



Maiker
Housing Partners

Invitation for Quote

IFQ# 21-034

Moving Services

Casa Redonda de Vigil Senior Housing

1.0 ABOUT MAIKER HOUSING PARTNERS

Adams County Housing Authority dba Maiker Housing Partners, serves Adams County residents for whom conventional housing is unaffordable. We assist individuals, families, seniors, and persons with disabilities throughout all of Adams County, including the rural and unincorporated areas. Our goal is to provide these households with quality, affordable housing options while supporting their efforts to achieve economic self-sufficiency.

Our programs and services include the following: Public Housing, Section 8 Voucher Program, Housing Counseling, Family Self-Sufficiency Program (FSS), Financial Assistance Programs (rent/mortgage and utilities assistance), and a Homeownership Program. We also own and manage several affordable multi-family apartment communities throughout the county. The Agency owns and manages 1,932 units, which most are available at or below market rents, and we supply about 1,500 Section 8 Housing Choice Vouchers.

The Housing Authority is an independent public corporation authorized by the State under the Colorado Revised Statutes §29-4-501. It is governed by a seven-person Board of Commissioners and is subject to the requirements of the Code of Federal Regulations CFR 2 §200.317 - §200.326. Maiker is a body corporate and politic agency, which was officially organized in 1974 and has been an approved housing counseling agency since 1978 by the U. S. Department of Housing and Urban Development (HUD). Though brought into existence by a resolution of the Adams County Board of Commissioners, Maiker is a separate entity and operates independently of the Adams County, Colorado government.

Our mission is to work in partnership with diverse communities, to promote economic self-sufficiency, to preserve and expand affordable housing opportunities, and to enhance the livability of neighborhoods in Adams County.

2.0 QUOTE INFORMATION AT A GLANCE

| | |
|----------------------------------|---|
| MAIKER CONTACT PERSON | Kirk Kemp Procurement Specialist kkemp@maikerhp.org |
| QUOTE SUBMISSION DEADLINE | Wednesday, October 6, 2021 at 2:00 PM MST Respondents will provide Procurement Officer access to electronic drop box of respondent's choice for proposal. OR Email submissions are acceptable provided all attachments are sized to be sent/received by email. |
| ANTICIPATED AWARD DATE | On or around October 20th, 2021 |

3.0 MAIKER'S RESERVATION OF RIGHTS:

- 3.1. Maiker reserves the right to reject any or all Quotes, to waive any formality in the Quote process, or to terminate the Quote process at any time, if deemed by Maiker to be in its best interests.
- 3.2. Maiker reserves the right not to award a contract pursuant to this Quote.
- 3.3. Maiker reserves the right to terminate a contract awarded pursuant to this Quote, at any time for its convenience upon 7 days written notice to the successful Responder(s) as shall be further described in such contract.
- 3.4. Maiker reserves the right to determine the days, hours, and locations that the successful Responder(s) shall complete the work called for in this Quote.
- 3.5. Maiker reserves the right to retain all Quotes submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving Quotes without the written consent of Maiker Procurement Officer (PO).
- 3.6. Maiker reserves the right to negotiate the fees proposed by any Responder.
- 3.7. Maiker reserves the right to reject and not consider any Quote that does not meet the requirements of this Quote request, including but not necessarily limited to incomplete Quotes and/or Quotes offering alternate or non-requested services.
- 3.8. Maiker shall have no obligation to compensate any Responder for any costs incurred in responding to this Quote.
- 3.9. Maiker shall reserve the right to at any time during the Quote or contract process prohibit further participation by a Responder or reject any Quote submitted that does not conform to any of the requirements detailed herein. Each prospective Responder is thereby agreeing to abide by all terms and conditions listed within this document, within the attachments and further agree that he/she will inform Maiker in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by Maiker that he/she feels needs to be addressed.

4.0 INTRODUCTION: Maiker Housing Partners is seeking to procure a moving company for the internal relocation of residents of the Casa Redonda De Vigil Senior Apartment community

located at 1080 W. 69th Ave, Denver, Colorado (Adams County CO). Moving services will be provided between three apartment buildings situated on the property. Maiker will need to relocate residents to comparable units throughout the property prior to construction start and return residents to units once renovations are complete. Construction is anticipated to begin in January 2022 and finish in May 2022. There will be a total of 6 phases of construction during which moves are estimated to take place as follows.

- Phase 1: January 1 – January 30; 10 unit move
- Phase 2: March 14 – March 18; 10 unit move
- Phase 3: May 16 – May 20; 8 unit move
- Phase 4: July 18 – July 24; 8 unit move
- Phase 5: September 19 – September 23; 8 unit move
- Phase 6: November 21 – November 25; 8 unit move

5.0 SCOPE OF WORK (SOW): Selected contractor shall move the furnishings and packed belongings for residents of approximately 8 units per phase to similar units in buildings throughout the property. Units are in two story buildings with entrances on the ground floor and the second level. The property consists of 42 -1 Bed/1Bath units. 38 units are 545 SF., and 4 units are 650 SF. See **Attachment A** - Community Site Map, and **Attachment B** - Unit Floor plans.

Provide packing and unpacking services to residents that are unable to complete the move on their own as designated by property management. Property management will work with the Contractor to identify each individual unit.

Specifications/Statement of Work of Contractor Services: Outlined below are the specifications for services sought by Owner in connection with Casa Redonda De Vigil.

- Contractor and property management will conduct a walkthrough of each unit at least 30 days prior to anticipated move date to estimate time and crew sizes needed for each move.
- All moving dates will be scheduled with the Contractor at least 5 business days in advance unless agreed upon by the Contractor and property management.
- All moving sites will be located at the Casa Redonda De Vigil apartments located at 1080 W. 69th Ave, Denver, Colorado.
- Simultaneous residential moves in a single truck are not allowed.
- Trucks should be cleaned prior to each scheduled move free of debris, liquids, rodents, and insects.
- Contractor maybe required to pack all belongings of residents upon request.
- For moves requiring packing and unpacking by Contractor, Contractor will be responsible for packing and unpacking all items and furniture in designated apartments.
- Contractor will provide moving supplies including boxes, packing tape, and protective packing materials.
- Moving services will include any disassembling/assembling necessary to complete the move.
- Property management will coordinate move dates, times, and locations with the Contractor.
- Hourly charges are to begin upon arriving at the move location, not the time leaving the contractor shop.

IFQ# 21-034, MOVING SERVICES

September, 2021

- Hourly charges are to end upon completion of the work, not the time arriving back at the contractor shop.
- Each unit move shall be commenced and completed on the scheduled day unless agreed upon in writing by the property management.
- Contractor will be responsible for damage caused by the Contractor's employees during moving, packing and unpacking.
- Contractor will be responsible for protecting from damage all transported items during the entire moving process.
- Contractor will follow all COVID safety protocols to ensure the safety of residents and staff.

6.0 COMPLIANCE: All items furnished must comply in all respects to the standards and regulations established by Federal and Colorado State Laws. Vendor must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C 1837(h)), section 508 of the Clean Water Act (33 U.S.C 1368), Environmental Protection Agency regulations (40 CFR), and OSHA Enforcement Procedures for Occupational Exposure to Bloodborne Pathogens Standard (29 CFR 1910.1030.)

7.0 BEST VALUE CLAUSE: Maiker intends to retain the successful responder pursuant to a "Best Value" basis, not necessarily a "Low Quote" basis. Maiker will, as detailed within the following sections, consider factors other than just cost in making the award decision.

8.0 PRICE & FEE GUIDELINES: Contractor agrees to abide by the following items.

8.1. Proposed Costs All-Inclusive: All quote amounts are inclusive of all related costs that the proposer will incur during the execution of the contract, and must include all costs such as: related costs, benefits, clerical, required materials, equipment and tools, overhead/profit, etc. The proposer's fee shall include all costs necessary to perform and deliver the work.

8.2. Fee Assumptions: Contracted fees resulting from this RFP shall be based on the following fee assumptions.

- Transportation time to and from the project (Destination Fee), if any, shall be based on a pre-negotiated flat fee and shall apply only once per moving crew per day.
- Packing and unpacking services for specified residents shall be charged based on a set hourly rate, inclusive of all Contractor costs to deliver those services. Basic packing materials including standard packing boxes and tape will be available from property management.
- Moving of furniture and packed belongings shall be billed based on a set hourly rate for each individual unit.
- Following Contractor selection, Contractor shall be required, at its expense, to evaluate the contents of each unit along with property management at least 30 days in advance unless otherwise agreed upon.

8.3. Reimbursables: No additional expenses, such as mileage or out-of-pocket, will be reimbursed by Maiker unless otherwise agreed in writing.

IFQ# 21-034, MOVING SERVICES

September, 2021

- 8.4. Tax Exempt:** Maiker is exempt from sales tax and as such, the pricing should take into consideration the tax-exempt nature of Maiker.
- 8.5. Permit Fees and Inspections:** IF permit fees and inspections are connected with work resulting from this IFQ, the Contractor will be required to obtain any required permits and to ensure the completion of any inspections. Maiker will reimburse, at cost, the permit fees.
- 8.6. Trip Charges:** Transportation time to and from the project (Destination Fee), if any, shall be based on a pre-negotiated flat fee and shall apply only once per moving crew per day.
- 8.7. Additional Materials/Supplies/Equipment/Services:** It is possible that Maiker will require additional materials/services in support of the contract. In such cases, Maiker and the contractor will negotiate such needs for a mutually agreeable solution.
- 8.8. Personnel & Equipment:** Contractor agrees to furnish all equipment and fully trained personnel necessary to perform the services specified herein and agree to perform said services in a timely, professional, and competent manner. The contractor may not sub-contract services to a third party without written consent from Maiker. Contractors shall comply with all OSHA standards.
- 8.9. Contract Options and Renewals:** It is anticipated that the work performed according to the contract issued resulting from this procurement, will end when the work as detailed in the Scope of Work is satisfactorily completed and agreed upon by Maiker. There are no planned contract renewal options associated with this procurement and contract.
- 8.10. Contractor Liability:** Damages caused by the Contractor or Contractor's employees while performing the services specified herein shall be the responsibility of the Contractor and limited to the subsequent repair or replacement at Owner's option of said damages or damaged property.
- 8.11. Inspection of Records:** Contractor shall maintain at the Contractor's designated office, all records and reports for the three (3) years following the expiration or termination of the contract. All files must be made available for inspection by the agency or its representatives or HUD representatives during normal business hours upon a written 24 hours' notice.
- 8.12. Davis-Bacon:** Davis-Bacon Wage requirements are not required for this project.
- 8.13. Billing and Payments:** Contractor agrees to submit invoices monthly and no more than 30 days after the complete of work. Maiker payment terms are Net 30, after receipt of invoice. . Maiker reserves the right to refuse payment for any invoice received 6 months after the completion of any work or services. Maiker payment terms are net 30, after receipt of invoice. Contractor agrees to submit invoices on a day of the month at Maiker's choosing.
- 9.0 QUOTE FORMAT:** All proposals must be formatted with the sequence below to be considered responsive. Each part must be separated and labeled with the corresponding part reference, noted below. None of the proposed services may conflict with any requirement Maiker has published herein or has issued by addendum.
- 9.1. Contractor Profile or Resume –** This document should include a general description of the company, including the number of years in operation, capacity to perform the work, and experience with similar projects. Please also provide a client list or contact information for at least two references.

9.2. Cost Proposal – Proposer shall provide a total dollar amount for each major category of tasks given in **Attachment C: Form of Bid**

9.3. Required Attachments: The following attachments must be fully completed, signed, and submitted as directed.

9.3.1 Attachment D: Profile of Firm

9.3.2 Attachment E: Certification of Compliance

9.4.1 Attachment F: HUD Form 5369B Instructions to Offerors Non-Construction NOTE: *This form is for informational purposes only. Responders understand and agree to the requirements. There is no need to sign or include this form with your submittal.*

9.4.2 Attachment G: HUD Form 5369C Representations & Certifications

10.0 LICENSING AND INSURANCE REQUIREMENTS: Prior to commencement of any work, the successful responder will be required to provide:

10.1. Workers Compensation: An original certificate evidencing the responder's current industrial (workers compensation) insurance carrier and coverage amount.

10.2. Professional Liability: An original certificate evidencing insurance coverage with minimum of \$1,000,000 each occurrence.

10.3. Automotive: An original certificate showing the responder's automobile insurance coverage in a combined single limit of \$1,000,000.00. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000.00/\$100,000.00 and medical pay of \$5,000.00.

10.4. Licenses: A copy of the responder's business license allowing that entity to provide such services with the County of Adams, Colorado, or any local municipality located with the County of Adams, Colorado. Additionally, if applicable, a copy of the responder's license is sued by the State of Colorado or the municipal licensing authority allowing the responder to provide the services in their jurisdiction herein.

10.5. W-9: A copy of the contractor's W-9.

11.0 QUOTE SUBMISSION: The proposal package exterior must clearly denote the Quote number and must have the responder's name, address, and e-mail and telephone number. Respondents will provide Procurement Officer access to electronic drop box of respondent's choice for proposal. OR Email submissions are acceptable provided all attachments are sized to be sent/received by email. The proposal must be submitted by Wednesday, October 6th, 2021 by 2:00 PM MST

Proposals submitted after the published deadline will not be considered.

11.1. Contact with Maiker: It is the responsibility of the responder to address all communication and correspondence pertaining to this Quote process to the designated Maiker Procurement Officer. Responders must not make inquiry or communicate with any other Maiker staff member or official (including members of the Board of Commissioners) pertaining to this Quote without prior permission from the Procurement Officer. Failure to abide by this requirement may be cause for Maiker to not consider a submittal received from any responder who has not abided by this directive.

11.2. Restrictions: All persons having familial (including in-laws) and/or employment relationships (current) with principals and/or employees of a Responder entity will be excluded from participation on Maiker evaluation panel. Similarly, all persons having ownership interest in and/or contract with a Responder entity may be excluded from participation on an Maiker evaluation panel.

11.3. Submission Responsibilities: It shall be the responsibility of each Responder to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by Maiker, including the Quote document. The documents listed within Section 8 and required attachments submitted by the Responder. By virtue of completing, signing, and submitting the completed documents, the Responder is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the Responder not authorized in writing by Maiker to exclude any of Maiker requirements contained within the documents may cause that Responder to not be considered for award. Responders shall examine the entire solicitation, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting proposal. Failure to examine any requirements shall be at responder's risk. Negligence in preparing an offer confers no right of withdrawal after due date and time.

12.0. CONTRACT AWARD PROCEDURES: If a contract is awarded pursuant to this Quote, the following procedures will be followed:

12.1 Equal Quotes: If equal quotes are received from responsive responders, award may be determined by an interview process.

12.2 Final Scope of Work: The final scope of work may be revised at Maiker's option based on, among other factors, the value of proposals received, and the availability of funds.

12.3 Final Award: Upon completion of the proposal evaluation process, Maiker will formulate and forward to the Maiker Executive Director (ED) for approval a written award recommendation. The ED may choose to approve the award, or the ED may approve staff to take the award recommendation to the Maiker Board of Commissioners at a scheduled board meeting for approval (typically for contracts with a total value greater than \$50,000). If so, the Board will then make its determination of whether or not to follow staff's recommendation. If the recommendation is approved for award, all responders will receive a Notice of Results of Proposal. Contract price negotiations may, at the Maiker's option, be conducted prior to or after the Board approval.

12.4 Protesting Award: Any protest against the award of a contract must be received within ten (10) calendar days after contract award, or the protest will not be considered. All proposal protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his or her discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented. The Contracting Officer shall issue a written decision within ten (10) business days after receiving all required information regarding the protest.

13.0 CONTRACT CONDITIONS: The following provisions are considered mandatory conditions of any contract award made by Maiker pursuant to this Quote:

13.1 Contract Form: Maiker will not execute a contract on the successful responder's form-- contracts will only be executed on the Maiker form and by submitting a proposal, the successful responder agrees to do so. However, Maiker will consider any contract clauses that the

responder wishes to include therein, but the failure of Maiker to include such clauses does not give the successful responder the right to refuse to execute Maiker's contract form. It is the responsibility of each prospective responder to notify Maiker, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. Maiker will consider and respond to such written correspondence, and if the prospective responder is not willing to abide by Maiker's response (decision), then that prospective responder shall be deemed ineligible to submit a proposal.

13.2 Assignment of Personnel: Maiker shall retain the right to demand and receive a change in personnel assigned to the work if Maiker believes that such change is in the best interest of Maiker and the completion of the contracted work.

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

13.4 Contract Period: Successful contractors will begin work according to the 6-phase moving plan as outlined in Section 4.0 Introduction.

13.5 Contract Service Standards: All work performed pursuant to this Quote must conform and comply with all applicable local, state, and federal laws.

13.6 Warranty/Guarantee: All work provided by any Contractor pursuant to any contract that ensues from this Quote shall be warranted or guaranteed by that Contractor for a period of 1-year.

13.7 Termination for Cause and/or Convenience: The PHA may terminate this contract in whole, or from time to time in part, for the PHA's convenience or the failure of the Contractor to fulfill the contract obligations (cause/default). The PHA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the PHA all information, reports, papers, and other materials accumulated or generated in performing the contract, whether completed or in process.

13.7.1 Convenience: If the termination is for the convenience of the PHA, the PHA shall be liable only for payment for services rendered before the effective date of the termination.

13.7.2 Cause: If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (cause/default), the PHA may (1) require the Contractor to deliver to it, in the manner and to the extent directed by the PHA, any work described in the Notice of Termination; (2) take over the work and prosecute the same to completion by contract of otherwise, and the Contractor shall be liable for any additional cost incurred by the PHA; and (3) withhold any payments to the Contractor, for the purpose of set-off or partial payment, as the case may be, of amounts owned by the PHA by the Contractor. In the event of termination for cause/default, the PHA shall be liable to the

Contractor for reasonable costs incurred by the Contractor before the effective date of the termination. Any dispute shall be decided by the Contracting Officer.

14.0 SCHEDULE OF ATTACHMENTS:

ATTACHMENT A Community Site Map

ATTACHMENT B Unit Floor Plans

ATTACHMENT C Form of Bid

ATTACHMENT D Profile of Firm

ATTACHMENT E Certification of Compliance

ATTACHMENT F HUD Form 5369B Instructions to Offerors Non-Construction

ATTACHMENT G HUD Form 5369C Representations & Certifications