



SOLICITATION NUMBER: CH-IFB-25-B-01

INVITATION TO BID

FOR

MULTI-TRADE ON-CALL SERVICES FOR COUNTY HOUSING PROPERTIES

BY

COUNTY HOUSING

8865 NATURAL BRIDGE

ST. LOUIS, MO 63121

PROPOSALS ARE DUE TO THE ADDRESS OR EMAIL SHOWN BELOW NO LATER THAN:

**8 December 2025, 2:00PM Central Standard Time**

MAILING ADDRESS

COUNTY HOUSING OF ST. LOUIS COUNTY

ATTN: PURCHASING DEPARTMENT

8865 NATURAL BRIDGE ST. LOUIS, MO. 63121

IN-PERSON DELIVERY

GRAY DROP BOX ON FRONT PARKING LOT

ELECTRONIC DELIVERY

EMAIL: [purchase@countyhousing.org](mailto:purchase@countyhousing.org)

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS IFB AT THE OFFICES OF THE COUNTY HOUSING OF ST. LOUIS COUNTY (COUNTY HOUSING) ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR. COUNTY HOUSING WILL IN NO WAY BE RESPONSIBLE FOR ANY DELAYS CAUSED BY THE UNITED STATES POSTAL SERVICE, PRIVATE COURIER, EXPRESS SERVICE, OR CAUSED BY ANY OTHER OCCURRENCE.

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## Introduction

The COUNTY HOUSING is using the competitive proposal method to request quotes from qualified vendors to provide various construction, trade, and maintenance services on an as-needed basis.

### 1. COUNTY HOUSING Reservations of Rights

COUNTY HOUSING reserves the right to:

- (a) **Right to Reject, Waive, or Terminate the IFB.** Reject any or all proposals, to waive any informality in the IFB process, or to terminate the IFB process at any time, if deemed by the Agency to be in its best interests.
- (b) **Right to Not Award.** Not award a contract pursuant to this IFB.
- (c) **Right to Terminate.** Terminate a contract awarded pursuant to this IFB, at any time for its convenience upon 10 days written notice to the Contractor(s).
- (d) **Right to Determine Time and Location.** Determine the days, hours, and locations that the successful proposer (hereinafter, "Contractor") shall provide the services called for in this IFB.
- (e) **Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Authority Planning and Procurement Officer.
- (f) **Right to Negotiate.** Negotiate the fees proposed by the proposer entity.
- (g) **Right to Reject Any Proposal.** Reject and not consider any proposal or proposer that does not meet the requirements of this IFB, including but not necessarily limited to incomplete proposals and/or proposers offering alternate or non-requested services.
- (h) **No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this IFB.
- (i) **Right to Prohibit.** At any time during the IFB or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing and by obtaining this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document, and further agrees that he/she will inform the Planning and Procurement Officer in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Authority that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve the Authority, but not the prospective or actual proposer, of any responsibility pertaining to such an issue.

### 2. Scope of Work

COUNTY HOUSING issuing this Invitation for Bid (IFB) to establish a pool of qualified and licensed contractors to provide various construction, trade, and maintenance services on an as-needed basis. The intent of this solicitation is to identify multiple responsible contractors within each service category who can provide timely, high-quality, and competitively priced services for County Housing properties.

## 2.1 Structural & Building Trades – Scope of Work

Services Covered: Roofing, Siding/Exterior Walls, Foundation Waterproofing and Drainage, Flooring, Pavement for Parking Lot

### Scope of Work:

**2.1.1** Contractors shall provide all labor, materials, tools, and equipment necessary to perform complete structural and exterior repair services.

### 2.1.2 Work shall include:

**2.1.2.1.1 Roofing:** Removal and replacement of existing roofing materials, flashing, gutters, and downspouts per manufacturer's specifications

**2.1.2.1.2 Siding & Exterior Walls:** Repair or replacement of damaged siding, trim, sheathing, and exterior cladding systems

**2.1.2.1.3 Foundation/Drainage:** Waterproofing foundations, sealing cracks, and improving site drainage to prevent water intrusion

**2.1.2.1.4 Flooring:** Installation of new flooring materials (vinyl, laminate, tile, or carpet) including subfloor preparation and moisture barrier as needed

**2.1.2.1.5 Pavement:** Asphalt/concrete repair, seal coating, and restriping of parking lots and driveways.

**2.1.3** Contractor must secure all necessary permits and comply with all applicable building codes and HUD requirements.

**2.1.4** Work shall be coordinated with Housing Authority staff to minimize disruption to residents.

**2.1.5** Contractor shall provide a 1-year workmanship warranty on all completed work.

## 2.2 MEP Trades – Scope of Work

**Services Covered:** Plumbing, Electrical, HVAC

### Scope of Work:

- 2.2.1** Contractors should provide on-call and scheduled services for installation, maintenance, and emergency repair of all MEP systems.
- 2.2.2 Plumbing:** Repair and replacement of water lines, fixtures, and drainage systems; unclogging and leak detection; installation of water heaters and valves.
- 2.2.3 Electrical:** Troubleshooting, repair, and replacement of wiring, panels, lighting, and receptacles; ensuring compliance with NEC and local codes.
- 2.2.4 HVAC:** Installation, servicing, and maintenance of air-conditioning, heating, and ventilation units; filter replacement; refrigerant management.
- 2.2.5** Contractors shall be licensed in their respective trade and comply with OSHA safety requirements.
- 2.2.6** Response time for emergency calls must not exceed 24 hours.
- 2.2.7** All replaced equipment must meet Energy Star or equivalent efficiency standards where applicable.

### **2.3 Interior Finishes & Fixtures – Scope of Work**

**Services Covered:** Cabinetry & Countertops (Kitchen & Bath), Appliances

**Scope of Work:**

- 2.3.1** Contractors shall furnish and install cabinetry, countertops, and appliances as required for modernization or replacement within Laurel Park units.
- 2.3.2 Cabinetry & Countertops:** Measure, fabricate, and install cabinets and countertops meeting Housing Authority design and material standards. Work includes removal and disposal of old units.
- 2.3.3 Appliances:** Supply and install kitchen and laundry appliances (refrigerators, stoves, dishwashers, washers/dryers) meeting current energy-efficiency ratings.
- 2.3.4** Contractor shall ensure correct fit, finish, and secure installation.
- 2.3.5** Provide manufacturer's warranty documentation and demonstrate operation to maintenance staff.

- 2.3.6** Coordinate with plumbing and electrical contractors for proper connection and testing.

## **2.4 Grounds & Exterior Maintenance – Scope of Work**

**Services Covered:** Landscaping, Trash Receptacles

### **Scope of Work:**

- 2.4.1** Contractors shall provide recurring and seasonal maintenance services to maintain healthy, safe, and aesthetically pleasing grounds.
- 2.4.2 Landscaping:** Mowing, edging, trimming, pruning, fertilization, mulching, and seasonal planting. Removal of leaves, debris, and litter from common areas.
- 2.4.3 Trash Receptacles:** Supply, replace, and maintain outdoor trash receptacles. Ensure consistent waste collection and cleanliness of collection zones.
- 2.4.4** Contractors shall visit sites per approved schedule (e.g., weekly during growing season, biweekly in off-season).
- 2.4.5** Contractors shall dispose of all yard waste in compliance with local regulations.
- 2.4.6** Contractor shall inspect all work areas post-service and report any property damage or hazards immediately.

## **2.5 Facility Services – Scope of Work**

**Services Covered:** Pest Control

### **Scope of Work:**

- 2.5.1** Contractors shall provide integrated pest management (IPM) services for all residential units, common areas, and building exteriors.
- 2.5.2 Services shall include:**
- 2.5.2.1.1** Inspection, treatment, and prevention of pests (roaches, ants, rodents, bed bugs, termites, etc.).

**2.5.2.1.2** Safe application of EPA-approved chemicals.

**2.5.2.1.3** Regular treatment schedule (monthly or as required) and emergency response within 24 hours of notification.

**2.5.2.1.4** Education for residents and staff on preventive measures.

**2.5.3** Contractors must provide Material Safety Data Sheets (MSDS) and adhere to all local and HUD environmental health standards.

**2.5.4** Documentation of all treatments and findings shall be submitted after each service visit.

## **2.6 Painting & Surface Finishing – Scope of Work**

**Services Covered:** Interior and Exterior Painting

### **Scope of Work:**

**2.6.1** Contractors shall perform painting and finishing for occupied and vacant units, including surface preparation, priming, and finishing coats.

### **2.6.2 Work shall include:**

**2.6.2.1.1 Interior Painting:** Walls, ceilings, doors, and trim using low-VOC paints.

**2.6.2.1.2 Exterior Painting:** Building exteriors, railings, and fences using weather-resistant coatings.

**2.6.2.1.3 Surface Repairs:** Patching, sanding, and priming as necessary prior to application.

## **2.7 Janitorial & Cleaning Services – Scope of Work**

**Services Covered:** Routine and Deep Cleaning of Common Areas and Units

### **Scope of Work:**

**2.7.1** Contractors shall provide recurring janitorial services for offices, common areas, restrooms, and other assigned facilities.

### **2.7.2 Work shall include:**

**2.7.2.1.1 Routine Cleaning:** Sweeping, mopping, vacuuming, dusting, trash removal, and restroom sanitation.

**2.7.2.1.2 Deep Cleaning:** Floor stripping and waxing, carpet extraction, window washing, and disinfecting high-touch surfaces.

**2.7.2.1.3 Supplies & Equipment:** Contractor shall provide all cleaning materials and maintain OSHA-approved SDS documentation.

## **2.8 Trash-Out, Clean-Out & Make-Ready Services – Scope of Work**

**Services Covered:** Unit Turnover Preparation and Debris Removal

### **Scope of Work:**

**2.8.1** Contractors shall provide all labor, materials, and equipment to clean, clear, and prepare vacant units for re-occupancy.

### **2.8.2 Work shall include:**

**2.8.2.1.1 Trash-Out/Clean-Out:** Removal of debris, furniture, appliances, and refuse from units, garages, and surrounding areas.

**2.8.2.1.2 Make-Ready Preparation:** Cleaning, patching walls, minor fixture repairs, and touch-up painting to prepare for inspection.

**2.8.2.1.3 Final Inspection:** Ensure the unit meets County Housing's cleanliness and readiness standards prior to turnover.

## **3. Contractor Pool and Selection Process**

**3.1** Contractors who submit responsive and responsible bids under the applicable trade categories will be placed into a qualified contractor pool for that specific service category.

**3.2** COUNTY HOUSING reserves the right to make multiple awards per trade category based on the lowest responsive and responsible bids received.

**3.3** Being placed in the contractor pool does not guarantee work; COUNTY HOUSING will assign or solicit work orders, task orders, or quotes from



contractors in the pool as needs arise.

**3.4** COUNTY HOUSING will select a contractor from the pool based on factors such as availability, pricing, scope, time of completion and past performance.

#### **4. Price Guarantee and Term**

**4.1** All bidders must guarantee their submitted pricing for a minimum period of three (3) years from the date of proposal submission.

**4.2** Pricing shall remain firm during this period for all labor rates, material markups, and service fees as outlined in the Bid Form.

**4.3** After the initial three-year price guarantee period, COUNTY HOUSING may negotiate adjustments based on market conditions, mutual agreement, and funding availability.

**4.4** The resulting contracts will be on-call, indefinite-delivery/indefinite-quantity (IDIQ) in nature, allowing work to be issued as needed during the contract term.

#### **5. Contract Duration**

The initial contract term shall be three (3) years.

COUNTY HOUSING reserves the right to extend the contract for up to two (2) additional one-year renewal periods based on satisfactory performance and mutual consent.

**6. Bonding Requirements (Bid Guarantee Bond).** The Contractor shall post a bid guarantee bond of 5 percent of the bid price to assure that the bidder will, upon acceptance of his or her bid, execute such contractual documents as may be required within the time specified in the bid documents.

#### **7. Schedule of Operations**

The normal grass cutting schedule for properties is from 7AM to 4:30, Monday through Friday. Weather delays shall be coordinated with the site manager.

#### **8. Recognized Holidays**

The contractor is not normally required to provide service on the following holidays:

- New Year's Day
- Martin L. King's Birthday
- President's Day

- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

## **9. List of properties**

County Housing manages and maintains Public Housing and Affordable Housing properties throughout St. Louis County, which may include but are not limited to:

- Arbor Hills
- Fee Fee Manor
- Villa Lago
- Highview
- Hillsdale
- Pagedale
- Laurel Park Apartments
- Olivette
- Neighborhood Stabilization Program (NSP) Properties
- West County Properties
- Dombard Ln Property

Contractors should be able to perform work at any or all County Housing properties as assigned under this contract. Site locations may vary based on operational needs, and additional properties may be added during the contract term.

## **10. Compensation/Method of Payment**

Invoices should be clearly marked with the “Contract Number” and detailed by addresses that were cut. County Housing may require contractors to provide certified payroll, to ensure the contractor is complying with the attached minimum wage requirements.

Billings will provide a description of work performed; number of hours worked, hourly billing rates and other expenses chargeable to the Contract. All invoices to be mailed

to: Purchasing Office, County Housing of St. Louis County, 8865 Natural Bridge Road, St. Louis, MO 63121. The Authority will determine satisfactory performance under the Contract.

## 11. Validation of Labor Charges

To substantiate billing for labor charges, the Contractor is obligated to record the time spent on each job and the name of the County Housing representatives that called in the job.

## 12. Proposal Format

**12.1** Tabbed Proposal Submittal. COUNTY HOUSING intends to retain a Contractor using the competitive proposal process pursuant to a “Best Value,” not a “Lowest Price” basis. “Best Value,” consider factors other than just price in making the award decision. Therefore, so that COUNTY HOUSING can properly evaluate the offers received, all proposals submitted in response to this IFB must be formatted in accordance with the sequence noted in the table below. Each category must be separated by numbered index dividers and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the Authority has published herein or has issued by addendum.

Tab No.	Description
1	<b>Form of Proposal.</b> This Form is attached hereto as Attachment A to this IFB document. This form must be fully completed, executed where provided and submitted under this tab as a part of the proposal submittal.
2	<b>HUD-5369-C (8/93), Certifications and Representations of Offerors, Non-Construction Contract.</b> This Form is attached hereto as Attachment C to this IFB document. This form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3	<b>Profile of Firm Form.</b> The Profile of Firm Form is attached hereto as Attachment D to this IFB document. This form must be fully completed, executed, and submitted under this tab as a part of the proposal submittal.
4	<b>Proposed Services.</b> As more fully detailed within <b>SCOPE OF SERVICES</b> , of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation showing:
	As detailed within Section <b>PROPOSAL EVALUTION</b> , Evaluation Factor No. 2, herein, the proposer’s <b>DEMONSTRATED UNDERSTANDING</b> of the <b>AUTHORITY’S REQUIREMENTS</b> .
	As detailed within Section <b>PROPOSAL EVALUTION</b> , Evaluation Factor No. 3, herein, the <b>QUALITY</b> of the <b>TECHNICAL APPROACH</b> and the <b>SERVICES PROPOSED</b> .

	As detailed within Section <b>PROPOSAL EVALUATION</b> , Evaluation Factor No. 4, herein, the proposer's <b>DEMONSTRATED TECHNICAL CAPABILITIES</b> (in terms of personnel) and the <b>MANAGEMENT PLAN</b> (including the proposer's demonstrated standards of professionalism and customer care, follow-through on jobs, reports, accuracy, and how the proposer proposes to respond when "things go wrong").
	As detailed within Section <b>PROPOSAL EVALUATION</b> , Evaluation Factor No. 5, herein, the proposer's <b>DEMONSTRATED EXPERIENCE</b> in performing similar work and the proposer's <b>DEMONSTRATED SUCCESSFUL PAST PERFORMANCE</b> (including meeting costs, schedules, and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.
	If appropriate, how staff are retained, screened, trained, and monitored.
	The proposed quality assurance program.
	An explanation and copies of forms that will be used and reports that will be submitted and the method of submission of such reports (i.e., written; fax; Internet; etc.).
	A complete description of the products and services the firms provides.
<b>5</b>	<b>Managerial Capacity/Financial Viability/Staffing Plan.</b> The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment D, <i>Profile of Firm Form</i> . Such information shall include the proposer's qualifications to provide the services; a description of the background and current organization of the firm (including a current organizational chart).
<b>6</b>	<b>Client Information.</b> The proposer shall submit a listing of former or current clients (at least 3), including any other Public County Housing, for whom the proposer has performed similar or like services to those being proposed herein.
<b>7</b>	<b>Equal Employment Opportunity/Supplier Diversity.</b> The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy and a complete description of the positive steps it will take to ensure compliance, to the greatest extent feasible, with the regulations detailed within the following <b>PROPOSAL SUBMISSION</b> section herein pertaining to supplier diversity (i.e., small, minority-, and women-owned businesses).
<b>8</b>	<b>Subcontractor/Joint Venture Information (Optional Item).</b> The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the preceding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.
<b>9</b>	<b>Other Information (Optional Item).</b> The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the Agency in its evaluation.

**No Information Placed under a Tab.** If no information is to be placed under any of the above noted tabs (especially the “Optional” tabs), please place there under a statement such as “NO INFORMATION IS BEING PLACED UNDER THIS TAB” or “THIS TAB LEFT INTENTIONALLY BLANK.” DO NOT eliminate any of the tabs.

**Proposal Submittal Binding Method.** It is preferable and recommended that the proposer bind the proposal submittals in such a manner that the Agency can, if needed, remove the binding (i.e., “spiral-type” etc.) or remove the pages from the cover (i.e., 3-ring binder; etc.) to make copies, then conveniently return the proposal submittal to its original condition.

**Table 1 – Tabbed Proposal Outline**

### **13. Entry of Proposed Fees**

**13.1** The proposed fees shall be submitted by the proposer and received by COUNTY HOUSING, where provided for within the eProcurement Marketplace only. Do not submit, enter, or refer to any fees or costs within the sealed 9-tab “hard copy” proposal submittal detailed within Section 3.0—any proposer that does so may (and most likely will), at COUNTY HOUSING’s discretion, be rejected without further consideration.

**13.2** Pricing Items. Unless otherwise stated herein, the proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including, but not limited to employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; travel expenses; document copying not specifically agreed to by COUNTY HOUSING; etc.

**13.3** IMPORTANT NOTICE!!! Entry of Proposed Fees. Except as provided for otherwise, proposers must submit, where provided for within the eProcurement Marketplace, a realistic cost for each Pricing Item detailed within the preceding Table No. 3 herein. The eProcurement Marketplace will automatically perform all required calculations. Any proposer that chooses not to enter a realistic cost for any or all the Pricing Items may be automatically deemed nonresponsive, and his/her proposal will, in such case, NOT be considered. Accordingly, be sure to enter a proposed cost for each and every one of the Pricing Items listed to within the preceding Table No. 3 herein!

### **14. Submission Requirements**

Proposals must be submitted and time-stamped received in the designated Authority office by no later than the submittal deadline stated herein (or within any ensuing addendum). Electronic submissions must adhere to the same deadline stated, uploaded to the electronic transfer protocol referenced. A total of 1 original signature copy (marked ORIGINAL”) and 2 exact copies (each of the 3 separate proposal submittals should be on company’s letterhead, have a cover and extending tabs) of the “hard copy” proposal submittal, shall be placed unfolded in a sealed package and addressed to:

County Housing  
Attn: Manish Kadaboina, Procurement Officer  
8865 Natural Bridge

St. Louis, MO 63121

The package exterior must clearly denote the above noted IFB number and must have the proposer's name and return address. Proposals received after the published deadline will not be accepted.

DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS, OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Proposers 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 any such additional marks, notations or requirements are entered on any of the documents that are submitted to the Authority by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the Authority decides that any such entry has not changed the intent of the proposal that the Authority intended to receive, the Authority may accept the proposal and the proposal shall be considered by the Authority as if those additional marks, notations, or requirements were not entered on such. By accessing and accepting these documents, each prospective proposer that does so is thereby agreeing to confirm all notices that the Agency delivers to him/her as instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this IFB.

It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by the Authority, including the IFB document, the documents listed within the following section herein, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing, and submitting the completed documents, the proposer is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the Executive Director to exclude any of the Authority requirements contained within the documents may cause that proposer to not be considered for award.

It is the responsibility of the proposer to address all communication and correspondence pertaining to this IFB process to the Executive Director only. Proposers must not make inquiry or communicate with any other Authority staff member or official (including members of the Board of Commissioners) pertaining to this IFB. Failure to abide by this requirement may be cause for the Authority to not consider a proposal submittal received from any proposer who may not have abided by this directive.

All interested contractors must have access to adequate financial resources to fully perform the contract.

**Addenda.** All questions and requests for information must be addressed in writing to the Executive Director. The Executive Director will respond to all such inquiries in writing by addendum to all prospective proposers (i.e., firms or individuals that have obtained the IFB Documents). During the IFB solicitation process, the Executive Director will NOT conduct any *ex parte* (a substantive conversation—"substantive" meaning, when decisions pertaining to the IFB are made—between the Authority and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the Executive Director—it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the Executive Director may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in

writing so that the Executive Director may more fairly respond to all prospective proposers in writing by addendum.

### **15. Proposer's Responsibilities — Equal Employment Opportunity and Supplier Diversity**

Be advised that contracts over \$200,000 trigger Section 3 of the Housing and Urban Development Act of 1968. Section 3 requires that economic opportunities generated by the expenditure of HUD funds be directed, to the greatest extent feasible, to low and moderate income persons via contracting, employment and training. All contractors and subcontractors working on this project will need to demonstrate compliance with Section 3 numeric targets and other applicable provisions. In cases where Section 3 compliance is not achieved, contractors and subcontractors must document good-faith efforts to comply. See Attachment H – Section 3 Flyer Construction.

#### **Within 2 CFR §200.321 it states:**

Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

#### **(b) Affirmative steps must include:**

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises.
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises.
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Within HUD Procurement Handbook 7460.8 REV 2 it states:

- (a) Section 15.5.A, Required Efforts. Consistent with Presidential Orders 11625, 12138, and 12432, the [Agency] shall make every effort to ensure that small businesses, MBEs, WBEs, and labor surplus area businesses participate in [Agency] contracting.
- (b) Section 15.5.B, Goals. [The Agency] is encouraged to establish goals by which they can measure the effectiveness of their efforts in implementing programs in support of contracting with disadvantaged firms. It is important to ensure that the means used to establish these goals do not have the effect of limiting competition and should not be used as mandatory set-aside or



quota, except as may otherwise be expressly authorized in regulation or statute. Some localities have adopted minority contracting set-aside policies or geographic limitations, which may be in conflict with Federal requirements for full and open competition.

Within the COUNTY HOUSING Procurement Policy it states the following:

**Assistance to Small and Other Business, Required Efforts:**

Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all reasonable efforts will be made to ensure that COUNTY HOUSING contracts with small businesses, minority business enterprises (MBE), women's business enterprises (WBE), and businesses located in or owned in substantial part by persons residing in the area of COUNTY HOUSING projects when possible. Such efforts will include, but will not be limited to:

- (1) Including such firms, when qualified, on solicitation mailing lists.
- (2) Encouraging participation through direct solicitation of bids or proposals whenever they are potential contractors.
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such businesses.
- (4) Establishing delivery schedules, where the requirements permit, to encourage participation by such businesses.
- (5) Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- (6) Including in contracts, to the greatest extent feasible, a clause requiring contractors to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to businesses providing opportunities to low-income residents.
- (7) Requiring prime contractors, when subcontracting is anticipated, to take the actions listed above.

**Requirements.** Accordingly, please see Tab7 within Table No. 2 herein which details the information pertaining to this issue that the proposer must submit in response to this proposal showing compliance, to the greatest extent feasible, with these regulations.

**Pre-proposal Conference.** There is not a pre-proposal conference scheduled as a part of this IFB.

## **16. Evaluation Factors**

**Objective/Subjective Evaluation Factors.** The following factors will be utilized by the Agency to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal and on-line (specifically, the pricing submitted on-line):



(1) No.	(2) Max Point Value	(3) Factor Type	(4) Factor Description
1	20 points	Objective	The <b>PROPOSED COSTS</b> submitted by the proposer.
2	10 points	Subjective (Technical)	The proposer's <b>DEMONSTRATED UNDERSTANDING</b> of the <b>HOUSING AGENCY'S REQUIREMENT</b> .
3	10 points	Subjective (Technical)	The <b>QUALITY</b> of the <b>TECHNICAL APPROACH</b> and the <b>SERVICES PROPOSED</b> .
4	20 points	Subjective (Technical)	The proposer's <b>DEMONSTRATED TECHNICAL CAPABILITIES</b> (in terms of personnel) and the <b>MANAGEMENT PLAN</b> (including the proposer's demonstrated standards of professionalism and customer care, follow-through on jobs, reports, accuracy, and how the proposer proposes to respond when "things go wrong").
5	30 points	Subjective (Technical)	The proposer's <b>DEMONSTRATED RELEVANT EXPERIENCE</b> in performing similar work and <b>SUCCESSFUL PAST PERFORMANCE</b> (including meeting costs, schedules, and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.
6	10 points	Subjective (Technical)	The <b>OVERALL QUALITY, ORGANIZATION, and PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED</b> , based upon the opinion of the evaluators.
	100 points		<b>Total Points</b>
*NOTE: Points will be awarded for each Subjective Factor by each of the appointed evaluation committee members based on his/her opinion after a thorough review of the information submitted by each proposer within his/her proposal.			

**Table 2 – Evaluation Criteria**

**Evaluation Method.** The eventual award will occur based on the following detailed brief procedures.

Each proposal received will first be evaluated for responsiveness (i.e., meets the minimum of the requirements).

**Evaluation Packet.** An evaluation packet will be prepared for each evaluator, typically including the following documents:

- Instructions to Evaluators
- Proposal Tabulation Form
- Written Narrative Form for each proposer
- Recap of each proposer's responsiveness
- Copy of all pertinent IFB documents

**Evaluation Committee.** The Authority anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive "hard copy" proposals submitted in response to this IFB. PLEASE NOTE: No proposer shall be informed at any time during or after the IFB process as to

the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this IFB. The Planning and Procurement Officer is the only person at the Authority that the proposers shall contact pertaining to this IFB. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

The Planning and Procurement Officer will evaluate and award points pertaining to Evaluation Factors No. 1 (the “Objective” Factor). The appointed evaluation committee, independent of the Planning and Procurement Officer or any other person at the Authority, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 2 through No. 6 (the “Subjective” Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the Planning and Procurement Officer.

**Points Awarded Range.** Pertaining to the Subjective Factors, please note the following range of points awarded (points pertaining to this IFB are shaded—please also see the Evaluation Factors detailed within the preceding section:

[Table No. 4]

Points Awarded Range						
Classification*	Rating	%	10	20	30	100**
Acceptable	Excellent	95%/+	10	19-20	29-30	95-100
Acceptable	Very Good	90%/+	9	18	28	90-94
Potentially Acceptable	Good	80%/+	8	16-17	26-27	80-89
Potentially Acceptable	Average	70%/+	7	14-15	24-25	70-79
Unacceptable	Poor	<70%	0-6	0-13	0-23	0-69
*Pursuant to Section 7.2.N.3 of HUD Procurement Handbook 7460.8 REV 2.						
**Total available points to be awarded, including cost points, minus preference points.						

Table 3 – Points Award Range

**Potential "Competitive Range" or “Best and Finals” Negotiations.** COUNTY HOUSING reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, conduct a “Best and Finals” Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the Agency in as timely a manner as possible, but in any case within no longer than 10 days after the beginning of such negotiations with the firms deemed to be in the competitive range.

**Determination of Top-ranked Proposer.** Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded. If the evaluation was performed to the satisfaction of the Executive Director, the final rankings may be forwarded to the County Housing Board of Commissioners at a scheduled meeting for approval. Contract negotiations may, at the Authority's option, be conducted prior to or after the Board of Commissioners approval.

- **Minimum Evaluation Results.** To be considered to receive an award a proposer must receive a total calculated average of at least 70 points (of the 100 total points detailed herein).
- **Ties.** In the case of a tie in points awarded, 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.”

**Notice of Results of Evaluation.** If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:

- (a) Which proposer received the award.
- (b) Where each proposer placed in the process as a result of the evaluation of the proposals received.
- (c) The cost or financial offers received from each proposer.
- (d) Each proposer’s right to a debriefing and to protest.

**Restrictions:** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the Agency evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the Agency evaluation committee.

## **17. Contract Award**

**Contract Award Procedure.** If a contract is awarded pursuant to this IFB, the following detailed procedures will be followed:

- (a) By completing, executing and submitting a proposal, the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this IFB as issued by the Authority, either in hard copy or electronically, including the contract clauses already attached as Attachments F and F-1 through F-3, each attached hereto. Accordingly, the Authority has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

**Contract Conditions.** The following provisions are considered mandatory conditions of any contract award made by the Authority pursuant to this IFB:

- (a) **Contract Form.** COUNTY HOUSING will not execute a contract on the Contractor’s form—contracts will only be executed on the Authority form (please see Sample Contract, Attachments F and F-1 through F-3 each attached hereto), and by submitting a proposal the Contractor agrees to do so (please note that the Authority reserves the right to amend this form as the Authority deems necessary). However, the Authority will during the IFB process (prior to the posted question deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for the Agency to do so; but the failure of the Agency to include such clauses does not give the Contractor the right to refuse to execute the Authority’s contract form. It is the responsibility of each prospective proposer to notify the Authority, 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. The Authority will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the Authority’s response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal

- (b) **Mandatory HUD Forms.** Please note that COUNTY HOUSING has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this IFB.
- (c) **Assignment of Personnel.** COUNTY HOUSING shall retain the right to demand and receive a change in personnel assigned to the work if the Authority believes that such change is in the best interest of the Authority and the completion of the contracted work.
- (d) **Unauthorized Sub-contracting Prohibited.** The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this IFB (including, but not limited to, selling or transferring the contract) without the prior written consent of the Planning and Procurement Officer. Any purported assignment of interest or delegation of duty, without the prior written consent of the Planning and Procurement Officer shall be void and may result in the cancellation of the contract with the Authority or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the Planning and Procurement Officer.

Contract Period. COUNTY HOUSING anticipates that it will initially award a contract for the period of 3 months.

Licensing and Insurance Requirements. Prior to award (but not as a part of the proposal submission) the *Contractor* will be required to provide:

- (a) **Workers Compensation Insurance.** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services).
- (b) **General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$3,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a commercially reasonable deductible (i.e., "commercially reasonable," meaning not greater than 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000).
- (c) **Professional Liability Insurance.** An original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000), with a commercially reasonable deductible (i.e., "commercially reasonable," meaning not greater than 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000)
- (d) **Automobile Insurance.** An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. 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 \$100,000/\$300,000 and medical pay of \$5,000.

- (e) City/County/State Business License.** If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City of Saint Louis, Saint Louis County, and/or the State of Missouri.
- (f) Certificates/Profile of Firm Form.** Pertaining to the aforementioned insurance certificates and licenses, each proposer is required to enter related information on the Profile of Firm Form (do not attach or submit copies of the insurance certificates or licenses within the proposal submittal—we will garner the necessary documents from the successful proposer prior to contract execution).

**Note:**

The County Housing of St. Louis County will be named as an Additional Insured under the successful bidder's Comprehensive General Liability Policy, but only to the extent that COUNTY HOUSING is not protected by sovereign immunity under Missouri law. The Policy's Additional Insured provision must include the following language: "The inclusion of the County Housing of St. Louis County as an Additional Insured under this Policy is not intended to act as, and does not constitute, a waiver of its sovereign immunity under Missouri law, or as a waiver of any related defense. This Policy provides the County Housing of St. Louis County with no coverage for any potential liability or in any suit for damages that would be barred against it by the doctrine of sovereign immunity in the absence of this Policy." The Policy will also include a waiver of subrogation in favor of the County Housing of St. Louis County.

The Contractor shall be required to raise the limits of liability on a per occurrence basis, to match the revised statutory limit of the liability for public entities, during the term of this contract.

**Right to Negotiate Final Fees.** The Authority shall retain the right to negotiate the amount of fees that are paid to the Contractor, meaning the fees proposed by the top-rated proposer may, at the Authority's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the Authority has chosen a top-rated proposer. Pertaining to these negotiations, please see the preceding Section herein.

**Contract Service Standards.** All work performed pursuant to this IFB must conform and comply with all applicable local, state, and federal codes, statutes, laws, and regulations.

**Prompt Return of Contract Documents.** Any and all documents required to complete the contract, including contract signature by the successful proposers, shall be provided to the Authority within 10 workdays of notification by the Authority.

### **18. Liquidated Damages**

In case of failure on the part of the Contractor to complete the work within the time fixed in the contract or any extensions thereof, the Contractor shall pay to COUNTY HOUSING the sum of \$50.00 for each calendar day beyond the date fixed for completion of the work as required by this contract.

### **19. Mandatory Forms/Contract Provisions**

The following table contains a list of attachments and mandatory forms that must be returned with your proposal response.

Description
Attachment A (Form of Proposal) (Must be returned with proposal)
Attachment B (HUD 5369-B)
Attachment C (HUD 5369-C) (Must be returned with proposal)
Attachment D (Profile of Firm Form) (Must be returned with proposal)
Attachment E (Section 3 Explanation)
Attachment F Sample Contract
Attachment F-1 (HUD 5370-C)
Attachment F-2 (HUD 50071)
Attachment F-3 (SF-LLL)
Attachment G Proposal Calendar

**Table 4 – List of Attachments**