

## **Request for Proposal Make-Ready Services**

The Housing Authority of the City of Slidell (HACS) is soliciting a Request for Proposal (RFP) from independent contractors with demonstrated professional competence and experience to provide unit make ready services on an as needed basis at 1250 Dr. Martin Luther King Jr. Drive, Slidell, LA 70458

Each response should include an original and two (2) copies of the its RFP response to the Housing Authority of the City of Slidell, attention: Chrissy Tillman, Administration, 1250 Dr. Martin Luther King Jr. Drive, Slidell, LA 70458. RFP responses will be accepted until 4:00 p.m. Central Standard Time on June 15, 2018. RFP responses must be clearly marked "Request for Proposal: Make-Ready Services".

The HACS reserves the right to reject any and all RFPs that do not meet the minimum requirements of this request. Additionally, any attempts to submit Proposal after the deadline will be rejected immediately. The RFP responder further accepts all of the terms and conditions as stated within the RFP and it should remain valid for 90 days.

All questions regarding the attached should be submitted in writing electronically to [admin@slidellhousingauthority.org](mailto:admin@slidellhousingauthority.org) no later than 4:00 p.m. on June 12, 2018.

## **Request for Proposal Make-Ready Services**

The Housing Authority and City of Slidell (HACS) is a public housing authority created in accordance with local, state, and federal laws. The HACS owns and operates 125 public housing units located at 1250 Dr. Martin Luther King Jr. Drive, Slidell, LA 70458 and 301 Gwen Dr., Slidell, LA 70458. Additionally, there are offices located at both sites, maintenance facilities, and community spaces. The contractor is required to provide all labor, equipment, and supplies needed. The HACS will provide all appliances such as washer, dryer, stove and refrigerator.

The term of the contract shall be for one (1) year from the date of award and may be renewed for an additional one-year period by mutual consent of both parties. The contract will be subject to termination upon sixty (60) days advance notice by either party. This is a labor and material agreement. If you have any questions relative to this RFP, you must ask them in **writing** no later June 12, 2018. Your questions must be submitted electronically to [admin@slidellhousingauthority.org](mailto:admin@slidellhousingauthority.org).

***Make-Ready will be responsible for:***

- a. Completion of work within sixty (60) days of signing a notice to proceed unless circumstances beyond the contractor's control calls for additional time. This decision will rest with the approval of the HACS.
- b. Restoration of emergency needs for tenants and HACS personnel, at the above sites, within 12 hours.
- c. Timely communication with the Executive Director and key personnel during the repairs.
- d. Maintaining all certifications and insurances current.
- e. Maintaining a fee schedule that will not change during the initial one-year period.

***Your RFP response should follow the attachments in this request.***

1. Statement of experience with resume(s) for key personnel. (A)
2. Hourly rates to include regular and overtime amounts. (B)
3. A description of insurance policies maintained by the firm including Worker's Compensation and General Commercial Liability (C)
4. A Commitment to maintain all necessary work papers for four (4) years.
5. Listing of any pending litigation within the last five (5) years and the disposition of actions.

ATTACHMENT A:

List your firm's experience in turning over units for occupancy:

ATTACHMENT B:

Labor:

List skilled employees, for example, carpenter, painters and intended rates, also include regular and overtime:

List all unskilled workers/helpers and intended rates:

Pease indicated how you will record and monitor labor cost: (Sign-in sheets, time cards, etc.).

ATTACHMENT C:

Please attach all insurance documents: