Cumberland Housing Group

REQUEST FOR PROPOSALS/INVITATION FOR BIDS

for

WASTE DISPOSAL SERVICES/RECYCLING/SHREDDING

HACC-OPF-2020-2

Issue Date: December 10, 2018

Proposals/Bids Due: January 17, 2019 @ 2PM EST

EQUAL HOUSING OPPORTUNITY

Issued by:
The Cumberland Housing Group
635 East First Street
Cumberland, MD 21502

☐ **REQUEST FOR PROPOSAL**

☒ **INVITATION FOR BID**

for

WASTE DISPOSAL SERVICES/RECYCLING/SHREDDING

1.0 INTRODUCTION

The Housing Authority of the City of Cumberland is a local government agency chartered under the State of Maryland and operating the Federal Public Housing Program. The Cumberland Housing Alliance, Inc. is the nonprofit 501c3 corporation which serves as a development and management housing agency. Together and hereafter these two agencies are collectively referred to as the Cumberland Housing Group. The Cumberland Housing Group is the largest provider of affordable housing in Allegany County, Maryland. We proudly serve in excess of 900 people at any one time, most of whom are seniors, disabled individuals, and children. Our agencies have also been involved in the development in over 130 new units of tax credit rental housing and 39 units of for sale housing with additional units in development.

Additionally, we are here as a stepping stone for families who need help building a foundation for a brighter future. Therefore, aside from providing housing, we assist our customers with ways of becoming economically independent. In collaboration with our partners, we provide: family/individual case management and counseling; career training and job placement; program integrity; homeownership assistance; college scholarships, to name a few.

We value our vendors and contractors as partners in our mission to empower all individuals and families in their need to achieve an enriched quality of life by providing housing opportunities and resources throughout the City of Cumberland.

2.0 PURPOSE

The purpose of this Request for Proposals (RFP) or Invitation for Bids (IFB) is to solicit proposals/bids from qualified companies on their approach to furnish waste disposal/recycling/shredding services to the Cumberland Housing Group as identified in the "Scope of Work" included with this RFP/IFB.

Proposals/bids must be submitted to include all work outlined in the Scope of Work. Partial proposals will not be accepted. Evaluation and award will be made based upon the proposal which presents the most responsive and efficient cost for the Cumberland Housing Group.

3.0 ORGANIZATIONAL STRUCTURE

3.1 Governing Board

The powers of the Cumberland Housing Group are vested in the Housing Authority Board of Commissioners and the Cumberland Housing Alliance Board of Directors.

3.2 Administrative Personnel

3.2.1 Steven Kesner is the President/CEO for the Cumberland Housing Group responsible for all daily operations.

3.2.2 Charlene Custer is the Director of Maintenance and is authorized to make decisions involving this contract in the absence of the President/CEO.

3.2.3 The person whom will be the direct contact for any questions or concerns concerning this RFP/IFB as well as the management of this contract is shown in 5.1 below.

3.2.4 Reserved

4.0 SCOPE OF SERVICES

Respondents will be expected to provide a proposal or bid which meets the requests as outlined in the attached "Scope of Work".

5.0 REQUEST FOR PROPOSAL INSTRUCTIONS

5.1 Contact Information

This RFP or IFB is being issued, as will any addenda, by the Cumberland Housing Group. The contact person at the Cumberland Housing Group for this RFP/IFB is:

Charlene Custer
635 East First Street
Cumberland, MD 21502
301-724-6606 extension 116
CharleneC@atlanticbbn.net

5.2 Request for Proposal/Invitation for Bid Submission and Format

By this RFP or IFB, the Cumberland Housing Group solicits proposals/bids to be received **by 2:00 PM** on **Thursday, January 17, 2019** in the form outlined below. **Late submittals will not be accepted.**

5.2.1 Proposals must be submitted at the Cumberland Housing Group Central Office located at 635 East First Street in Cumberland in the following format:

a. Proposals shall be submitted in a sealed envelope with "**Waste Disposal Proposal** " clearly marked on the front of the envelope.

b. Identification on the outside of the envelope is to include the company or

individual(s) name and address, telephone number and/or email address.

5.2.2 Facsimile Copies or emails will not be accepted. All proposals will become property of the Cumberland Housing Group upon submission.

5.2.3 Include name, title, address and telephone number of the contact person during the period of the evaluation process.

5.2.4 The proposals/bids will be evaluated based on the criteria established in this document. Proposals/bids received after the specified date and time will not be accepted. Two or more companies may be selected for an interview.

5.2.5 Enclose all required submissions as stated in this document.

5.3 RFP/IFB Terms and Conditions

The Cumberland Housing Group reserves the right to select the respondent for specific purposes or for any combination of specific purposes, and that will provide the best overall services to its facilities

5.4 Board and Staff Communications

Under no circumstances may any Board or staff member of the Cumberland Housing Group other than the President/CEO and the contact specified in Section 5.1. above be contacted during this RFP/IFB process by any entity intending to submit a response. Failure to comply with this request will result in disqualification. All questions should be in writing and directed to the individual identified in Section 5.1 above.

5.5 Timetable

Event	Date
Request for Proposal Released	December 10, 2018
Due Date for Proposal Questions	December 20, 2018 @ 2PM EST
Responses distributed to Questions on or before	December 27, 2018
Proposals Due by	**January 17, 2019 @ 2PM EST**
Estimated Presentations and Evaluation Process	January 18 – 22, 2019
Estimated President/CEO or Board Approval	January 24, 2019
Estimated Contract Award	January 25, 2019

If you have questions regarding this proposal, you must submit them to the contact listed in Section 5.1, no later than **2 PM EST on Thursday, December 20, 2018.**

5.6 Release of Information

Information submitted in response to this RFP/IFB will not be released by the Cumberland Housing Group during the proposal evaluation process or prior to a contract award.

5.7 Proprietary Information

If a respondent does not desire certain proprietary information in their response disclosed, the respondent is required to identify all propriety information in the response, which identification shall be submitted concurrently with the response. If the respondent fails to identify proprietary information, it agrees by submission of its response that those sections shall be deemed nonproprietary and may be made available upon public request after a contract award.

5.8 Term of Contract

The Cumberland Housing Group intends to award a contract for its requirements as follows:

1. The contract period of performance is beginning on or about April 1, 2019, and expiring on March 31, 2020.

2. The Contractor shall perform its services hereunder in a prompt and timely manner and shall commence performance upon receipt of a written Notice to Proceed from the Cumberland Housing Group. The Notice to Proceed shall set forth the precise date of commencement of the work.

3. The Contractor shall make its non-exclusive services available during the entire contract period.

4. The Cumberland Housing Group may award the contract at a time other than that stated in the Schedule. In which case the Cumberland Housing Group, at its option, may shorten the duration of the contract or change the beginning and end dates, but in no case will the contract exceed the duration in as aforementioned.

5.9 Prevailing Wage Rate

☒ The HUD prevailing wage rates **ARE NOT** applicable to the work described within this RFP/IFB.

☐ The HUD prevailing wage rates **ARE** applicable to the work described within this RFP/IFB. Contractor shall pay its employees that perform such work as stated within this RFP/IFB at a rate not less than HUD-Determined Prevailing Wage Rates and fringe benefits according to the rates in effect at the time of this solicitation and as supplied by Cumberland Housing.

5.10 Price Escalation *(Periodic Service Contracts Only)*

After the first contract period (and at the beginning of any ensuing contract period) there may be an escalation of labor costs allowed in the same amount of an escalation that occurs pertaining to the State of Maryland Prevailing Wage Rates or the applicable Department of Labor Wage rate. For example if, at the end of the first contract period the listed Prevailing/DOL wage rates increase 5% as compared with the listed rates on the date of the bid submittal deadline, the Contractor will be entitled to a 5% increase in to the labor rates that they submitted in response to the proposal. For the option years, April 1 will be used for the baseline date to determine the listed wage rate. There shall be no more than one of these adjustments within any 12 month period during the contract. If the responsible governmental agency increases any rate more than once in a 12-month period; an exception may be granted.

5.11 HACC Reserves the Right to:

5.11.1 Request an oral interview with, and additional information from, companies or individuals prior to final selection of a provider.

5.11.2 Consider information about a company or individual in addition to the information submitted in the response or interview.

5.11.3 Reject any and all responses and waive any irregularities.

6.0 RFP/IFB QUESTIONS FOR PROVIDERS

Proposals or bids shall be considered from responsible businesses or individuals engaged in the performance of similar or related services. Proposals must include information on the competency in performing comparable services, demonstration of acceptable financial resources, and personnel staffing. The contractor/vendor shall furnish detailed information on references, as well as background and experience with projects of a similar type and scope to include as a minimum:

6.1 Organizational and Personnel Background

Provide an overview of your company's history, emphasizing its qualifications and major organizational strengths.

6.2 Experience

Discuss your experience, in serving as a provider of the type of services requested.

6.3 Approach

Vendor shall describe their understanding of the project scope, their proposed approach to performing the services, and submit a proposed schedule.

6.4 References

Vendor must provide a listing of five (5) references where similar services were performed. The client reference shall include the name of the organization, contact person, email address, physical address, and telephone numbers.

6.5 Employees

Identify the specific individuals who would be assigned to work with the Cumberland Housing Group and specify which person would be the primary contact person with the Cumberland Housing Group.

6.6 Price

Please provide a cost to each development for the rendering of services described in this contract at the specific locations listed on the Form of Proposal, Attachment 1. Contracts involving monthly or periodic service shall list the cost for each monthly/periodic service. Clearly specify if any additional expenses will be charged to the Cumberland Housing Group in connection with this proposal.

6.7 Affirmative Action

The Cumberland Housing Group requires that each respondent be an Equal Opportunity Employer and state that the respondent complies fully with all government regulations regarding nondiscriminatory employment practices.

7.0 RFP/IFB REVIEW

The Cumberland Housing Group staff will perform a thorough review of the proposal/bids received utilizing established criteria. After such review, some of the contractors/vendors that have responded may be asked to be available for interviews and/or presentations on their planned approach to the work specified. If so, those contractors/vendors will be given not less than three (3) business days notice, along with the date, time and place for the interviews. Expenses will be the responsibility of the respondent.

8.0 PRE-BID CONFERENCE—NONE SCHEDULED

9.0 SELECTION CRITERIA

All proposals will be initially evaluated to determine if they meet the following minimum requirements:

Minimum Proposer Qualifications (pass/fail):

9.1 Experience of organization: Have at least three (3) years experience in providing services for rental units for other similar sized entities with similar scope;

9.2 Provide at least five (5) references for which like services have been performed within the past five (5) years. At least two (2) of those references shall be for work that was completed at multifamily housing sites; and the remaining references, for work completed at commercial facilities and/or municipalities. The Cumberland

Housing Group reserves the right to contact any party that the Proposer/Bidder has worked for in the past and to reject based on past poor performance.

9.3 Meet other presentation and participation requirements listed in this RFP/IFB;

9.4 Any outstanding or pending complaints as determined through the Better Business Bureau, State of Maryland Contractor's License Board, State of Maryland Office of Consumer Affairs, etc. will be reviewed to determine if the complaint warrants disqualification of the proposer. There can be no unsatisfactory record of performance with any public agency; and

9.5 Have the administrative and fiscal capability to provide and manage the proposed services.

Contract shall be awarded to the contractor/vendor who provides the best approach and offers a reasonable price for the Scope of Work specified.

10.0 RFP/IFB REQUIREMENTS AND CONDITIONS

10.1 Minimum Requirements

This RFP/IFB sets forth the minimum requirements that all submissions shall meet. Failure to submit proposals or bids in accordance with this request may render the submission unacceptable.

10.2 Cost of the Proposal/Bid

Costs incurred by any proposer/bidder in the preparation of its response to the RFP/IFB are the responsibility of the proposer/bidder and will not be reimbursed by Cumberland Housing. Proposer/bidder shall not include any such expenses as part of their proposal/bid.

10.3 Clarification to Proposals/Bids

The Cumberland Housing Group reserves the right to obtain clarifications of any point in a company's proposal or to obtain additional information necessary to properly evaluate a particular proposal/bid. Failure of a proposer/bidder to respond to such a request for additional information or clarification could result in rejection of the company's response or responses.

10.4 Cancellation of the RFP/IFB

The Cumberland Housing Group reserves the right to cancel this RFP/IFB at any time, for any reason, and without liability if cancellation is deemed to be in the best interest of The Cumberland Housing Group. The proposer/bidder assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal/bid.

10.5 Collusion

Proposer/bidder, by submitting a proposal or bid, hereby certifies that no officer, agent, or employee of The Cumberland Housing Group has a pecuniary interest in this RFP/IFB; that the Proposal/Bid is made in good faith without fraud, collusion, or connection of any kind with any other proposer/bidder; and that the proposer/bidder is competing solely in its own behalf without connection with, or obligation to any undisclosed person or company.

10.6 Contacts

All questions concerning the RFP/IFB shall be directed to the contact information provided in paragraph 5.1 above. To avoid all appearances of impropriety proposer/bidder should only contact the above referenced staff person and should not attempt to contact any Cumberland Housing Group Commissioner, Director or the President/CEO. No oral request for clarification or information will be accepted. All such requests must be in writing (by email, mail, fax, or hand delivery) and submitted to the Cumberland Housing Group no later than the date and time identified in paragraph 5.5 the Timetable. All questions and clarifications shall be answered in one written addendum, which will be issued to all respondents who have been duly recorded as having received a copy of the RFP/IFB in the Cumberland Housing Group's distribution log.

10.7 Disputes

In case of any doubt or differences of opinions as to the participation sought hereunder, or the interpretation of the provisions of the RFP/IFB, the dispute process shall apply.

Contractors/vendors may appeal the recommended award, provided the appeal is in writing, contains the RFP/IFB number, is delivered to the address listed in Section 5.5 of this document, and is submitted according to the time requirements listed below. The following shall apply to protests (unless otherwise specified, this section will use the term "protest" to also include disputes and appeals):

10.7.1 Solicitation: Contractors/vendors may protest a solicitation issued by the Cumberland Housing Group. It must be received by the Contracting Officer before the bid or proposal submittal deadline, or it will not be considered.

10.7.2 Award: Any protest against the award of a contract based on an RFP/IFB must be received by the Contracting Officer no later than two full business days after the bid submittal deadline, or before award of the contract, whichever is earlier, or the protest will not be considered.

10.7.3 Award: Any protest against the award of a contract based on an RFP or IFB or appeal of a decision by the Cumberland Housing Group to reject a proposal, must be received by the Contracting Officer within two business days after notification to an unsuccessful proposer/bidder that they were not selected, or the protest will not be considered.

10.7.4 Rejection of Bid: Any protest of a decision by the Cumberland Housing Group to reject a proposal/bid submitted in response to an RFP/IFB must be received by the Contracting Officer within two business days after being notified in writing of the Cumberland Housing Group's decision, or the appeal will not be considered.

A written response will be directed to the appealing Contractor within fourteen (14) calendar days of receipt of the appeal, advising of the decision with regard to the appeal and the basis for the decision. The decision of the Cumberland Housing Group shall be final and binding upon all parties.

11.0 INSURANCE REQUIREMENTS

11.1 Proof of Insurance Certificate, shall not be terminated or expire without thirty (30 days written notice, and are required to be maintained in force until completion of the contract. A current Certificate of Insurance (COI) will be required at contract execution and must be kept updated with the Cumberland Housing Group. The Contractor, and all subcontractors used in the performance of this contract, will be required to name "Housing Authority of the City of Cumberland" and "Cumberland Housing Alliance, Inc." as an additional insured on the COI. Attachment # 9 lists the standard types of required insurance and the minimum amounts.

11.2 Failure to provide proof of insurance or failure to maintain insurance as required in this RFP/IFB, or by law; are grounds for immediate termination of the contract. In addition, the awarded proposer/bidder should be liable for all re-procurement costs and any other remedies under law.

11.3 Indemnification and Insurance Requirements

11.3.1 Indemnification

The Contractor agrees to indemnify, defend and hold harmless the Cumberland Housing Group and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the Cumberland Housing Group on account of any claim therefore, except where such indemnification is prohibited by law.

11.3.2 Additional Named Insured

All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain additional endorsements naming "Housing Authority of the City of Cumberland" and "Cumberland Housing Alliance, Inc." and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder.

11.3.3 Waiver of Subrogation Rights

The Contractor shall require the carriers of the above required coverage's to waive all rights of subrogation against the Cumberland Housing Group, its officers, employees, agents, volunteers, Contractors and subcontractors.

11.3.4 Policies Primary and Non-Contributory

All policies required above are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the Cumberland Housing Group.

11.3.5 Proof of Coverage

The Contractor shall immediately furnish certificates of insurance to the Cumberland Housing Group evidencing the insurance coverage, including the endorsements above required, prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department. Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within sixty (60) days of the commencement of this Agreement, the Contractor shall furnish certified copies of the policies and all endorsements with the Cumberland Housing Group agencies listed as an additional insured entity.

11.3.6 Insurance Review

The above insurance requirements are subject to periodic review by the Cumberland Housing Group 's Risk Manager and is authorized, but not required, to reduce or waive any of the above insurance requirements whenever the Risk Manager determines that any of the above insurance is not available, is unreasonably priced, or is not needed to protect the interests of the Cumberland Housing Group. In addition, if the Risk Manager determines that heretofore, unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager is authorized but not required, to change the above insurance requirements, to require additional types of insurance coverage or higher coverage limits, provided that any such

change is reasonable in light of past claims against the Cumberland Housing Group, inflation, or any other item reasonably related to the Cumberland Housing Group 's risk. Any such reduction or waiver for the entire term of the Agreement and any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

12.0 CONTRACT CONDITIONS

12.1 Americans with Disabilities Act

Proposer/Bidder must comply with all applicable requirements of federal and state civil rights law and rehabilitation statues.

12.2 Law of the State of Maryland

The resulting contract will be entered into within the State of Maryland and the law of said state, whether substantive or procedural, shall apply to the contract, and all statutory, charter and ordinance provisions that is applicable to public contracts within the County of Allegany and the State of Maryland shall be followed with respect to the contract.

12.3 Contract Terms and Final Selection

The selected company/individual will be expected to sign the Cumberland Housing Group's Contract Agreement, which will specify the term of service. If the selected applicant and the Cumberland Housing Group cannot come to terms with respect to the contract, the Cumberland Housing Group reserves the right to select the next most qualified applicant or to terminate this RFP/IFB and to re-issue a new RFP/IFB if no Proposer/Bidder is acceptable to the Cumberland Housing Group.

12.4 Required Documentation Review

The following documents are required to be reviewed by the proposer/bidder and their proposal/bid developed in accordance with these documents. These documents are available on our website **www.cumberlandhousing.org** under the "Documents" tab, "Vendor/Contractor Bid Documents".

Section 3 Plan for a Business Preference
Section 214 Notice
HUD-5369 Instructions to Bidders
HUD-5369-B Instructions for Non Construction Contracts
HUD-5370 General Conditions of the Construction Contract
HUD-5370-C Part I General Conditions of the Non Construction Contract
HUD-5370-C Part II General Conditions of the Non Construction Contract
Attachment No.9 Contractor Insurance Requirements Form 511

SCOPE OF WORK

PART 1 - GENERAL PROVISIONS

It is the intent of this RFP/IFB to establish a term contract, with a contractor/vendor and Cumberland Housing for labor, materials and equipment necessary to provide Waste Disposal/Recycling/Shredding services for all developments. Cumberland Housing owns and manages multiple public housing units in a variety of configuration, throughout the City of Cumberland. All work is to be performed according to the State of Maryland Regulations and industry standards, according to the material manufacturers' recommendations and to the satisfaction of Cumberland Housing.

The repeated failure of any contractor/vendor to provide satisfactory service when contacted shall result in that contractor/vendor's contract being canceled for non-performance. Cumberland Housing shall document failure to maintain reasonable performance and service and the contractor/vendor may not be permitted to participate in future contracts for these services.

1.1 SERVICE AREA LOCATIONS

Service Locations are buildings owned by Cumberland Housing and located throughout the City of Cumberland as listed below:

Jane Frazier Village – 202 Memorial Avenue, Cumberland, MD
Fort Cumberland Homes – 129 W. Oldtown Road, Cumberland, MD
John F. Kennedy Homes – 135 N. Mechanic Street, Cumberland, MD
Queen City Tower – 235 Paca Street, Cumberland, MD
Banneker Gardens – 302 Frederick Street, Cumberland, MD
Willow Valley Senior Living – 701 Furnace Street, Cumberland, MD
Grande View Apartments – 25081 Shady Lane SW, Westernport, MD

1.2 GENERAL REQUIREMENTS

Services to be provided by the contractor/vendor are to include all of the following items:

1.2.1 The contractor/vendor shall furnish all labor, equipment, tools, parts, materials, and supplies required to provide Waste Disposal/Recycling/Shredding services as required. The contractor/vendor shall list all areas which they **will not** provide services for if applicable.

1.2.2 The services shall additionally include, but not be limited to: A weekly or twice-weekly waste disposal/recycling program and once yearly shredding services.

1.2.3 All services provided by the contractor/vendor shall comply with and conform to all applicable Federal, State, and local regulations, laws and codes.

1.3 REGULAR SERVICE CALLS *(if applicable)*

1.3.1 Regular service requests made to the contractor/vendor shall be responded to within forty-eight (48) hours of notification to the contractor/vendor.

1.3.2 Additional work which exceeds one thousand dollars ($1,000), the contractor/vendor shall furnish to Cumberland Housing a report, which shall include a scope of work, bill of materials, fixed price, and time required for completion, and request verbal or written authorization from Cumberland Housing.

1.4 EMERGENCY SERVICE CALLS *(if applicable)* ☐ Applicable ☒ Not Applicable

1.5 WARRANTY/GUARANTEE

All work provided by the contractor/vendor pursuant to any contract that ensues from this RFP/IFB shall be warranted or guaranteed by that firm for a period of time of n/a.

1.6 PAYMENT FOR SERVICES

At the completion of each bi-weekly or monthly service period, the Contractor may submit an invoice for payment based upon the amount of work completed during the time period or one month of the total service contract amount. Such invoicing shall document the service locations, date of services and the cost for each development. Invoices for payments shall be itemized to reflect the individual properties that were serviced with the cost per property. Cumberland Housing will not authorize payment until services have been performed.

1.7 TERMINATION OF AGREEMENT

Cumberland Housing may terminate this agreement in whole, or in part, for Cumberland Housing's convenience or the failure of the firm, as interpreted by Cumberland Housing, to fulfill the requirements of the agreement upon a fourteen (14) day written notification to the service contractor.

1.8 WAGE RATE ☐ Applicable ☒ Not Applicable

The contractor/vendor shall pay its employees that perform such work as stated within this RFP/IFB at a rate not less than HUD-Determined Prevailing Wage Rates and fringe benefits according to the rates in effect at the time of this RFP/IFB and supplied by Cumberland Housing.

1.9 CONTRACTOR/VENDOR EMPLOYEES

The contractor/vendor shall ensure that personnel are knowledgeable of all the requirements of these specifications and shall be responsible for instructing his/her employees in safety measures considered appropriate. Maryland-OSHA safety requirements shall be complied with in all activities under this award.

1.10 SITE CONTROL

The contractor/vendor is solely responsible for damage to surrounding surfaces, facilities, vegetation, vehicles, or persons caused by its materials, equipment, workers, or agents. The company will be liable for deaths, injuries or damages to persons or property caused by the company's acts or omissions. The contractor/vendor shall make every effort to maintain a clean, quiet, and orderly work area throughout the term of this project. No materials or equipment shall be left unsecured on the site when the contractor/vendor workers are not present. The contractor/vendor is responsible for protecting the work from damage from any source prior to final acceptance. The contractor/vendor further is responsible for the actions or inactions of his employees.

1.11 WORK SCHEDULE

The contractor/vendor shall perform work when needed and requested, during normal working hours Monday through Friday Not applicable for this contract

1.12 CLEAN UP

At the completion of work, remove all materials, supplies, debris and rubbish and leave each area in a clean, acceptable condition. The garbage dumpsters permanently positioned on Cumberland Housing property are not to be used without prior approval.

PART 2 — CONTRACT PROVISIONS

2.1 MINIMUM PROPOSER REQUIREMENTS

2.1.1 The contractor/vendor shall be an experienced full-time provider of the requested services outlined in this Scope of Work. Contractors not meeting this requirement will not be considered. Cumberland Housing does not consider general contractors as meeting this requirement.

2.1.2 The contractor/vendor is encouraged though not required to physically visit the proposed work site(s) to become familiar with the development and any special circumstances related to such items as measurements, utilities, site control, safety, etc. The Cumberland Housing Contact Person must be notified 48 hours in advance of a requested site visit. Failure to visit the site will not excuse the contractor/vendor from any requirements within this contract.

2.1.3 Reserved

2.1.4 Reserved

2.2 CONTRACT PRICING

2.2.1 Cost shall include all materials, equipment and labor.

2.2.2 Cost shall also include containers for waste and recycling, where the agency does not own dumpsters. Invoicing should be broken down by development.

2.2.3 The per month quotation shall include current per ton landfill cost. No increase will be permitted within the one year service agreement period. If landfill costs increase prior to any renewal period, the Housing Authority, upon receiving written verification, will increase the amount of the contract based on the current per ton rate for that renewal period.

2.3 ADDITIONAL WORK AUTHORIZATION

The contractor/vendor shall be required to submit a written quotation prior to the authorization of any additional non-covered work, at no additional charge to Cumberland Housing. The quotation shall be provided within "three (3) business days" of the original request, and shall include a detailed summary in accordance with the contract rates. If the quotation is accepted and the work performed, the invoice shall not exceed the quoted amount unless previously authorized by the Contract Officer.

PART 3 — SCOPE OF WORK

3.1 INTENT

It is the intent of this Request for Proposal/Invitation for Bid to provide Cumberland Housing with a Waste Disposal/Recycling/Shredding services program for all developments. The specifications, terms and conditions contained herein are to describe the basic requirements of the contract for Waste Disposal and Recycling services as required by Cumberland Housing throughout the City of Cumberland. Cumberland Housing is committed to using products and services that are environmentally responsible and to providing the healthiest and safest environment for its tenants and employees. To achieve this objective, Cumberland Housing prefers to utilize services which make use of environmentally preferable products.

3.2 SCOPE OF SERVICES

3.2.1. WASTE DISPOSAL SERVICE FOR SEVEN DEVELOPMENTS

DUMPSTER PLACEMENT AND SIZE

The dumpsters to be furnished shall be eight cubic yards and be placed at the following locations:

Jane Frazier Village	6 dumpsters
Fort Cumberland Homes	4 dumpsters
Banneker Gardens	2 dumpsters

The dumpster to be furnished shall be six cubic yards and be placed at Willow Valley Senior Living.

The above described dumpsters are to be emptied twice per week.

A 2 yard compactor box shall be furnished and placed at Grande View Elderly Apartments, and emptied once per week.

The Housing Authority will furnish dumpsters (2 cubic yards) for the following locations:

John F. Kennedy Apts.	2 dumpster (provided)
Queen City Tower	2 dumpster (provided)

These dumpsters are to be emptied twice per week.

3.2.2. GENERAL SERVICE REQUIREMENTS

Services to be provided by the Waste Disposal Vendor are to include all of the following items:

The Waste Disposal Vendor shall furnish all labor, equipment, tools, parts, materials, and supplies required to service each dumpster as specified. All dumpsters provided by the service contractor shall be maintained in a clean, presentable and undamaged condition at all times.

The Service Contractor will make every effort to perform work in such a manner that damage does not occur to surrounding Housing Authority or residential property.

The Service Contractor shall remove **ALL TRASH** placed inside the dumpsters, including the dumpster containment area, as well as **ALL "FURNISHINGS"** placed outside the dumpsters at **ALL DEVELOPMENTS**. "Furnishings" shall not consist of appliances referred to as "white goods," i.e. refrigerators, stoves, water heaters, etc. A weekly bulk item pick up day for these furnishings will be a consistent pre-assigned day.

It is typical for extra bulk pick up services be required with minimal notice due to evictions or pest infestation issues. This will be provided to the HACC at no additional cost and within 24 hours of the time requested.

Any items that may fall from dumpsters while being emptied shall be the responsibility of the driver of the vendor truck to prevent waste being left in public streets or parking lots.

All services provided by the Waste Disposal Vendor shall comply with and conform to all applicable Federal, State, and local regulations, laws and codes.

3.2.3 HOUSING AUTHORITY OWNED EQUIPMENT - Dumpster Maintenance

The Service Contractor will be responsible for maintenance of each dumpster. Once annually, each of the four dumpsters that are the property of Cumberland Housing will be removed from the premises for cleaning and painting. At this time the condition of the dumpster will be evaluated and any metal replacement necessary will be brought to the attention of Cumberland Housing. A detailed listing of repairs necessary and a price breakdown will be submitted and Cumberland Housing will have the option of soliciting another price quote before any repairs are made. A letter to proceed or a signed proposal will be used to move forward with repairs.

Wheel Maintenance

The Service Contractor will be responsible for wheel maintenance. If at any time during the contract period, the wheels or the wheel holding brackets need to be replaced or repaired, for whatever reason, contractor will make the necessary repairs or replace the wheels at no additional cost to Cumberland Housing.

Compactor Maintenance

The Service Contractor will be responsible for preventive maintenance of all trash compactors (located at JFK Apartments, Queen City Towers, Willow Valley and Grande View Apartments). Each trash compactor will have a general maintenance inspection and services to be performed quarterly (make necessary adjustments, check fluids, photo eyes, clean, etc.), with updated reports being sent to Cumberland Housing. Any extraordinary repairs necessary will be brought to the attention of Cumberland Housing. A detailed listing of repairs necessary and a price breakdown will be submitted and Cumberland Housing will have the option of soliciting another price quote before any repairs are made. A letter to proceed or a signed proposal will be used to move forward with repairs.

Lift Maintenance

The Service Contractor will be responsible for preventive maintenance of the trash compactor lift located at JFK Apartments. The lift will have a general maintenance inspection and services to be performed quarterly (make necessary adjustments, check fluids, grease, clean pit, etc.). Any extraordinary repairs necessary will be brought to the attention of Cumberland Housing. A detailed listing of repairs necessary and a price breakdown will be submitted and Cumberland Housing will have the option of soliciting another price quote before any repairs are made. A letter to proceed or a signed proposal will be used to move forward with repairs.

The Service Contractor will provide the necessary cleaning supplies, paint, grease, hydraulic oil, etc. to maintain Cumberland Housing owned equipment.

Reycling Program

The HACC is soliciting the Service Contractor to provide a recycling program that includes plastics, newspaper, cardboard, and glass. The program is to include the Service Contractor to provide the recycling containers that will be located at each development. Quantities and location will be discussed with the successful Service Contractor.

Shredding Program

The HACC is soliciting the Service Contractor to provide a shredding program that has the possibility of being implemented during the course of the contract term. As the agency ventures into this arena of specialty services, the HACC is requesting that this type of program be presented for discussion and consideration

FORM OF PROPOSAL

The Firm of: _____ hereby submits this proposal to the Housing Authority of the City of Cumberland, the Cumberland Housing Alliance, Inc., or Cumberland Neighborhood Housing Services, Inc. all doing business as The Cumberland Housing Group, for the contract referred to as **"Waste Disposal and Recycling Services".**

PROPOSAL VALUE

Pursuant to all RFP/RFB/RFQ 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 requested services described herein pertaining to this proposal for the following lump sum contract price(s) *(Amount shall be shown in both words and figures fee(s) In case of discrepancy, the amount shown in words will govern)*:

LUMP SUM _____ DOLLARS
(Written)

($_____).
(Figures)

Modifications if Applicable:

Add-on # 1: _____ $_____ Deduct # 1: _____ $_____

Add-on # 2: _____ $_____ Deduct # 2: _____ $_____

Add-on # 3: _____ $_____ Deduct # 3: _____ $_____

Itemized by Development Requested: Note: A one page explanation of the Proposal Value may be attached IN ADDITION to the above in order to explain any specifics, details, etc.

Jane Frazier Village $_____ John F. Kennedy $_____

Ft Cumberland Homes $_____ Queen City Tower $_____

Banneker Gardens $_____ Central Office $_____

Willow Valley $_____ Grande View $_____

Other: $_____

SUBMITALS

The items listed below must be completed and submitted with this Form of Proposal:

Attachment 2	Non-Collusion Certificate
Attachment 3	Anti-Bribery Affidavit
Attachment 4	Profile of Firm Form
Attachment 6	Stipulation Against Liens
Attachment 7	Section 3 Business Preference Submittal
Attachment 10	Form HUD-92010 Equal Employment Opportunity Certification
HUD Forms	HUD-5369-A (dated 10/2002)
	HUD-5369-C (dated 8/93 for non-construction contracts only)

FORM OF PROPOSAL

LIQUIDATED DAMAGES

Liquidated damages of one hundred ($100.00) dollars per calendar day will be assessed against the Firm for failure to comply with the schedule as set forth in the contract documents. Any increases in the Scope of Work authorized by The Cumberland Housing Group or conditions encountered beyond the Firm's control will be given due consideration in the event that Liquidated Damages become an issue.

PROPOSER'S STATEMENT

Through the signature below, the firm does hereby attest that it has fully read the instructions, conditions and general provisions and understands them. The firm further certifies that the firm is not debarred, suspended or otherwise prohibited from professional practice by any federal, state or local agency. 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 Agency discovers that any information entered herein to be false, such shall entitle The Cumberland Housing Group 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, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFQ as issued by The Cumberland Housing Group, either in hard copy or on the noted Internet website, including an agreement to execute the attached Sample Contract form.

By signing here, the firm does hereby attest that it has fully read the instructions, conditions and general provisions and understands them. The firm further certifies that the firm is not debarred, suspended or otherwise prohibited from professional practice by any federal, state or local agency.

Firm Name: _____

Authorized Signature: _____

Name & Title Printed: _____

Telephone No.: _____ Date: _____

EXCEPTIONS (If no exceptions are taken, state NONE): _____

The cost for additional services provided on an as needed basis is as follows:

RECYCLING PROGRAM

Development	Annual Cost	Monthly Cost
Jane Frazier Village	$	$
Fort Cumberland Homes	$	$
John F. Kennedy Apts.	$	$
Queen City Tower	$	$
Banneker Gardens	$	$
Willow Valley	$	$
Grande View	$	$
TOTAL	$	$

ANNUAL CLEANING/PAINTING/INSPECTION OF CUMBERLAND HOUSING OWNED DUMPSTERS:

Development	Annual Cost
John F. Kennedy Apts.	$
Queen City Tower	$
TOTAL	$

QUARTERLY COMPACTOR AND LIFT MAINTENANCE:

Development	Annual Cost	Per Quarter Cost
John F. Kennedy Apts.	$	$
Queen City Tower	$	$
Willow Valley	$	$
Grande View	$	$
TOTAL	$	$

SHREDDING SERVICE - PRICE PER EACH SERVICE REQUESTED $_____