

RFP Document

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INTRODUCTION

The Housing Authority of the City of Woonsocket (hereinafter, “WHA or HA”) is a public entity that was formed in 1940 to provide federally subsidized housing and housing assistance to low-income families, within the City of Woonsocket. The WHA is headed by an Executive Director (ED) and is governed by a seven-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”) and the WHA’s procurement policy.

Currently, the WHA owns and/or manages: (a) 2 multi-family apartment complexes totaling 582 units; (b) 4 senior complexes, totaling 630 units; (c) administers a total of 734 Section 8 Housing Choice Vouchers (of which 605 are leased up). The WHA currently has approximately 77 employees.

In keeping with its mandate to provide efficient and effective services, the WHA is now soliciting proposals from qualified, licensed and insured entities to provide the above noted services to the WHA. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

RFP INFORMATION AT A GLANCE

[Table No. 2]

WHA CONTACT PERSON	Karen Bruyere, Telephone [401-767-8022], TDD [1-800-745-6575]
HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE	1. Access www.woonsockethousing.org 2. Click on the “Procurement” button on the left side. 3. Click on the “Bid Opportunities” documents button. 4. Click on the “Pest Control Services RFP” documents button. If assistance is required contact Karen Bruyere at kbruyere@woonsockethousing.org .
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL	1. As directed within Section 3.2.1 of the RFP document. 2. As instructed within Section 3.0 of the RFP document, submit 4 copies of your "hard copy" proposal to the Woonsocket Housing Authority office.
PROPOSAL SUBMITAL RETURN & DEADLINE	*Tuesday, September 24, 2026, at 2 p.m. Woonsocket Housing Authority, Karen Bruyere 679 Social Street, Woonsocket, RI 02895 *(The "hard copy" proposal must be received in-hand and time-stamped by the HA by no later than 2:00 p.m. on this date).
ANTICIPATED APPROVAL BY WHA BOARD OF COMMISSIONERS	Thursday, October 15, 2026 Morin Heights Community Room 66 Morin Heights Blvd, Woonsocket, RI 02864

1.0 HA'S RESERVATION OF RIGHTS:

- 1.1 The HA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the HA to be in its best interests.
- 1.2 The HA reserves the right not to award a contract pursuant to this RFP.
- 1.3 The HA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).
- 1.4 The HA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
- 1.5 The HA reserves the right to 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 HA Contracting Officer (CO).
- 1.6 The HA reserves the right to negotiate the fees proposed by the proposer entity.
- 1.7 The HA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.8 The HA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 1.9 The HA shall reserve the right to at any time during the RFP or contract process to 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 the www.woonsockethousing.org Internet System (hereinafter, the "noted Internet System" or the "System") and by downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the noted Internet System, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the HA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the HA, but not the prospective proposer, of any responsibility pertaining to such issue.

2.0 SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S): The HA is seeking proposals from qualified, licensed and bonded entities to provide the pest control services at the housing sites listed herein:

Morin Heights, 66 Morin Heights Blvd., Woon., RI is a 282 unit family development with 34 buildings consisting of the following building types:

“A” Buildings: 11 Buildings, 10 Units each
“B” Buildings: 12 Buildings, 8 Units each
“C” Buildings: 6 Buildings, 6 Units each
“D” Buildings: 5 Buildings, 8 Units each

Bedroom Count

One Bedroom: 44 Units
Two Bedrooms: 104 Units
Three Bedrooms: 108 Units
Four Bedrooms: 21 Units
Five Bedrooms: 5 Units

Veteran’s Memorial, 2 Bourdon Blvd., Woon., RI is a 296 unit family development with 56 buildings consisting of the following building types:

“A” Buildings: 3 Buildings, 6 Units each
“B” Buildings: 7 Buildings, 6 Units each
“C” Buildings: 25 Buildings, 6 Units each
“D” Buildings: 3 Buildings, 6 Units each
“E” Buildings: 18 Buildings, 4 Units each

Bedroom Count

One Bedroom: 12 Units
Two Bedrooms: 134 Units
Three Bedrooms: 128 Units
Four Bedrooms: 23 Units
Five Bedrooms: 3 Units

Both family developments are walk-up type wood-frame construction with kitchen, living room and utility rooms on the first floor and bathrooms on the second floor. Each building has a crawl space under the buildings and an attic space above the second floor.

Parkview Manor, 218 Pond St., Woon., RI is a 126 unit disabled/senior citizen 10 story building consisting of one and two bedroom units;

Kennedy Manor, 547 Clinton St., Woon., RI is a 198 unit disabled/senior citizen 10 story building consisting of one and two bedroom units;

Crepeau Court, 429 E. School St., Woon., RI is a 153 unit disabled/senior citizen 10 story building consisting of 1 one bedroom units;

St. Germain Manor, 429 E. School St., Woon., RI is a 152 unit assisted living/disabled/senior citizen building consisting of one nurses station and one bedroom units.

- 2.1 General:** It is the intent of the HA to retain a contractor to, pursuant to the requirements of this RFP and the ensuing contract, perform an Integrated Pest Control Management Program through various pest control services; including but not limited to (a) cockroach control; and (b) bed bug control. The contractor shall coordinate all work through and with the designated HA contact person.
- 2.2 Lot No. 1, Pest Control Services:** (1) It is the intention of the HA to have all of the buildings at its family development complexes treated for cockroaches with a bait system. The buildings of infestation would be identified once a vendor has been selected. All materials used shall be EPA-approved. The pest control service is to be complete and comprehensive. At least one-to-two hours per buildings shall be figured for a proper program. The HA is not looking for toxins to be simply spread around its units; it prefers the least toxic methods of control providing a professional service; (2) It is the intention of the HA to have the assisted living kitchen and dining room inspected and treated for roaches monthly.
- 2.2.1 Pest Control Service Technician (PCST)** will work with the HA Foreman to establish a schedule for the day, date, time and the foreman will complete a form to properly notify tenants. The product applied shall be Maxforce or an "equal or same as the active ingredient Fipronil 0.01% product. On occasion surface spraying and injection fogging may be needed. Please note that the applicable manufacturer's specifications sheets and MSDS sheets will be required from the successful proposer.
- 2.2.2** A HA maintenance person will accompany the PCST and be responsible for unlocking doors and securing units plus compliance with proper preparations.
- 2.2.3** Work would begin at 8:30 a.m. on the specified day for comprehensive bait control system and the PCST will fill out a control form to be left with the housing manager listing unit treated, pest found, level of infestation, materials used, comments on housekeeping and MSDS sheets.
- 2.2.4** A log, in a form developed by the contractor and approved by the HA, shall be maintained by the contractor and shall be delivered to the foreman on the same workday of the service.
- 2.2.5** Products and format suggested are as follows:
- 2.2.5.1** A bait system injected into the walls/voids of the roach's harborage paying particular attention to the kitchen, bathroom and utility rooms.
- 2.2.5.2** Provide tenants with instructions on housekeeping techniques to avoid infestation.
- 2.2.6** Pest control services of inspection and treatment for the assisted living kitchen and dining room at St. Germain Manor must be completely monthly.
- 2.3 Lot No. 2, Bed Bug Services:** The services proposed shall include treatment to all box springs and mattresses, seams and cuffs; removal of dust covers on box springs and

treat, all flooring; treatment to all furniture; including, but not limited to: end tables; night stands; dressers; pictures; clocks; etc.; and any follow-up needed within 14 days after the initial service.

2.3.1 Pest Control Service Technician (PCST) will work with the foreman to establish a schedule for the day, date, time and the foreman will complete a form to properly notify tenants. Upon receipt of a complaint of bed bugs by a tenant, HA management will contact the tenant to discuss the complaint. The apartment will be inspected by the PCST within 3 calendar days and treated within 5 working days.

2.3.1.1 All bed bug treatments in family developments shall be completed by 12:00 p.m. (absolutely no exceptions)

2.3.1.2 PCST shall schedule with foreman all follow up visits needed until two consecutive inspections show zero (0) live bed bug infestations.

2.3.1.3 The products applied shall be as follows:

2.3.1.3.1 Crossfire: An “equal” or “same as” product for a quick knockdown when bed bugs are detected and used throughout the infested areas of the unit. The applicable manufacturer’s specifications sheets and MSDS sheets will be required from the successful proposer.

2.3.1.3.2 Gentrol/Gencore: An “equal” or “same as” product as a growth retardant used in conjunction with the quick knock down product. The applicable manufacturer’s specifications sheets and MSDS sheets will be required from the successful proposer.

2.3.1.3.3 Drione Dust: An “equal” or “same as” product. A fine powder made of sea shells mixed with a silica gel to be used as a fine spray around the perimeter of the apartment, outlets, switches, cable ports, pipe chase and ant protrusions to prevent the bed bugs from traveling to the corridor and/or other units. Please note that the applicable manufacturer’s specifications sheets and MSDS sheets will be required from the successful proposer.

2.3.1.3.4 The Foreman and complex maintenance man is to insure these products are used comprehensively in every infested apartment and if the cleaning vendor is not doing their job to report it immediately.

2.3.1.4 A HA maintenance person will accompany the PCST and be responsible for unlocking doors and securing units plus compliance with proper preparations.

2.3.1.5 Work would begin at 8:30 a.m. on the specified day for comprehensive bed bug control system and the PCST will fill out a control form to be left

with the foreman listing unit treated, pest found, level of infestation, materials used, comments on housekeeping and MSDS sheets.

2.3.1.6 A log, in a form developed by the contractor and approved by the HA, shall be maintained by the contractor and shall be delivered to the HA contact person on the same day of the service.

- 2.4 General Treatments:** It shall be the responsibility of the contractor to notify the foreman, in writing, at least 10 days prior to the treatment date, of any regularly scheduled treatment. Such notice shall state the day, time and specifics of the intended treatment, and shall be contingent upon the approval of that foreman. The contractor shall keep the foreman fully informed of all pertinent issues during the treatment process, and shall submit, in writing, same day of discovery of such, notice of any and all problems relating to the treatment process or of any noteworthy conditions within the development that pertain to or affect the pest control treatment process. At the completion of each treatment the contractor shall obtain the signature of the foreman/designee on the contractor's work order form, thus affirming that all work listed thereon was completed to the foreman's satisfaction. A copy of this form shall be submitted by the contractor along with the billing invoice the contractor submits to the HA accounts payable office for payment.
- 2.5 Vacancy Treatment:** The HA may, from time-to-time, negate the effectiveness of the pest control treatment in a unit by painting over the treated areas. The HA shall retain the right to require the contractor to return to any such unit or area and again provide the treatment at the applicable unit price proposed for that unit/area.
- 2.6 Call-back Response:** The contractor shall, if directed by the designated HA representative, respond to the site within 1 work day of being notified that corrections need to be made. All "call-backs" and ensuing additional treatment(s) during any guarantee period shall be at "no charge" to the HA, unless an action by the foreman is initiated in writing.
- 2.7 Additional Services:** It is possible that during the term of the ensuing contract the HA may have need of additional services from the contractor that have not been detailed herein or within the ensuing contract. Such work shall be calculated through mutual negotiation, using the information submitted by the contractor, including the proposed fees submitted by the contractor.
- 2.8 Additional Intensive Services:** After the contractor has exhausted pest control services per the HA's protocol and the infestation still exists, the HA reserves the right to use an alternate outside contractor's services.
- 2.9 Current Contractor:** The HA's current contractor for these services is Arrest-A-Pest, of Warwick, RI who was retained in October 2023.

3.0 PROPOSAL FORMAT:

- 3.1 Tabbed Proposal Submittal:** The HA intends to retain the successful proposer pursuant to a “Best Value” basis, not a “Low Proposal” basis (“Best Value,” in that the HA will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that the HA can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted following. Each category must be separated by numbered index dividers (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the HA has published herein or has issued by addendum.

[Table No. 3]

RFP Section	Tab No.	Description
3.1.1	1	Form of Proposal: This Form is attached hereto as Attachment A to this RFP document. This 1-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3.1.2	2	Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>: This Form is attached hereto as Attachment B to this RFP document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3.1.3	3	Profile of Firm Form: The Profile of Firm Form is attached hereto as Attachment C to this RFP document. This 2-page Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal.
3.1.4	4	Proposed Services: As more fully detailed within Section 2.0, <i>Scope of Proposal/Technical Specifications</i> , of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation showing:
3.1.4.1		As detailed within Section 4.1, Evaluation Factor No. 2, herein, the proposer’s Demonstrated Understanding of the HA’s Requirements.
3.1.4.2		As detailed within Section 4.1, Evaluation Factor No. 3, herein, the proposer’s Technical Approach (including, if appropriate, labor categories, estimated hours and skill mix) and the proposer’s proposed Work Plan to provide the required services.
3.1.4.3		As detailed within Section 4.1, Evaluation Factor No. 4, herein, the proposer’s Technical Capabilities (in terms of personnel, equipment and materials) and Management Plan (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.).
3.1.4.4		As detailed within Section 4.1, Evaluation Factor No. 5, herein, the proposer’s Demonstrated Experience in performing similar work and the proposer’s Demonstrated Successful Past Performance (including meeting costs, schedules and performance requirements) of contract work substantially

		similar to that required by this solicitation.
3.1.4.5		If appropriate, how staff are retained, screened, trained and monitored;
3.1.4.6		The proposed quality control program;
3.1.4.7		An explanation and copies of forms that will be used and reports that will be submitted and the method of such reports (i.e. written; fax; internet; etc.);
3.1.4.8		A fully completed copy of Attachment H, Proposed Products to be Utilized.
3.1.5	5	Managerial Capacity/Financial Viability: 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 C, <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.
3.1.6	6	Client Information: The proposer shall submit a listing of former or current clients, including any other Public Housing Authority, for whom the proposer has performed similar or like services to those being proposed herein. A minimum of at least three clients shall be listed. The listing shall, at a minimum, include:
3.1.6.1		The client's name;
3.1.6.2		The client's contact name;
3.1.6.3		The client's telephone number;
3.1.6.4		A brief description and scope of the service(s) and the dates the services were provided;
3.1.7	7	Cost Form Documentation: The proposer shall include the completed Cost Form listing all the necessary costs to be included for this RFP.
3.1.8	8	Equal Employment Opportunity: The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy.
3.1.9	9	Section 3 Business Preference Documentation (Optional Item): For any proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification Form attached hereto as Attachment D and any documentation required by that form.
3.1.10	10	Subcontractor/Joint Venture Information (Optional Item): 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 proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.

3.1.11 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.

3.1.12 Proposal Submittal Binding Method: It is preferable and recommended that the proposer bind the proposal submittals in such a manner that the HA can, if needed, remove the binding (i.e. “comb-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.

3.2 Entry of Proposed Fees: The proposed fees shall be submitted by the proposer and received by the HA where provided on the Cost Form only. A proposer must enter a proposed fee for each item—a “No Proposal” will not be allowed for any item, though a “No Charge” will be allowed for certain items. The proposed fees submitted by each proposer are inclusive of all necessary costs to provide the proposed services not otherwise provided for herein, including, but not limited to: employee costs and benefits; clerical support; overhead; profit; supplies; materials; licensing; insurance; etc.

[Table No. 4]

RFP Section	Item No.	Qty	U/M	Description
3.2.1				Lot No. 1: Pest Control Services
3.2.1.1	1	0	Units	Initial Treatment: 1-bedroom
3.2.1.2	2	0	Units	Initial Treatment: 2-bedroom
3.2.1.3	3	0	Units	Initial Treatment: 3-bedroom
3.2.1.4	4	0	Units	Initial Treatment: 4-bedroom
3.2.1.5	5	0	Units	Initial Treatment: 5-bedroom
3.2.1.6	6	0	Units	Monthly Treatment: 1-bedroom
3.2.1.7	7	0	Units	Monthly Treatment: 2-bedroom
3.2.1.8	8	0	Units	Monthly Treatment: 3-bedroom
3.2.1.9	9	0	Units	Monthly Treatment: 4-bedroom
3.2.1.10	10	0	Units	Monthly Treatment: 5-bedroom
3.2.2				Lot No. 2: Bed Bug Services
3.2.2.1	11	0	Units	Crossfire Treatment: 1-bedroom
3.2.2.2	12	0	Units	Crossfire Treatment: 2-bedroom
3.2.2.3	13	0	Units	Crossfire Treatment: 3-bedroom
3.2.2.4	14	0	Units	Crossfire Treatment: 4-bedroom
3.2.2.5	15	0	Units	Crossfire Treatment: 5-bedroom
3.2.2.6	16	0	Units	Gentrol Treatment: 1-bedroom
3.2.2.7	17	0	Units	Gentrol Treatment: 2-bedroom
3.2.2.8	18	0	Units	Gentrol Treatment: 3-bedroom
3.2.2.9	19	0	Units	Gentrol Treatment: 4-bedroom
3.2.2.10	20	0	Units	Gentrol Treatment: 5-bedroom
3.2.2.11	21	0	Units	Drione Treatment: 1-bedroom
3.2.2.12	22	0	Units	Drione Treatment: 2-bedroom
3.2.2.13	23	0	Units	Drione Treatment: 3-bedroom
3.2.2.14	24	0	Units	Drione Treatment: 4-bedroom
3.2.2.15	25	0	Units	Drione Treatment: 5-bedroom
3.2.3				Miscellaneous Charges
3.2.3.1	26	1	Service	Surface Spraying
3.2.3.2	27	1	Service	Injection Fogging
3.2.3.3	28	20	Hours	Supervisor
3.2.3.4	29	50	Hours	Technician

3.3 Additional Information Pertaining to the Pricing Items:

3.3.1 Quantities: All quantities entered by the HA herein are for calculating purposes only. As may be further detailed herein, the HA does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, as the ensuing contract will be a Requirements Contract, in that the HA shall retain one contractor only and shall retain the right to order from that contractor (successful proposer), on a task order basis, any amount of services the HA requires.

3.3.2 Pertaining to the Miscellaneous Charges Items No. 16-19): These Pricing Items are for work that the HA may require that is not already specifically identified within Pricing Items No.'s 1-15.

3.3.2.1 Supervisor: The contractor's assigned skilled staff person who has responsibility to supervise the work at the HA site. This person may, while supervising, also perform work typically assigned to the Technician. It is understood that a Supervisor position will be paid by the HA only if there are 3 or more persons working on the site at the same time; if there is less than 3 persons working at the site at the same time, then the HA will only pay for such staff at the level they are actually working (i.e. Technician).

3.3.2.2 Technician: The contractor's assigned skilled staff person who typically performs the required work.

3.3.2.3 Assumption: It shall be the HA's assumption that the successful proposer has based his/her proposed pricing for Pricing Items No. 1-17 upon the proposed hourly rates submitted by the proposer for Pricing Items No. 18-19 (and by submitting a proposal in response to this RFP, the successful proposer automatically agrees that such is accurate). Accordingly, the HA may use such assumption, if necessary, to do any lump-sum proposal breakdown calculations during the term of the ensuing contract.

3.3.3 Overtime: Pursuant to the Contract Work Hours and Safety Standards Act, overtime shall be not less than time and one half for hours worked in excess of 40 hours per week. The HA shall consider regular-time to be Monday-Friday (excluding holidays), 8:00am - 5:00pm. Accordingly, the HA will pay a rate of 1.5 of the listed hourly rates within Pricing Items No. 26-27 (or any increased rate that increased per Section 3.3.4 herein) for any work the HA requires the successful proposer to work specifically during non-regular-time hours (however, the HA shall NOT be responsible to pay the successful proposer for any work that the successful proposer CHOOSES to work during non-regular-time hours).

3.4 Proposal Submission: All pricing must be entered where provided on the Cost Form. All "hard copy" proposals must be submitted and time-stamped received in the designated HA office by no later than the submittal deadline stated herein (or within

any ensuing addendum). A total of 1 original signature copy (marked "ORIGINAL") and 3 exact copies (each of the 4 separate proposal submittals shall have a cover and extending tabs) of the "hard copy" proposal submittal, shall be placed unfolded in a sealed package and addressed to:

Woonsocket Housing Authority
Attention: Karen Bruyere
Procurement Specialist
679 Social Street
Woonsocket, RI 02895

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

3.4.1 Submission Conditions: 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 HA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the HA decides that any such entry has not changed the intent of the proposal that the HA intended to receive, the HA may accept the proposal and the proposal shall be considered by the HA as if those additional marks, notations or requirements were not entered on such. By accessing the www.woonsockethousing.org Internet System and downloading these documents, each prospective proposer that does so is thereby agreeing to confirm all notices that the HA 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 RFP.

3.4.1 Submission Responsibilities: 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 HA, including the RFP document, the documents listed within the following Section 3.7, 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 the all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any of the HA requirements contained within the documents may cause that proposer to not be considered for award.

3.5 Proposer's Responsibilities—Contact with the HA: It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the CO only. Proposers must not make inquiry or communicate with any other HA staff member or official (including members of the Board of

Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for the HA to not consider a proposal submittal received from any proposer who may has not abided by this directive.

3.5.1 Addendums: All questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation—"substantive" meaning, when decisions pertaining to the RFP are made—between the HA 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 CO—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 CO may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective proposers in writing by addendum.

3.6 Recap of Attachments: It is the responsibility of each proposer to verify that he/she has downloaded the following attachments pertaining to this RFP, which are hereby by reference included as a part of this RFP:

[Table No. 5]

RFP Section	Attachment	Attachment Description
3.7.1	A	Form of Proposal
3.7.2	B	Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
3.7.3	C	Profile of Firm Form
3.7.4	D	Section 3 Forms, including explanation
3.7.5	E	Form HUD-5369-B (8/93), <i>Instructions to Offerors, Non-Construction</i>
3.7.6	F	<i>HA Instructions To Proposers & Contractors</i>
3.7.7	G	HA Sample Contract Form (please note that this contract is being given as a sample only—the HA reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the HA feels it is in its best interests to do so)
3.7.7.1	G-1	Form HUD-5370-C (1/31/2027), <i>General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)</i>
3.7.7.2	G-2	Form HUD-5370-C (1/31/2024), <i>General Conditions for Non-Construction Contracts Section II (With Maintenance Work)</i>
3.7.8	H	Proposed Products to be Utilized
3.7.9	I	Cost Form

4.0 PROPOSAL EVALUATION:

4.1 Evaluation Factors: The following factors will be utilized by the HA 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:

[Table No. 6]

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	40 points	Objective	The PROPOSED COSTS the proposer proposes to charge the HA to complete the required work.
2	10 points	Subjective (Technical)	The proposer's DEMONSTRATED UNDERSTANDING of the REQUIREMENT ;
3	10 points	Subjective (Technical)	The APPROPRIATENESS of the TECHNICAL APPROACH (including labor categories, estimated hours and skill mix) and the QUALITY of the WORK PLAN .
4	15 points	Subjective (Technical)	The proposer's TECHNICAL CAPABILITIES (in terms of personnel, equipment and materials) and the MANAGEMENT PLAN (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.).
5	20 points	Subjective (Technical)	The proposer's DEMONSTRATED EXPERIENCE in performing similar work and the proposer's DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (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	5 points	Subjective (Technical)	The OVERALL QUALITY AND PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED , based upon the opinion of the evaluators.
	100 points	100 points	Total Points (other than preference points)

4.2 Evaluation Method:

4.2.1 Initial Evaluation for Responsiveness: Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). The HA reserves the right to reject any proposals deemed by the HA not minimally responsive (the HA will notify such firms in writing of any such rejection).

4.2.2 Evaluation Packet for Proposals Deemed Responsive: Internally, an evaluation packet will be prepared for each evaluator, including the following documents:

- 4.2.2.1** Instructions to Evaluators;
- 4.2.2.2** Proposal Tabulation Form;
- 4.2.2.3** Written Narrative Justification Form for each proposer;
- 4.2.2.4** Recap of each proposer's responsiveness;
- 4.2.2.5** Copy of all pertinent RFP documents.

- 4.2.3 Evaluation Committee:** The HA 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 RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP 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 RFP. As detailed within Section 3.5 of this document, the designated CO is the only person at the HA that the proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.
- 4.2.4 Evaluation:** The CO will evaluate and award points pertaining to Evaluation Factors No. 1 and 7 (the “Objective” Factors). The appointed evaluation committee, independent of the CO or any other person at the HA, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 2, 3, 4, 5 and 6 (the “Subjective” Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO.
- 4.2.5 Potential “Competitive Range” or “Best and Finals” Negotiations:** The HA 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 HA in a timely 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.
- 4.2.6 Determination of Top-ranked Proposer:** Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the CO to determine the final rankings, which is typically forwarded by the CO to the ED for approval. If the evaluation was performed to the satisfaction of the ED, the final rankings may be forwarded to the Housing Authority Board of Commissioners (BOC) at a scheduled meeting for approval. Contract negotiations may, at the HA's option, be conducted prior to or after the BOC approval.
- 4.2.6.1 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.”
- 4.2.6.2 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 115 total possible points detailed within Section 4.1 herein).

- 4.2.7 Award Recommendation:** It is anticipated that the final rankings will be forwarded to the HA Board of Commissioners (BOC) at a regularly scheduled board meeting for approval. The HA BOC will then make its determination as to whether or not to follow the evaluation committee's recommendation. Contract price negotiations may, at the HA's option, be conducted prior to or after the BOC approval.
- 4.2.8 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:
- 4.2.8.1** Which proposer received the award;
 - 4.2.8.2** Where each proposer placed in the process as a result of the evaluation of the proposals received;
 - 4.2.8.3** The cost or financial offers received from each proposer;
 - 4.2.8.4** Each proposer's right to a debriefing and to protest.
- 4.2.9 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 HA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the HA evaluation committee.

5.0 CONTRACT AWARD:

- 5.1 Contract Award Procedure:** If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:
- 5.1.1** By completing, executing and submitting the Form of Proposal, Attachment A, the "proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the HA, either in hard copy or on the www.woonsockethousing.org website," including the contract clauses already attached as Attachments G, G-1, and G-2. Accordingly, the HA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.
- 5.2 Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by the HA pursuant to this RFP:
- 5.2.1 Contract Form:** The HA will not execute a contract on the successful proposer's form--contracts will only be executed on the HA form (please see Sample Contract, Attachments G, G-1, and G-2), and by submitting a proposal the successful proposer agrees to do so (please note that the HA reserves the right to amend this form as the HA deems necessary). However, the HA will during the RFP process (prior to the submittal deadline) consider any contract clauses that the proposer wishes to

include therein and submits in writing a request for the HA to do so; but the failure of the HA to include such clauses does not give the successful proposer the right to refuse to execute the HA's contract form. It is the responsibility of each prospective proposer to notify the HA, 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 HA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the HA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

5.2.1.1 Please note that the HA 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 RFP.

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

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

5.3 **Contract Period:** The HA anticipates that it will initially award a contract for the period of 1 year with the option, at the HA's discretion, of 2 additional one-year option periods, for a maximum total of 3 years.

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

5.4.1 An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount;

5.4.2 An original certificate evidencing General Liability coverage, naming the HA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the HA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$5,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000;

5.4.3 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 \$5,000,000), with a deductible of not greater than \$1,000;

5.4.4 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 \$50,000/\$100,000 and medical pay of \$5,000.

5.4.5 A copy of the proposer's business license allowing that entity to provide such services within the State of Rhode Island;

5.4.6 If applicable, a copy of the proposer's license issued by the State of Rhode Island licensing authority allowing the proposer to provide the services detailed herein.

5.4.7 The requested related information shall also be entered where provided for on the Profile of Firm Form (DO NOT ATTACH SUBMIT COPIES WITHIN THE PROPOSAL SUBMITTAL--we will garner the necessary certificates from the successful proposer prior to contract execution).

5.5 Right To Negotiate Final Fees: The HA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at the HA's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the HA has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO successfully concluded within 5 business days, the HA shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. The HA shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).

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

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