



**REQUEST FOR
PROPOSALS (RFP)
Elevator Maintenance and Repair Services
Issuance Date: 04/09/2024**

Article 1 Request for Proposal:

The Housing Authority of the City of Newport, Rhode Island, hereafter referred to as “HACN” is seeking requests for proposals “RFP” for elevator maintenance and repair services, hereafter referred to as the contractor to provide elevator maintenance and repair services for the HACN.

CONTACT PERSON: Steve Mariano, Director Asset Management

PROPOSAL SUBMISSION DEADLINE: 04/26/2024

PROPOSAL SUBMISSION VIA Email: smariano@nphousing.org. In the subject line, please state **Elevator Maintenance and Repair Services.**

A walk-thru for all interested parties will be held on **Friday April 19, 2024**. This walk-thru will begin at 10:00AM with all interested parties first meeting at the **HACN Administration office located at 120B Hillside Ave. Newport, RI.** Please call 401-239-0876 to notify HACN of your intention to attend the walk-thru.

This opportunity is covered under Section 3 of the HUD Act of 1968.

Proposals will be accepted at the email above until date and time noted. The responsibility for submitting a response to this RFP on or before the stated time and date will be solely and strictly the responsibility of the respondent. The Housing Authority is not liable for any costs incurred by the offeror prior to issuance of a contract. The offeror shall absorb all costs incurred in the preparation and presentation of the proposal.

HACN reserves the right to reject any or all proposals for cause and to waive any informality in the submission process if it is in the public interest to do so.

During the period between issuance of this RFP and the proposed due date, no oral interpretation of the RFP’s requirements will be given to any prospective offeror. Requests for interpretation (and other questions) must be directed to Steve Mariano via email at smariano@nphousing.org by **04/23/2024**. Responses will be provided by **04/25/2024**.

During the period of advertisement for this RFP, HACN may wish to amend, add to, or delete from the contents of this RFP. In such situations, HACN will issue an addendum to the RFP setting forth the nature of the modification. All addenda will be posted on the HACN website at <https://www.newporthousing.org/> or distributed to the prospective vendors, if known, via HACN preferred method.

HACN reserves the right to accept or reject any or all Proposals, take exception to these RFP specifications or to waive any formalities. Proposer may be excluded from further consideration for failure to fully comply with the requirements of this RFP.

Article 2. Table of Contents

Article 2. Table of Contents

Article 3. Introduction and HACN Overview

Article 4. Scope of Work and Responsibilities

Article 5. Qualification and Technical Requirements

Article 6. Format and Proposal Submission

Article 7. Evaluation and Selection

Article 8. Other Relevant Information

Article 3 Introduction and HACN Overview

HACN, The HOUSING AUTHORITY of the CITY OF NEWPORT, located at 120B Hillside Avenue, Newport RI is a quasi-public agency created under the laws of the State of Rhode Island. Its mission is to provide decent, safe, and sanitary housing for low-income families. HACN receives funding from the U.S. Department of Housing and Urban Development (HUD) for the operation and modernization of low-income public housing owned and/or managed by the Housing Authority.

The residential buildings in this portfolio are approximately the following size:

- Donovan Manor: (a mid-rise cement block building, 6 stories, 85 apartments plus community space)
- Chapel St. Apartments: (24 flats/townhouses apartments)
- Edgar Court: (37 flats/townhouses apartments)
- Deblois Street Apartments (8 flats/townhouses apartments)
- Chapel Terrace: (68 flats/townhouse apartments)
- Earl Avenue: (20 flats/townhouse apartments)
- Coddington Street: (36 flats/townhouse apartments)
- Pond Avenue: (39 flats/townhouse apartments)
- Park Holm LP Phase I & II (111 townhouse apartments)
- Park Holm Phase III (56 flats/townhouse apartments)
- Park Holm (AMP 1 100 flats/townhouse apartments)

The commercial buildings in this portfolio include:

- Florence Gray Center

- HACN Administrative Office Building and Garage
- Park Holm Rental Office
- Park Holm Senior Center
- Donovan Manor Garage

Article 4. Scope of Work and Responsibilities

The Housing Authority of the City of Newport is requesting proposals for qualified contractors for its program of elevator maintenance and repair services. The successful contractor will be required to provide appropriately equipped and trained maintenance personnel as well as requisite equipment in order to perform elevator maintenance and repair services of the highest quality.

Two buildings under our management have elevators that need to be serviced. These buildings are known as Donovan Manor 19 Chapel Street, Newport RI 02840, and Florence Gray Center (FGC), One York Street, Newport RI 02840. There are two hydraulic elevators in each of the buildings.

- A. HACN is seeking proposals for preventative services, routine repairs, emergency services, and on-call services for the elevators at our Donovan Manor and FGC locations.
- B. Contractor is to furnish all supplies, materials, labor, labor supervision, tools equipment, and lubricants necessary to provide complete preventative maintenance, adjustment, replacement, and routine repair service for our vertical transportation systems.
- C. Selected contractor maintenance will include inspection, lubrication, and adjustment of the following parts (where applicable):
 - Controller parts, selectors and dispatching equipment, relays, solid-state components, transducers, resistors, condensers, power amplifiers, transformers, contacts, leads, dashpots, timing devices, computer and microcomputer devices, steel selector tapes, mechanical and electrical driving equipment, signal lamps, and position indicating equipment.
 - Door operators, car door hangers, car door contacts, door protective devices, load weighing equipment, car frames, car safety mechanisms, platforms, car and counterweight guide shoes including rollers and gibs, and emergency car lighting.
 - Hoist-way door interlocks and hangers, bottom door guides, and auxiliary door closing devices.
 - Machines, worms, gears, thrust bearings, drive sheaves, drive sheave shaft bearings, brake pulleys, brake coils, contacts, linings, and component parts.
 - Motors, brushes, brush holders, and bearings.
 - Governor components, governor sheaves and shaft assemblies, bearings, contacts governor jaws, deflector or secondary sheaves, car and counterweight buffers, car and counterweight guide rails, car and counterweight sheave assemblies, top and bottom limit switches, governor tension sheave assemblies, and compensating sheave assemblies.
 - Pumps, pump motors, operating valves, value motors, leveling valves, plunger packings, exposes piping, above ground plungers and cylinders, and hydraulic fluid tanks,
 - Escalator handrails, handrail drive chains, handrail brush guards, handrail guide rollers, alignment devices, steps, step treads, step wheels, step chains, step axle bushings, comb plates, floor plates, tracks, external gearing, and drive chains.

- Escalator upper drives upper drive bearings, tension sprocket bearings, upper newel bearings and lower newel bearings, demarcation lights, and comb lights.
- D. Safety tests include performing the appropriate test for the type of equipment and test year per Rhode Island code. The State of Rhode Island Elevator Safety Code requires the testing of:
- For all elevators: the emergency stopping, and safety devices associated with the elevator system no less than once per year.
 - For hydraulic elevators: Load testing of hydraulic system every 3rd year, or as required by law.
 - For electric elevators: Load capacity testing of lifting, safety, and braking devices every 5th year.
 - Vertical reciprocating lifts: The emergency stopping, and safety devices associated with the lifts system no less than once per year.
 - Dumbwaiters: The emergency stopping, and safety devices associated with the dumbwaiters system no less than once per year
 - Wheelchair lifts: The emergency stopping, and safety devices associated with the wheelchairs lift system no less than once per year.
- E. If there are violations or deficiencies, submit a follow up quotation to remedy the issue(s).
- F. Submit report and findings to HACN and the Rhode Island Department of Labor and Training, or other state appointed department.
- G. Responsiveness. HACN requires 24-hour dispatching and requires all respondents to explain how they will address this requirement.
- H. Work schedule: Our regular working hours are Monday – Friday, excluding holidays 8:00AM to 4:30 PM. All maintenance procedures and repairs will be performed during our regular working hour and days unless they are emergencies or Callbacks, for this contract a Callback is a response by the vendor to a request for services or assistance made by the customer or customer representative.
- I. Contract Price (provide contractors hourly base rate for all individuals who will be working on the project including mechanics, engineers, supervisors, helpers, etc). All respondents must also provide annual contract pricing per elevator.

The following clauses will be an integral part of the resulting contract:

- There shall be no discrimination against any employee of the accountant providing services under the contract related to any protected class including but not limited to race, creed, color, sex, religion, age, national origin, veteran status or handicap.
- No member, officer, or employee of the HACN, no member or governing body of the locality in which any of the projects are situated, no member of the governing body of the City of Newport where the HACN was activated and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the HACN projects during his/her tenure, or for one year thereafter, shall have any interest, directly or indirectly, in this contract or the proceeds thereof.
- No member of or delegate to the Congress of the United States, or Resident Commissioner, shall be admitted to any share or part of the contract or to any benefits that may arise there from.
- The contractor warrants that he/she has not employed any person to solicit or secure the contract upon any agreement for a commission, percentage, brokerage, or contingent fee.

Breach of this warranty shall give the HACN the right to terminate the contract, or in its discretion, to deduct from the accountant's fee the amount of such commission, percentage, brokerage or contingent.

- The contractor shall not assign or transfer any interest in the contract without the prior approval of the HACN.
- The contractor covenants that he/she presently has no interest and shall not acquire any interest, directly or indirectly, in the projects and/or programs of the HACN or any other interest which would conflict with the performance of his/her contracted functions.
- Contractors are expected to understand and apply HUD Section 3 rule, and contractors are also required to include language in any contract or agreement to apply Section 3 to subcontractors.

ARTICLE 5. Qualifications and Technical Requirements

In order to be considered qualified to perform the services under the Scope of Work, contractors must have the following qualifications unless otherwise noted:

5.1 State and local licenses as required.

5.2 At least 5 years of experience managing projects of this size, scope and complexity.

5.3 Experience with HUD regulations (where required).

5.4 Prior to the award, but not part of the proposal submission, the successful contractor may be required to provide the following: evidence from issuing licensors, workers compensation insurance coverage, professional liability and/or errors and omissions coverage, contractors general liability coverage.

Article 6. Format and Proposal Submission

Proposals are due to the Housing Authority by 12:00 p.m. Eastern Standard Time (EST) on Friday, 04/26/2024 via email to Steve Mariano at smariano@nphousing.org.

Proposals should be submitted in the following format:

6.1 Letter of Transmittal. A transmittal letter signed by the Contractor authorized to submit the proposal and to make commitments on behalf of the company. No proposal shall be withdrawn or modified in any way after the deadline for proposal submittal.

6.2 Resumes of each staff member assigned to the project, to identify demonstrated knowledge and experience.

6.3 Table of Contents. A table of contents shall be provided that lists each section of the proposal as required.

6.4 A work plan that describes how the assignment will be performed each month, including estimates of time for field work, and who will be performing the work.

6.5 A pricing schedule showing details of the estimated calculations, broken down and presented into the different housing programs under management for the total costs covered by this RFP.

6.6 A certificate of non-collusion (see attachment).

6.7 Verifiable references that include other HA's, and/or non-profit agencies, including specific descriptions of the work performed and time period when done.

Article 7. Criteria for Evaluation and Selection

Basis for award. The contract will be awarded to the firm whose proposal is determined by HACN to be the most advantageous to the Authority, with price and other technical factors considered. Technical factors include:

7.1 Experience. Firm's experience in executing projects of this size and scope of work. Emphasis will be placed on experience with federally funded public housing, LIHTC, HCV, and municipal projects.

7.2 Qualifications. Identify the qualifications of the principals and staff performing work.

7.3 Approach/Work Plan. Firms must identify how they plan to undertake the activities under the Scope of Services provided and the proposed timeline.

7.4 Section 3 and Small, Minority, and Women-Owned Businesses.

- Firms must provide documentation regarding their status as either a Section 3 business concern or a small, minority- or woman-owned business concern if they claim to be one.
- Firms must submit separate plans as to how they intend to meet the individual requirements of 24 CFR 135 to provide economic opportunities for low-income persons in the jurisdiction of HACN and 24 CFR 200 for small, minority- and women-owned business enterprises.

7.5 Price will be considered in conjunction with technical factors by the HACN evaluation committee who will review and rank each proposal to determine the one that offers the best value and is the most advantageous to HACN. Annual costs should list the annual estimated hours for the project, as well as each staff member working on the project, along with their proposed hours and hourly rates (fully loaded). Also show material and other costs, including travel, general, and administrative.

Relative weight of technical evaluation factors:

<u>Factors</u>	<u>Points</u>
Experience	30
Qualifications	20
Approach/Work Plan	20
Section 3/MBE/WBE	10
Pricing	20
Total Points	100

Article 8. Other Relevant Information

The contract executed pursuant to this RFP is deemed to include:

8.1 The specific contract document is to be agreed upon by HACN and the selected contractor.

8.2 This RFP in its entirety.

8.3 The Contractor is expected to provide all labor and materials necessary to accomplish the Scope of Services contained in Article 4 of this RFP.

8.4 The Contractor will be paid monthly upon completion of the contract tasks and satisfaction of all contract and deliverable requirements contained in this RFP.

8.5 RFP attachments and required forms (outlined in Vendor Submittals). Attachments:

Attach All - Certification of Non-Collusion

Attach All - (HUD 5369-B) Instr. Cert MBE-WBE

Attach All - (HUD 5369-C) Cert MBE-WBE

Exhibit All - (HUD 5370-C1) Gen Non-Construction

Exhibit All - (HUD 5370-C2) Gen Non-Construction

Exhibit All - Section 3 Compliance Policy Package

Exhibit All - Form W-9

Exhibit All - Tax Exempt Cert

Exhibit All - Sample Certificate of Insurance

Required Vendor Submittals:

Vendor Submittal - Certification of non-collusion

Vendor Submittal - Statement of Equal Opportunity Employment/ Section 3 practices

Vendor Submittal - Section 3 certification (if applicable)

Vendor Submittal - MBE/WBE Certification (if applicable)

Vendor Submittal - Cost proposal

Vendor Submittal - (3) References

Vendor Submittal - Statement of relevant and/or value add services available, if not already defined herein

8.6 Insurance Requirements:

Workers

Compensation:

Coverage A:

Statutory Coverage

B:

Employers Liability:

Bodily injury by accident \$100,000 per
person Bodily injury by disease \$100,000
per person Bodily injury by disease
\$500,000 aggregate

All states and voluntary compensation

endorsements Commercial General Liability

Limits of Liability: \$1,000,000 each occurrence

\$2,000,000 general aggregate

\$2,000,000 products/completed operations

aggregate Auto Liability

Limits of Liability: \$1,000,000 each

accident Excess (Umbrella) Liability:

The requirement that an Umbrella Policy shall be no less than \$2,000,000.

Professional Liability:

\$2,000,000 each occurrence

Coverage: HACN shall be named as an additional insured.