mail: mmuhsen@arha.us</p>
<p>HOW TO OBTAIN THE IFB DOCUMENTS ON THE ePROCUREMENT MARKETPLACE</p>	<ol style="list-style-type: none"> 1. Access https://ha.internationaleprocurement.com/ (no “www”). 2. Click on the “Login” button on the upper left side. 3. Follow the listed directions. 4. If you have any problems accessing or registering on the system, please call customer support at: 1-866-526-9266. Email: larry.t.hancock@gmail.com
<p>PRE-BID CONFERENCE and Site Visit</p>	<p>Tuesday, April 16th, 2024 @ 09:30 A.M EST Administration Offices: 401 Wythe Street, Alexandria Virginia 22314</p>
<p>QUESTION SUBMITTAL DEADLINE</p>	<p>Monday 22nd, 2024 @ 02.00 P.M EST</p>
<p>QUESTIONS ANSWERED THROUGH ADDENDUM: ADDENDUM POSTED DATE:</p>	<p>Tuesday, April 26th, 2024.</p>
<p>BID SUBMITTAL RETURN & DEADLINE</p>	<p>Thursday, May 2nd, 2024 @ 2:00 P.M EST</p>

3. Reservation of Rights

- 3.1. ARHA reserves the right to reject any or all bids, to waive any informality in the solicitation process, or to terminate the solicitation process at any time, if deemed by ARHA to be in its best interest.
- 3.2. ARHA reserves the right not to award a contract pursuant to this solicitation.
- 3.3. ARHA reserves the right to award separate agreements based on criteria that ARHA determines to be appropriate. ARHA reserves the right to name a secondary or backup contractor to be utilized based on criteria that ARHA determines to be appropriate.
- 3.4. ARHA reserves the right to terminate the contract awarded pursuant to this solicitation, at any time for its convenience or for contractor default upon ten days written notice to the successful bidder(s).
- 3.5. ARHA reserves the right to determine the days, hours, and locations that the successful bidder(s) shall provide the services called for in this solicitation.
- 3.6. ARHA reserves the right to retain all responses submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving bids without the written consent of the Contracting Officer.
- 3.7. ARHA reserves the right to negotiate the fees submitted.
- 3.8. ARHA reserves the right to reject and not consider any response that does not meet the requirements of this solicitation, including but not necessarily limited to:
 - 3.8.1. Incomplete responses and/or responses offering alternate or non-requested services,
 - 3.8.2. Failure to use ARHA and HUD provided forms, or
 - 3.8.3. Failure of the bidder to check for addenda or corrections and adhere to any revised requirements.
- 3.9. ARHA shall have no obligation to compensate any bidder for any costs incurred in preparing the response to this solicitation.
 - 3.9.1. In the event of legal action ARHA will not waive trial by jury.
 - 3.9.2. ARHA at its sole discretion will select a venue for any legal proceedings arising from this contract.
 - 3.9.3. This invitation for bid and any subsequent contract supersedes any other agreement with contractor/vendor.

4. Scope of Work

4.1 Summary

The Alexandria Redevelopment and Housing Authority (ARHA) will require the services of a professional contractor to perform Cleaning Services at the following administrative office buildings and Properties: 1) 401 Wythe Street 2) 322 Tancil Court, 3) Princess Square Condo Buildings and exterior property, 805, 835, 905, 935 N. Patrick located in the City of Alexandria, Virginia. It is the contractor's responsibility to familiarize him/herself with the physical size and conditions of the office and the property sites. The Office and Property Cleaning Services shall be performed under the terms and conditions of the Contract and the specifications included herein.

4.2 Execution

The Contractor shall provide all supervision, labor, janitorial and cleaning products, janitorial supplies, cleaning and/or maintenance equipment, and other tools and materials necessary for the cleaning of the offices, including but not limited to the following schedule, methods, and materials:

4.2.1 Office Cleaning Daily Service

The Contractor shall complete the following tasks on a daily basis, during normal business days (Monday to Friday, except on Holidays) between the hours of 7:00 PM and 11:59 PM:

TRASH:

- Empty all wastebaskets and trash containers.
- Remove collected trash from the site and dispose of the same in a secure manner.
- Replace all trash liners with new and clean liners, after cleaning the interior of containers.

CARPET & RUGS:

- Vacuum completely all common areas with carpet or rugs.
- Vacuum as needed all other carpeted areas, including private and/or common office spaces.
- Remove stain, dirt spots, food or other caused soiled areas on a daily basis.
- Remove mildew, mold or other foreign elements and report to Owner when observed, to determine cause of problem.

GENERAL CLEANING

- Clean all entry doors thoroughly including any glazing, solid surfaces, panels, door jambs, hardware devices, locks, etc. to remove hand prints, finger marks

and stains.

- Clean main entrance glass panels, sidelights, glass transoms, or any other structure part of the entranceway.
- Clean, sanitize and polish drinking fountains, kitchen sinks & faucets, refrigerator and microwave doors, counter tops, table tops, kitchen cabinets, desk tops, file cabinets, chairs, conference room furniture, including tables and chairs, etc.
- Clean and sanitize all telephone's handsets and handset rest. Dust off telephone touch pads and screens (Application of cleaning agents to screen and touch pad is forbidden).

REST ROOMS

- Wash, clean and sanitize all rest rooms, including but not limited to porcelain fixtures, countertops, mirrors, stainless steel surfaces, laminated surfaces, water closets, urinals, partitions, wall mounted disposal or dispenser containers, soap dishes, shelves, ceramic tile flooring and wall, lighting fixture covers or lenses, window interior glazing, door hardware, etc.
- Mop ceramic tile flooring, resilient flooring (VCT) with a sanitizing mix in all bathroom on a daily basis.
- Replace and/or replenish all consumable paper goods, towels, soap, seat covers and maintain enough on-hand toilet tissue for daily usage.

OTHER FLOORING

- Mop all hard and resilient floors. Spot mop to remove spillage and stains.
- Mopping must be completed with clean water and detergent and mop head must be cleaned and sanitized thoroughly after each use.

4.2.2 Office Cleaning Weekly Service

The following tasks shall be completed by the Contractor on a weekly basis, once every seven (7) days and during normal business days (Monday to Friday, except on Holidays) between the hours of 7:00 PM and 11:59 PM:

- Thoroughly vacuum all carpeted areas and/or or rugs and floor mats.
- Clean and remove large stains and food spillage from carpet or rugs, as needed.
- Spray buff and dust mop resilient flooring to remove scuffs and heel marks.
- Dust and clean all horizontal surfaces below a height of sixty inches (60"), including trims, chair rails, hand rails, cove base, wainscot panels, wall covering, moldings, veneers and any other architectural trim or décor.
- Dust and clean windows glazing, sills, sashes, hardware, window decor, and all appropriate hardware.
- Dust and clean the exterior envelope of all air conditioning of heating covers

or vents located above the floor level, wall attached or ceiling mounted.

- Clean and polish exposed finished surfaces of door handles, knobs, viewers, plaques, signs, kick plates, and door saddles including grooved, rubberized, or vinyl protectors or edges, door stops and any other area exposed to daily clients/employees' traffic.
- Clean and sanitize the inside of the refrigerator, microwave, and other appliances as applicable.
- Clean windows interior surfaces (glazing and frame) and all accessible exterior window panes (sashes) and frames, located at the ground level and/or upper floors.

4.2.3 Office Cleaning Monthly Service

The Contractor monthly shall complete the following tasks, during normal business days (Monday to Friday, except on Holidays) between the hours of 7:00 PM and 11:59 PM:

- Dust and clean all horizontal wall surfaces including trims, chair rails, hand rails, cove base, wainscot panels, wall covering, moldings, veneers and any other architectural trims or décor.
- Clean thoroughly all Venetian blinds and louver door slots.
- Clean thoroughly the exterior envelope of all Air Conditioning or Heating covers or vents located above the floor level, wall attached or ceiling mounted.
- Clean thoroughly and polish all brass, chrome or other finished surfaces including but not limited to door handles, knobs, viewers, plaques, pictures, clocks, paintings, frames, signs, kick plates, door saddles including grooved, rubberized, or vinyl protectors or edges, door stops and any other area exposed to daily clients/employees traffic.
- Vacuum ceiling grids and vents from the HVAC system.
- Wash and sanitize ceramic tiles in restrooms, including floor and walls
- Wash, strip, wax, buff, and polish all resilient flooring to a mirror-like finishing, the contractor is to use three coats of non-slip floor finish as required.

4.2.4 Office Cleaning Other Services:

**(These services are to be provided quarterly (4 times per year)
at Owner's request only)**

- Carpet cleaning and treatment with Owners approved carpet shampoo cleaner and treatment, including high-pressure application and vacuuming of treated areas by means of UL commercial-grade mechanical carpet cleaning machine.
- High-pressure washing of exterior areas such as sidewalks, brick or stone veneer, glass blocks, exterior glazing, or any other area that may require the use of a high-pressure washing machine using tap water and additives, with a pressure of 3000 PSI or more.

4.2.5 Building Cleaning Services

The Contractor shall complete the following tasks on a Monday, Wednesday & Friday, during normal business days between the hours of 8:00 AM and 12:00 PM:

GENERAL CLEANING

- Clean all front entry building doors thoroughly including any glazing, solid surfaces, panels, door jambs, hardware devices, locks, etc. to remove handprints, finger marks and stains.
- Clean the main entrance glass panels, sidelights, glass transoms, or any other structure part of the entranceway.
- Wall Washing the surface of all painted and fabric covered walls, wood panels, and tile walls will have a uniformly clean appearance, free from dirt, stains, streaks, and cleaning marks. Caution shall be taken when cleaning dry walls to avoid damaging from over rubbing.
- Sweep, pick up litter and mop stairs and stairwells. Clean stairwell area handrails.

FLOORING

- Properly swept all floors to be free of all dirt, grit, lint, and debris.
- Mop all hard and resilient floors. Mop to remove spillage and stains.
- Mopping must be completed with clean water and detergent and mop head must be cleaned and sanitized thoroughly after each use.
- A satisfactorily damp mopped floor is done with a clean mop head and cleaning solution leaving floors without dirt, dust, marks, film, streaks, debris, or standing water.
- Removal is accomplished when surfaces have all finishes removed, down to the flooring material, and are free of all dirt, stains, deposits, debris, cleaning solution, and standing water, and the floor has a uniform appearance when dry. Plain water rinses and pick-up must follow the finish removal operation immediately.
- Spot clean baseboards removing all spots and soil buildup.
- Floors are to be spray waxed and buffed on an as-needed basis.

WINDOWS

- Clean all windows to remove all dirt, lint, cobwebs, and other debris.
- Windows shall be cleaned without streaks, film, deposits, and stains, and have a uniformly bright appearance and adjacent surfaces have been wiped clean.
- Thoroughly dust, with a treated cloth, all window frames, and sills.

EXTERIOR PROPERTY

- Remove all loose trash, refuse, and recyclable material from the bushes, sidewalks, playground and dispose of it in the proper trash dumpster.

- Remove all loose trash, refuse and recyclable material from the trash enclosures.

If ARHA does not require all the number of cleanings included in the Bid for Lump Sum Contract, the Contractor shall issue ARHA a change order deducting the services not provided under this Contract.

4.3 Materials and Supplies

Contractor shall supply and maintain all necessary materials and janitorial supplies required to complete the work scope described herein, including but not limited to:

- Toilet paper tissues, paper towel tissues, disposable toilet seat covers
- Handy wipes, cleaning rags
- Mop heads, brooms, dustpans, brushes, etc.
- All detergents and other cleaning agents
- All disinfectants or sanitizing products
- Floor treatment products (striper, wax, degreaser, etc.)
- Glass and window cleaners
- Furniture polishing sprays and/or finishers
- Carpet shampoo products and carpet sanitizers
- All equipment, mechanical or manual required for the application or use of any of the products listed or not listed herein but deemed necessary to the work scope completion.

All materials used in the performance of the contract should be of commercial grade; all chemicals and cleaning supplies must have manufacturer's labels on the containers identifying the product and shall be graded as "green products" when possible.

Sanitary toilet tissue should be extra soft type, in two ply rolls, such brands as Windsor, Snow Lilly, Cottelle or equivalent.

4.4 Quality Control

The contractor shall exercise all care to prevent damages to existing office equipment and computers, office fixtures, furnishing, tables, chairs, fabrics and finishes, wall covering and wall finishes, paint, carpets, rugs, flooring goods, decorative articles, signage or any other element part of the office environment under this work scope and any damages resulting from the contractor's performance under this contract shall be subject to the conditions of the Contract Agreement.

- 4.4.1 Sanitizing of all the areas described in the work scope shall be accomplished by the use Lysol products or equivalent and according to the manufacturer's specifications. Cleaning agents or detergents shall conform to the U.S. Environmental Protection Agency (EPA), state and local jurisdiction and the use shall be in accordance with the manufacturer's

label instructions and all applicable Federal, state and local laws and regulations.

- 4.4.2 Contractor shall comply and conform to U.S. Occupational Safety and Health Administration (OSHA) Standards for the products and methods being used and shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of the work.
- 4.4.3 The Contractor shall at all times observe and comply with all federal, state, and local laws, ordinances and regulations of the Commonwealth of Virginia and the City of Alexandria as related to the services described herein.
- 4.4.4 The Contractor shall maintain a cleaning log certifying that all of the scheduled services have been completed. An ARHA representative will perform routine inspections to ensure the services have been completed.
- 4.4.5 ARHA is a tax-exempt entity, copies of the state sales tax exemption information will be provided to the successful bidder. The contractor shall not include in the bid amount, any state taxes chargeable against the performance of the work or the cost of materials.
- 4.4.6 If, at any time, ARHA desired to expand, alter, or terminate a portion of the scope of work, as defined herein, the contract will be amended to reflect these changes as a cost/deduction acceptable to both parties. The Contractor shall not hold the Authority responsible for termination due to no fault on the part of the ARHA.

4.5 Schedule & Frequency

- 4.5.1 The following locations shall be cleaned on a daily basis, with the exception indicated in Part 2 of this Section:
- **401 Wythe Street, Alexandria, VA 22314 (Approximately 7,522 SF*)**
(Monday through Friday) 5 days per week
 - **322 Tancil Court-RTC (Approximately 950 SF*)**
(Monday, Wednesday & Friday) 3 days per week
 - **Princess Square (1424, 1426, 1428, 1528, 1530, 1532 Princess Street)**
(Monday, Wednesday & Friday) 3 days per week
 - **James Bland (805, 835, 905, 935 N Patrick Street)**
(Monday, Wednesday & Friday) 3 days per week

***The square footage shown above is approximate square footage only,**

it is up to the bidder to determine the actual square footage at the walk-through of the offices.

5. Response

5.1. Insurance Requirements

- 5.1.1. Prior to award (but not as a part of the bid submission) the successful bidder will be required to provide ARHA with the following:
- 5.1.2. An original certificate evidencing the bidder's current worker's compensation carrier and coverage amount. ARHA will not accept state waiver of worker's compensation insurance liability;
- 5.1.5. An original certificate evidencing General Liability coverage, **naming ARHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of ARHA as an additional insured under the said policy**, evidencing a minimum of \$1,000,000 for each occurrence, the general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000 with a deductible of not greater than \$1,000;
- 5.1.6. An original certificate showing the bidder's vehicle insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this contract, when not owned by the entity, each vehicle must have evidence of vehicle insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000; each must be furnished with the bidder's response.

5.2. Proposed Services

- 5.2.1. Describe the methodology, equipment, and supplies to be utilized to perform services as described in the Scope of Work section above.
- 5.2.2. Describe the experience of the company and staff expected to be assigned to this contract.
- 5.2.3. Provided the Materials Safety Data Sheets for any hazardous material to be used as described in the Scope of Work section above.

5.3. Client References

- 5.3.1. List the name, addresses, services performed, contact persons as well as contact phone numbers, fax numbers and e-mail addresses of at least three clients for whom similar services are being performed currently or within the past two years.
- 5.3.2. Include information specifying if the clients are past or current.

- 5.3.3. Advise clients being submitted as references that they may be contacted by ARHA staff in the evaluation of the response.

5.4. Site Visits

- 5.4.1. Site visits are strongly recommended. ARHA staff will only be available to show the property right after the pre-bid conference.
- 5.4.2. Should the bidder not visit the site, ARHA will not be held responsible for incorrect fee bids due to the contractor's misunderstanding of requirements, size, and services required.

5.5. Pre-Bid Meeting

- 5.5.1. The scheduled pre-bid meeting is pursuant to HUD regulation and is not mandatory. Typically, such meetings last one hour or less, though such is not guaranteed. The purpose of this meeting is to assist prospective bidders in having a full understanding of the IFB documents so that he/she feel confident in submitting an appropriate bid; therefore, at this conference, ARHA will conduct a brief overview of the IFB documents, including the attachments. Prospective bidders may also ask questions, though ARHA may require that some such questions be delivered in writing prior to a response being delivered. Whereas the purpose of this meeting is to review the IFB documents, attendees should bring a copy of the IFB documents to this conference. **ARHA will not distribute any copies of the IFB documents at this meeting.**

5.6. Bid Submission

- 5.6.1. All bid responses submitted pursuant to this solicitation shall be formatted in accordance with the sequence noted following. Each category shall be separated by numbered index dividers (which number extends so that each tab can be located without opening the response) and labeled with the corresponding tab reference also noted below.

Tab	Contents
1.	Bid for Lump Sum Contract – Attachment A
2.	Representations, Certifications, and Other Statements of Bidders, Form HUD-5369-A – Attachment C
3.	Non-Collusive Affidavit – Attachment D
4.	Equal Employment Opportunity Certification, Form HUD-92010 Attachment E
5.	Section III Compliance Clause & Commitment Form – Attachment F
6.	Certification for Business Concerns Seeking Section 3 Preference in Contracting & Demonstration of Capability – Attachment G
7.	Minority Business & Section III Participation Commitment Form Attachment I
8.	List of Subcontractors – Attachment J
9.	Client References – Attachment K
10.	Form W-9- Request for Taxpayer Identification Number & Certification Attachment-L

11.	Proposed Services Form – Attachment M
12	A copy of the bidder’s business license allowing the bidder to provide such services within the City of Alexandria, Virginia

- 5.6.2. It is preferable and recommended that the response be bound in such a manner that ARHA can if needed, remove the binding to make copies and then return the response to its original condition. ARHA suggests that either comb-type binding or three ring binding be used.
- 5.6.3. All bid responses shall be submitted to the contact person **by May 2nd, 2024 at 2:00 PM EST.**
- 5.6.4. **The bidder shall submit one (1) original signature copy (marked “ORIGINAL”) and one (1) exact copy.** They shall be placed **unfolded** in a sealed package and addressed to:

**Alexandria Redevelopment & Housing Authority
 Attn: Mohammad Muhsen, Procurement Manager
 401 Wythe Street
 Alexandria 22314**

5.7. Submission Responsibilities

- 5.7.1. The bidder shall take care to ensure that the response is received by the time and date indicated on the first page of this solicitation document. **The package shall clearly indicate the solicitation/bid number and title.** Submissions received after the noted deadline will not be accepted. The official US time at <http://www.time.gov> shall determine receipt within the deadline.
- 5.7.2. Do not fold or make any additional marks, notations, or requirements on the documents to be submitted. Bidders are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if such additional marks, notations, or requirements are entered on any of the documents submitted, such may invalidate that response.
- 5.7.3. By virtue of completing, signing, and submitting the completed documents, the bidder is stating agreement to comply with all of the conditions and requirements set forth within those documents.
- 5.7.4. Bidders shall address all communication and correspondence relating to this solicitation to the contact person named on the cover sheet of this document. Bidders shall not make inquiries or communicate with any other ARHA staff member or official, including the Audit Committee and the Board of **Commissioners, pertaining to this solicitation. Failure to**

comply with this requirement may be cause for ARHA to disqualify from consideration a response submitted by the bidder doing so.

- 5.7.5. All questions shall be submitted via e-mail to the contact person named on the cover sheet of this document (mmuhsen@arha.us). Questions will not be accepted via telephone.

Responses to questions shall be made via the form of addenda which will be posted on the NAHRO e-procurement.

- 5.7.6. Bidders are subject to *Instructions to Offerors – Non-Construction*, HUD Form 5369-B, included as an **attachment B** to this solicitation document.
- 5.7.7. Bidders are subject to *General Contract Conditions – Non-Construction*, HUD Form 5370-C, included as an **attachment P** to this solicitation document.
- 5.7.8. Bidders are subject to *24 CFR 135, Economic Opportunities for Low- and Very Low-Income Persons* commonly referred to as Section 3 included as an **attachment F** to this solicitation document. The bidder shall be required to, as detailed therein, “to the greatest extent feasible provide economic opportunities to low- and very-low income persons,” meaning, if the bidder must hire anyone to help with the work, he/she must submit a work plan showing how he/she will give first preference to such jobs to Section 3 persons.
- 5.7.9. Bidders are subject to *Register of Wage Determinations Under The Service Contract Act*, included as an **attachment N** to this solicitation document, for work classifications of (1) painter – skilled, (2) journeyman, and (3) laborer, as appropriate to the work being performed. Bidder acknowledges that he/she will not pay his/her employees at rates less than detailed on the applicable Wage Rate Determination. The contractor will be required to submit certified payrolls; the contractor must make its payroll records available to ARHA or HUD on request, and failure on the part of the contractor to comply with this requirement will be the sole responsibility of the contractor, including any ensuing penalties, court costs, or wages due its employees. **See Attachment N** for the Wage Rate Determination currently in effect. Future Wage Rate Determinations will apply and will be provided to the contractor as available.

5.8. Bid Evaluation – Public Bid Opening

- 5.8.1. At the set date and time, all bids received will be opened and publicly read aloud by the Purchasing Manager, including the company name of the bidder and the total calculated costs proposed. At the bid opening, ARHA will only disclose the following information: (a) the company name of each bidder; (b) the calculated total amount bid; and (c) the identity of the apparent lowest bidder. The bids will not be made available for inspection

by anyone at this time; ARHA will, at a later time, review all bids in detail and will in a timely manner, within fourteen (14) days, notify all bidders of any bidder that is, as a result of the more detailed inspection of bids submitted, ruled to be non-responsive or not-responsible; (please be reminded, as detailed within Section 8 (d) of form HUD-5369 and Section 7(b) (3) of form HUD-5369-B, ARHA reserves the right to, as determined by ARHA, “waive informalities and minor irregularities” in the offers received. Bids will be available for inspection by the public after the award has been completed.

5.8.2. Ties: In the case of bids, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by “drawing lots or other random means of selection”.

5.9. Responsive Evaluation

5.9.1. After the public opening, the bid submittals received will be evaluated in private for responsiveness (i.e. meets the minimum of the published requirements). ARHA reserves the right to reject any bid deemed as not minimally responsive. Firms not meeting the minimum that are deemed to be non-responsive will be notified of such in writing by ARHA in a timely manner; no less than fourteen (14) days after such determination is made.

5.10. Responsible Evaluation

5.10.1. ARHA will evaluate the apparent lowest responsive bidder to ensure that he/she is responsible (i.e. a firm that is qualified, responsible, and able to provide to ARHA the required services). If ARHA ascertains that such a firm has the required ability, capability, experience, knowledge, licensing, insurance, and resources to provide the required services ARHA will proceed with the award. If ARHA determines that such firm is deemed to be not responsible, such firm will be notified of such in writing by ARHA in a timely manner (in any case, in no less than five (5) days after such determination is made); in such case, ARHA will proceed with the noted Responsive and Responsible Evaluations with the next lowest bidder.

5.10.2. Depending on the amount of the award (typically for awards greater than \$100,000), it is possible that ARHA may take such contract award to the ARHA Board of Commissioners (BOC) for approval of the award before executing a contract with the apparent successful bidder.

5.11. Restrictions

5.11.1. Any and all persons having ownership interest in a bidder entity or familial (including in-laws) and/or employment relationships (past or

current) with principals and/or employees of a bidder entity will be excluded from participation in the evaluation of the bid.

6. Contract Award

6.1. Lowest Responsive and Responsible Bidder: The award of an IFB is made to the responsive and responsible bidder that submits the lowest cost; in this case, the lowest calculated cost.

6.2. Contract Award Procedure: By completing, executing and submitting the Form of Bid, the bidder is thereby agreeing to abide by all terms and conditions pertaining to this IFB as issued by ARHA, either in hard copy, via the ARHA website or via NAHRO e-procurement as well as including an agreement to execute the attached Sample Contract form. The contract clauses already attached as Attachments D form HUD 5369-C. Accordingly, ARHA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published; and in any case, ARHA has no power or authority to negotiate any clauses contained within any attached HUD document.

6.3. Contract Document

6.3.1. ARHA and the successful bidder will execute its standard contract. See sample contract document. ARHA will not execute a contract on the successful bidder's forms. Contracts will only be executed on ARHA's form, and by submitting a bid the successful bidder agrees to do so (please note that ARHA reserves the right to amend this contract form as ARHA deems necessary). However, ARHA will during the IFB process (prior to the submittal deadline) consider any contract clauses that the bidder wishes to include therein and submits in writing a request for ARHA to do so; but the failure of ARHA to include such clauses does not give the successful bidder the right to refuse to execute ARHA's contract form. It is the responsibility of each prospective bidder to notify ARHA, in writing, prior to submitting a bid, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The ARHA will consider and respond to such written correspondence, and if the prospective bidder is not willing to abide by ARHA's response (decision), then that prospective bidder shall be deemed ineligible to submit a bid.

6.3.2. All provisions within this solicitation document are included in the terms of the contract by reference.

6.4. Contract Conditions

6.4.1. **Assignment of Personnel:** ARHA shall reserve the right to demand and receive a change in personnel assigned to the work if ARHA believes that such change is in its best interest and in the completion of the assigned work.

6.4.2. **Unauthorized Sub-Contracting:** The successful bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this solicitation document (including, but not limited to selling or transferring the contract) without the prior written consent of ARHA. Any purported assignment of interest or delegation of duty, without the prior written consent of ARHA shall be void and may result in the cancellation of the contract with ARHA, or may result in the full or partial forfeiture of funds paid to the successful bidder as a result of the proposed contract; either as determined by ARHA.

6.4.3. **Insurance Requirements:** Licensing and insurance requirements will be examined and approved by the ARHA Contracting Officer.

6.5. Contract Period

6.5.1. As noted previously, ARHA anticipates that it will initially award a contract for the services for the period of June 16, 2024, through June 15, 2025, one (1) year.

6.5.2. ARHA reserves the right to renew this contract for a maximum four (4) one-year renewal period.

6.6. Contract Service Standards

6.6.1. All work performed pursuant to this solicitation must conform and comply with all applicable federal, state, and local laws, statutes, and regulations.

7. Contract Payment

7.1.1. Following the performance of work, the contractor will submit an invoice to the Accounts Payable Department, Alexandria Housing Authority, 401 Wythe Street, Alexandria, VA 22314.

7.1.2. Each invoice must detail the service and location at which work was performed accompanied by a copy of the work order signed by the Contract Administrator indicating satisfactory completion of work.

7.1.3. ARHA will pay the properly completed and authorized invoice within thirty (30) days of receipt.

7.1.4. ARHA will pay invoices by check, or if it choose so, by electronic transfer.

8. Attachments

- 8.1 Attachment A: Bid for Lump Sum Contract**
- 8.2 Attachment B: Instructions to Bidders for Contracts Form HUD-5369-B**
- 8.3 Attachment C: Certifications and Representations of Offerors
Non-Construction Contract Form HUD-5369-C**
- 8.4 Attachment D: Non-Collusive Affidavit**
- 8.5 Attachment E: Equal Employment Opportunity Certification, Form Hud-92010**
- 8.6 Attachment F: Section III Compliance Clause and Commitment Form**
- 8.7 Attachment G: Certification for Business Concerns Seeking Section 3**
- 8.8 Attachment H: Eligibility for Preference**
- 8.9 Attachment I: Minority Business and Section III Participation
Commitment Form**
- 8.10 Attachment J: Contractor's Certification Regarding Subcontractors**
- 8.11 Attachment K: Client Reference Form**
- 8.12 Attachment L: Form W-9- Request for Taxpayer Identification Number**
- 8.13 Attachment M: Proposed Service Form**
- 8.14 Attachment N: Register of Wage Determinations Under The Service
Contract Act**
- 8.15 Attachment O: Sample Contract**
- 8.16 Attachment P: General Conditions for Non-Construction Contracts,
Form HUD-5370-C**
- 8.17 Attachment Q: Supplemental Terms and Conditions of the Contract**
- 8.18 Attachment R: Sample Notice to Proceed**

ATTCHMENT A

BID FOR LUMP SUM CONTRACTS

Place: Alexandria Redevelopment and Housing Authority (ARHA)

Date:

Project: IFB No. B-04-24 – JANITORIAL SERVICES

Bid of _____ (hereinafter called "Bidder") (a _____)
(STATE)

corporation/partnership/an individual doing business as _____
(STRIKE OUT INAPPLICABLE TERMS)

to the Alexandria Redevelopment and Housing Authority (hereinafter called "Owner")

The Bidder, in compliance with your Invitation for Bids (IFB) Number B-04-24 for Janitorial Services at the completion of the

JANITORIAL SERVICES

In Alexandria, Virginia, having examined the drawings and technical specifications with related documents and the site of the bid work, and being familiar with all of the conditions surrounding the work included in the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies, and to execute the work in accordance with the Contract Documents within the time set forth therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents, of which this bid is a part.

Bidder hereby agrees to commence work under this contract on or before a date to be specified in the written "Notice to Proceed" of the Owner. This is a one-year contract with 4 one-year options to renew based on the performance of the Contractors. In the event an option is exercised the Contract amount for the renewal option will be based on the base bid amount for year one with an inflation based on the Consumer Price Index. ARHA shall notify the Contractor of its desire to extend the contract at least and complete all work in the Base Bid within sixty (60) consecutive calendar days thereafter. The Contractor further agrees to pay as liquidated damages the sum of \$300.00, per day for each consecutive calendar day thereafter.

Bidder acknowledges receipt of the following addendum:

BID:

Bidder agrees to perform "JANITORIAL SERVICES and work pursuant to the Contract Documents including the summary of work documents.

Breakdown of Cost by Offices:

	Location of Services;	Monthly Cost	Annual Cost (Monthly Cost X 12)
1.	Administrative Office 401 Wythe Street, Alexandria, VA		
2.	Housing Choice Voucher Program 18 th Roth Street, Alexandria, VA		
3.	Facilities & Modernization & Region 3 2834 Duke Street, Alexandria, VA		
4.	Ruby Tucker Center 322 Tancil Court, Alexandria, VA		
	Additional Services	Quarterly Cost	Annual Cost (Quarterly Cost x 4)
5.	Carpet Shampoo Cleaning & Treatment with Pressure Washer/Vacuum. Administrative Office		
6.	Carpet Shampoo Cleaning & Treatment with Pressure Washer/Vacuum. Housing Choice Voucher Program		
7.	Carpet Shampoo Cleaning & Treatment with Pressure Washer/Vacuum. Facilities & Modernization & Region 3		
8.	Carpet Shampoo Cleaning & Treatment with Pressure Washer/Vacuum. Ruby Tucker Center		
9.	High-Pressure Washing of Exterior Areas Administrative Office		
10.	High-Pressure Washing of Exterior Areas Housing Choice Voucher Program		
11.	High-Pressure Washing of Exterior Areas Facilities & Modernization & Region 3		
12.	High-Pressure Washing of Exterior Areas Ruby Tucker Center (322 Tancil)		
	Total Annual Cost		

TOTAL Lump Sum Contract for Janitorial Services (add line items #1 through #12):

_____ \$ _____

(AMOUNT MUST BE SHOWN IN BOTH WORDS AND FIGURES. IN CASE OF DISCREPANCY, THE AMOUNT SHOWN IN WORDS WILL GOVERN)

The undersigned having full knowledge of the site, scope, and General Conditions for the above named improvements project and the condition of the proposal, hereby agrees to furnish all services, labor, materials, equipment necessary, overhead, profit, insurance, etc., to complete the entire project. Changes shall be processed in accordance with the General Conditions of the Contract for Construction.

The undersigned verifies that the information contained herein is truthful and accurate and acknowledge that they are owners or agents of the company. Additionally, the undersigned declares that he/she has carefully examined all the items of the specifications and instructions.

Bidder understands that the Owner reserves the right to reject any or all bids and waive any informality in the bidding.

The Bidder agrees that his bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids.

Upon receipt of written notice of the acceptance of this bid, Bidder will execute contract within (7) days.

The bid security attached in sum of _____ (\$ _____) is to become the property of the Owner in the event the contract is not executed within the time above set forth, as The Bidder agrees that his bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids.

(Seal if bid is by a Corporation)

Respectfully Submitted:

By: _____
(SIGNATURE)

(TITLE)

(COMPANY NAME)

(COMPANY ADDRESS)

(TELEPHONE)

ATTACHMENT B

**INSTRUCTIONS TO BIDDERS FOR CONTRACTS PUBLIC AND
INDIAN HOUSING PROGRAMS, FORM HUD-5369-B**

This document is enclosed as part of this solicitation.

ATTACHMENT C

**CERTIFICATIONS AND REPRESENTATIONS OF OFFERORS
NON-CONSTRUCTION CONTRACT FORM HUD-5369-C**

This document is enclosed as part of this solicitation.

ATTACHMENT D
NON-COLLUSIVE AFFIDAVIT
(Prime Bidder)

State of _____

County of _____

_____, being first duly sworn, deposed, and says that

he/she is a partner or officer of the firm of, the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought, by agreement or collusion, or communication or conference, with any person to fix the bid price of affiant or any other bidder, or to fix overhead, profit or cost element of said price, or that of any other bidder, or to secure any advantage against the Alexandria Redevelopment and Housing Authority, of any personal interest in the proposed contract; and, that all statements in said proposal or bid are true.

Signed: _____

(Bidder, if the bid is an individual;
Partner, if the bid is a partnership;
Officer, if the bid is a corporation)

Subscribed and sworn to before me this

Day of _____, 2024.

My commission expires _____, 20

ATTACHMENT E

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION, FORM HUD-92010

This document is enclosed as part of this solicitation.

ATTACHMENT F

SECTION III COMPLIANCE CLAUSE AND COMMITMENT FORM

- A. **The work to be performed under this Contract is subject to the requirements of Section 3** of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C.1701u (Section 3). The **purpose of Section 3 is to ensure that employment** and other *economic opportunities* generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, **be directed to low- and very low-income persons**, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this Contract agree to comply with HUD's regulations in 24 CFR Part 135, which implements Section 3. As evidenced by their execution of this Contract, the parties to this Contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- C. **The Contractor agrees to send to each labor organization or representative of workers** with which the Contractor has a collective bargaining agreement or other understanding, if any, a **notice advising** the labor organization or workers' representative **of the Contractor's commitments under this Section 3 clause**, and will **post copies of the notice** in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The **notice shall describe the Section 3 preference**, shall set forth minimum number **and job titles subject to hire**, **availability of apprenticeship and training positions**, **the qualifications for each**; **and the name and location of the person(s) taking applications for each of the positions**; **and the anticipated date the work shall begin**.
- D. **The Contractor agrees to include this Section 3 clause in every Subcontract** subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the Subcontract or in this Section 3 clause, upon a finding that the Subcontractor is in violation of the regulations in 24 CFR part 135. The Contractor will not subcontract with any Subcontractor where the Contractor has notice or knowledge that the Subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- E. The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Contractor is selected but before the Contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD-assisted contracts.

- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this Contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

Definitions

Low Income Person as used above means a **resident of the City of Alexandria** at or below 80% of medium income as shown in the Income Table below.

Economic Opportunities as used above means contracts with (a) fifty-one percent (51%) or more owned by Section 3 residents; (b) whose permanent, full-time employees include persons, at least thirty percent (30%) of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or (c) that provides evidence of a commitment to subcontract in excess of twenty-five percent (25%) of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in (a) or (b).

Applicability

This Contract plus all Subcontracts at any tier of \$100,000 or more

Reporting

The Contractor will be required to report all new hires employed as a result of this Contract and to determine and report whether or not any of these new hires may be defined as low income persons based upon the above stated definition and by employing the income table below. For Subcontracts of \$100,000 or more the Contractor will be responsible for requiring the Subcontractor to (a) report all new hires employed as a result of this Contract and to determine and report whether or not any of these new hires may be defined as low income persons based upon the above stated definition and by employing the income table below and (b) determine whether or not the Subcontractor may be defined as a low income person or a Section III Business based on the above stated definitions and income table below. These requirements apply to any tier of Subcontractors.

INCOME TABLE

This table shows 80% of median income for the City of Alexandria for the designated number of persons in a family.

Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Very Low (50% Income Limits)	\$54,150	\$61,900	\$69,650	\$77,350	\$83,550	\$89,750	\$95,950	\$102,150
Extremely Low (30% Income Limits)	\$32,500	\$37,150	\$41,800	\$46,400	\$50,150	\$53,850	\$57,550	\$61,250
Low (80% Income Limits)	\$68,500	\$78,250	\$88,050	\$97,800	\$105,650	\$113,450	\$121,300	\$129,100

SECTION III COMPLIANCE FORM

Contractor

Address

City, State, Zip Code

Reference Project: _____

Subject: Statement of Compliance with Section III Clause

Ladies & Gentlemen:

In accordance with the provisions stated herein, I will make a "good faith effort" to provide opportunities for training and employment to qualified low-income residents in the area in which this project is located (City of Alexandria). This clause and reporting requirements will be incorporated into any lower-tier contracts.

Attached is the report form to disclose the number of positions available for employment. We will comply and seek out the low-income person for any open positions. Notices shall be posted in conspicuous places available to employees and applicants for any open positions.

Sincerely submitted,

Typed Signature and Title

Signature

Date signed

- ___ Statement of ability to comply with public policy
- ___ List of owned equipment
- ___ List of all contracts for the past two years

Authorizing Name (Business)

Date

Authorizing Signature (Business)

Authorizing Name
(attested by)

Date

Authorizing Signature
(attested by)

ATTACHMENT I

Minority Business and Section III Participation Commitment Form

Project Name: JANITORIAL SERVICES

It is the policy of Alexandria Redevelopment and Housing Authority (“ARHA”) to encourage Minority and Section III participation in all contracts. To implement this policy, ARHA shall encourage Minority and Section III participation through **subcontracting**, or other methods in contracting. You must complete this form, indicating the percentage of this Contract that **will be subcontracted to Minority and Section III Businesses and Section III Individuals**.

Minority Participation:

For the purpose of this commitment, the term “Minority Business” means a business at least 50 percent of which is owned and controlled by minority group members or, in the case of a publicly-owned business, at least 51 percent of the stock of which is minority-owned, and the business is controlled by minority group members. For the purpose of the preceding sentence, “Minority Group Members” are citizens of the United States who are African-American, Hispanics, Asians, Pacific Islanders, and American Indians.

Please indicate the percentage of minority business participation for this project. This refers to the percentage of the total dollar value of the Contract that will be subcontracted to minority firms.

_____ percent *

To be considered a “minority business”, the business must be so certified by the Commonwealth of Virginia Department of Minority Business Enterprise, City of Alexandria, or a federal agency that certifies the business as a minority business.

Section III Participation:

For the purpose of this commitment, the term “Section III” refers to Section III businesses and Section III individuals based on the definitions below:

Definitions:

Low-Income Person as used above means a **resident of the City of Alexandria** at or below 80% of medium income as shown in the Income Table below

Economic Opportunities as used above means contracts with (a) businesses owned 51% or more by residents of the City of Alexandria at or below 80% of medium income or (b) businesses whose full-time employees are made up of at least 30% residents of the City of Alexandria at or below 80% of medium income. Such businesses are referred to as *Section III Business*.

Income Table

This table shows 80% of the median income for the City of Alexandria for the designated number of persons in a family.

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$66,750	\$76,250	\$85,800	\$95,300	\$102,950	\$110,550	\$118,200	\$125,800

To be considered a “Section III business or Section III individual”; the business must provide documentation supporting the income level of the employees and individuals.

Please indicate the percentage of Section III participation for this project. This refers to the percentage of the total dollar value of the Contract that will be available for Section III opportunities.

_____ percent *

*ARHA will consider Minority and Section III participation in awarding this Contract. ARHA reserves the right to approve or disapprove any subcontractor list or individual.

FAILURE TO COMPLETE THIS FORM MAY RESULT IN YOUR BID/OFFEROR BEING DECLARED NON-RESPONSIVE THUS ELIMINATING YOUR FIRM FROM CONSIDERATION FOR THIS PROJECT.

The undersigned hereby certifies that he or she has read the terms of this commitment form and is authorized to bind the prospective bidder/offeror to the commitment herein set forth.

Firm’s Name
printed

Name of Authorized Officer –

Date

Name of Authorized Officer – signed

ATTACHMENT J

Contractor’s Certification Regarding Subcontractors

This certification is provided pursuant to the Contract Documents regarding the Contractor’s disclosure for the use of Subcontractor(s) for any part or portion of the Contract.

List of Subcontractors

- None
- List of Subcontractors:

	<u>COMPANY NAME</u>	<u>PRINCIPALS</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

By: _____
(Contractor’s Name)

(Company-Corporation-Individual)

(Address)

ATTACHMENT K

CLIENT REFERENCES

Instructions:

Complete this form by indicating the appropriate response or by indicating “N/A” if not applicable. List at least three (3) clients for whom similar services are being performed currently or within the past two (2) years. Attach additional sheets if necessary. Failure to list previous experience and/or poor references may result in rejection of your bid.

No.	Name and Address Contact Person/ Phone Number Email Address	Type of Services Performed	Current or Past Client?
1.			
2.			
3.			
4.			
5.			
6.			

ATTACHMENT L

**FORM W-9- REQUEST FOR TAXPAYER IDENTIFICATION NUMBER &
CERTIFICATION**

This document is enclosed as part of this solicitation.

ATTACHMENT M

PROPOSED SERVICES

Instructions: Complete this form by indicating the appropriate response or by indicating “N/A” if not applicable. Attach additional sheets if necessary.

1. Describe the methodology, equipment, and supplies to be utilized to perform services as described in the Scope of Work section.

2. Describe the experience of the company and staff expected to be assigned to this contract.

ATTACHMENT N

**REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT**

This document is enclosed as part of this solicitation.

ATTACHMENT O**U.S. Department of Housing and Urban Development****FORM OF CONTRACT**

THIS CONTRACT, made this ____ day of _____, 2024, by and between **Alexandria Redevelopment & Housing Authority**, herein called "Owner", acting herein through its Contracting Officer, and _____, hereinafter called "Contractor".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR hereby agrees with the OWNER to commence and complete the construction described as follows:

"JANITORIAL SERVICES"

hereinafter called the "Project", for the sum of: _____

_____ Dollars (_____) under the terms as stated in the General Conditions of the Contract for Construction; and at his (its or their) own cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor insurance, and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in the Bid for Lump Sum Contract, the Form of Contract, and the General Conditions of the Contract for Non-Construction and any other printed or written explanatory matter thereof. In the case of a dispute, the precedence shall be as follows: this Form of Contract including the General Conditions of the Contract for Construction and all the other IFB Attachments, Specifications and Scope of Work, and the Contractor's response to IFB-NO.B-04-24.

The Contractor hereby agrees to commence work under this Contract on or before a date to be specified in a written "Notice to Proceed" of the Owner and to fully complete the Scope of Work within 365 consecutive calendar days thereafter. The Contractor is required to provide Insurance and Fidelity Bond within 10 days after the award of the contract. Services provided under the contract are to be scheduled on a regular basis.

The OWNER agrees to pay the Contractor in current funds for the performance of the contract, subject to additions and deductions, as provided in the General Conditions of the Contract for Non-Construction, and to make payments on account thereof as provided in Paragraph 27 of the General Conditions.

IN WITNESS WHEREOF, the parties to these presents have executed this contract in two (2) counterparts, each of which shall be deemed an original, in the year and day first above mentioned.

Procedures regarding Contractor performance issues: If the Contractor is in material breach of the contract, the ARHA may promptly invoke the termination clause.

CFR 85.36 (i) Contract Provisions: Pursuant to this CFR, as issued by the Office of the Secretary, HUD, the ARHA and the Contractor each agree to comply with the following provisions and agree that any contract that ensues as a result of this contract will include the following clauses, whether actually inserted or by reference.

Remedies for Contractor Breach: Pertaining to contract-related issues it is the responsibility of both the ARHA and the Contractor to communicate with each other clearly and thoroughly. Each party is responsible for communicating dissatisfaction of any issues surrounding the contract. Dissatisfaction by either party should be communicated in writing, fully detailing the issue and the requested corrective action. Within then (10) days the party receiving the written notice of dissatisfaction shall respond in writing to the other party. However, if ARHA is the dissatisfied party, it may request the Contractor to respond in less than then (10) days.

Form of Contract Document – Page 1 of 2

Compliance with the Copeland “Anti-Kickback” Act (18 U.S.C 874 as supplemented in Department of Labor regulations (29 CFR part 3).

Compliance with the Sections 103 and 107 of the Contract work Hours and Safety Standards Act (40 U.S.C 327A 330) as supplemented by Department of Labor regulations (29 CFR part 5).

Patent Rights: Both parities hereby agree to comply with HUD Bulletin 90-23, which is the (a) Notice of Assistance Regarding Patent and Copyright Infringement.

Reporting: Both parties agree to comply with any reporting requirements that may be detailed herein.

By executing this contract, the Contractor acknowledges that he/she is the duly authorized representative to sign on behalf of the Corporation for all legal purposes as allowed by law.

Alexandria Redevelopment and Housing Authority
(Owner)

(Witness)

By _____
Rickie Maddox, Interim Chief Executive Officer

(Contractor’s Name)

(Witness)

By _____
(Signature)

ATTACHMENT P
GENERAL CONDITIONS FOR CONSTRUCTION CONTRACTS,
FORM HUD -5370-A

This document is enclosed as part of this solicitation.

ATTACHMENT Q

Attachment-Q - Supplemental Terms and Conditions of the Contract

This document is enclosed as part of this solicitation.

ATTACHMENT R

Attachment-R - Sample Notice to Proceed

This document is enclosed as part of this solicitation.