

RFP Document

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INTRODUCTION

REQUEST FOR PROPOSALS (RFP) NO. RFP 10272026, Alarms: Fire, Sprinkler & Fire Extinguisher Services

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.

The WHA owns and manages: (a) 2 multi-family apartment complexes totaling 582 units; (b) 4 senior complexes, totaling 630 units.

RFP INFORMATION AT A GLANCE

[Table No. 2]

WHA CONTACT PERSON	Karen Bruyere, Telephone [401-767-8022], TDD [1-800-745-6575]
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 & DEADLINE	Deadline: Tuesday, October 27, 2026, at 2 p.m. Deliver to: Woonsocket Housing Authority, Attention: 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, November 19, 2026 Woonsocket Housing Authority 66 Morin Heights, Woonsocket, RI 02895

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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 an issue.

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

Main Office, 679 Social Street, Woonsocket, RI

Morin Heights, 66 Morin Heights Blvd., Woonsocket, RI—Main Administrative Building

Veteran's Memorial, 2 Bourdon Blvd., Woonsocket, RI -Main Administrative Building and Daycare

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

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

Crepeau Court, 100 Front Street, Woonsocket, RI is a 153 unit disabled/senior citizen 10 story building consisting of 1 one-bedroom units;

St. Germain Manor, 429 E. School St., Woonsocket, RI is a 152 unit assisted living/disabled/senior citizen building consisting of one-bedroom units, one nurse's station, kitchen and fire drill for assisted living residents on floors 2, 3 and 4.

2.1 Services: The successful proposer (aka herein as "contractor") will, as required by code, law or regulation, provide the required services to the follow HA equipment (and the work plan or program description submitted under Tab 4 shall fully detail such):

2.1.1 Quarterly Fire Sprinkler Systems.

2.1.2 Quarterly Fire Alarm and Detection Systems.

2.1.3 Annual Portable Fire Extinguishers.

2.1.4 Additional Labor.

2.2 General/Technical Specifications:

2.2.1 Standards: All ensuing work by the successful proposer shall be performed pursuant to standards and codes set by the Woonsocket Fire Department, NFPA Standards and the State Fire Marshall (it is the responsibility of the contractor to deliver to the HA prior written notice of any issue or conflict the HA has with the standards set by the aforementioned agencies). In addition, all work provided by the contractor pursuant to the ensuing contract shall be completed pursuant to all applicable local codes and all submitted under Tab 4 shall reflect such.

2.2.2 Qualified: The contractor must be fully and legally qualified to install, inspect and repair the equipment listed herein, and the documentation submitted within the proposal submittal must fully detail such qualifications.

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- 2.2.3 Guarantee:** All work performed by the contractor shall be fully guaranteed between inspections.
- 2.2.4 Return to Site:** Within no more than 4 hours of being notified by the HA, the contractor shall return to any site to correct or again inspect any work already performed.
- 2.2.5 Additional Work:** Additional work shall be performed by the contractor only if the HA has given prior written permission to do so. All such work shall be at the HA's expense, unless such damage or problem was necessitated by the actions or lack of action of the contractor.
- 2.2.6 Drawings/Lists:** Any drawings or lists provided herein or at any time during the contract period are provided as an aid only to the prospective proposers. These items do not purport to show the full scope or exact locations of all applicable equipment, but do purport to show the approximate quantities and locations of the equipment at each site listed. It is the responsibility of each proposer to carefully inspect the premises listed and to notify the HA, in writing, of any discrepancies in the drawings or lists provided. If any prospective proposer or the successful proposer has difficulty in locating the equipment listed, it is his/her responsibility to locate and question the on-site HA personnel as to the possible locations of such equipment and to notify the HA CO, in writing in a timely manner, of any such equipment that cannot be located. If there is any discrepancy between the equipment listed herein and the equipment actually at the site, all work performed by the Contractor shall be at the unit rates proposed by the Contractor in response to this RFP.
- 2.2.7 Inspections/Schedules:** It is a requirement that inspection work must be performed every quarter of the year. The contractor shall be responsible for any required notification to other agencies (i.e., Fire Department) of these inspections (i.e. so that they do not respond to any false alarms; to file required reports; etc.) and the contractor shall be responsible for any financial costs incurred by the HA or contractor as the result of the contractor's failure to do so. The contractor shall deliver to the designated HA contact at least 2 weeks prior to those dates a detailed schedule of the work to be performed and at which HA locations. The following minimum information shall be included on this notice:
- 2.2.7.1** Type of inspection.
 - 2.2.7.2** Applicable HA location(s).
 - 2.2.7.3** Specific inspection date and start time for each such location(s).
 - 2.2.7.4** Name of inspector and his/her contact number.
- 2.2.8 Reports:** It shall be the responsibility of the contractor to complete, in a legible fashion, during and after each testing, inspection and/or installation, any required reports. Copies of such reports must be delivered to the HA with 5 days of completion of such event, and shall be delivered by the

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contractor, as required by any code, law or regulation, to all applicable local, State or Federal agencies.

2.2.9 Written Approval: The contractor shall obtain from the HA designated contract written approval to proceed with any work prior to commencing such (EXCEPTION: The HA designated contact may, in the case of an emergency affecting the health, safety or welfare of the HA residents, staff or the public, give the contractor verbal permission to proceed—however, the contractor shall, by 10:00 a.m. the next business day, in writing, recap such verbal permission and delivery such by fax, e-mail or in person to the HA designated contact and gain his/her written signature acknowledging such.) Failure to abide by this requirement shall cause the contractor to be fully liable and financially responsible for the work performed, which means that the HA shall have no obligation to pay for the work performed, in which case the contractor shall not be allowed to reverse the work.

2.2.10 Signatures: Whenever the contractor completes work at a HA site, he/she shall obtain the signature of an HA on-site staff person showing that the work was completed in a satisfactory manner. A copy of this document shall accompany the related billing invoice.

2.2.11 Invoices/N30: All billing invoices for services must be delivered to the designated ap@woonsockethousing.org within no more than 30 days of completion of the work. A copy of the applicable report shall accompany the billing invoice. The HA shall endeavor to pay within 30 days of receipt all such invoices that are properly submitted.

2.2.12 Emergency Situations: The contractor must inform the HA designated contact (immediately by telephone, and they within 24 hours thereafter in writing) of any life-threatening or possible dangerous situations that come to the attention of or are discovered at any time by the contractor. The contractor shall also, within 3 work-days of becoming aware of such, notify the HA designated contact of any necessary and/or recommended work or additions he/she feels are necessary to the existing equipment. Such notification shall include a fully detailed proposal to correct the situation, which shall include:

2.2.12.1 A fully detailed statement of the problem, identifying and quoting any applicable code, law or regulation.

2.2.12.2 The correction action proposed.

2.2.12.3 The detailed costs, at the applicable contract rates, separating materials and labor.

2.2.12.4 The proposed timeframe for corrective action.

2.2.13 Emergency Repairs: The contractor shall be available on a 24-hour basis to perform emergency repairs. The contractor and/or HA has the authority to determine an emergency repair.

2.2.14 Incomplete Listing: The contractor shall inform the HA, in writing, within 10 days of the discovery of such, as to any incorrect or incomplete information within the listing equipment included as a part of this document.

2.2.15 Subcontracting: Unless prior written permission is given by the HA, all work performed by the contractor shall be performed by the contractor only and shall not be sub-contracted to another firm. The HA reserves the right to not grant such approval.

2.2.16 Normal Business Hours: Unless prior written permission is given by the HA, all work will be performed and completed during normal business hours (Monday-Friday, excluding holidays, 9:00 a.m. - 12:00 noon and 12:30 p.m. - 4:00 p.m.).

2.3 Specifications/Requirements:

2.3.1 Work Plan: Each proposal shall include under Tab No. 4 of the proposal submittal a specific work plan of proposed work. Such a work plan shall detail the specific work that will be completed and within what timeframe (including how often) and must be detailed and clear as to what specific services the Contractor will perform and when.

2.3.2 Portable Fire Extinguishers, General Conditions:

2.3.2.1 The HA owns/manages seven (7) developments and facilities wherein fire extinguishers are placed. A substantial number of those extinguishers are within public areas of HA facilities and multi-family developments. To accomplish the annual servicing, it is anticipated that the contractor will remove those extinguishers from where each is placed, conduct the required service on-site, and then replace the extinguisher at its appropriate location. If a fire extinguisher must be removed off site, a replacement extinguisher must be temporarily put in the location of removal until the return of a fully functioning extinguisher.

2.3.2.2 Throughout the year the HA will require the contractor to complete the appropriate service to recharge extinguishers that have been discharged.

2.3.2.3 Portable Fire Extinguishers, Locations/Description:

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[Table 3]

<u>Description</u>	<u>Quantity</u>	<u>Fire Extinguisher Location</u>
Location Total	29	Parkview Manor, 218 Pond Street
5# ABC	22	Maintenance office, main entrance, generator room, roof elevator room, floors 2 thru 10 at unit numbers in (X)03 and (X)12
10# ABC	6	Maintenance repair shop, kitchen, community room, laundry room, garage, boiler room
10#CO2	1	Boiler room
Location Total	45	Kennedy Manor, 547 Clinton Street
5#ABC	33	Maintenance shop, boiler room, 1st fl hallway & fire hose cabinet, roof elevator room, community room exit, floors 2 thru 10 at unit numbers (X)11 and (X)22 & elevators
6# ABC	2	Boiler room, electrical room
6# BC	1	Trash room
10# ABC	9	Maintenance shop, spare in maintenance shop, boiler room @ column & computer room , laundry room, restroom, kitchen, community room
Location Total	36	Crepeau Court, 100 Front Street
5#ABC	29	Maintenance room, kitchen, floors 2 thru 10 at unit numbers (X)9 and (X)16 & elevators
10#ABC	6	Maintenance shop, boiler room, laundry room, community room, 1st floor hall at restroom
15#CO2	1	Maintenance garage
Location Total	37	St. Germain Manor, 429 E. School Street
5# ABC	23	Maintenance office, boiler room, laundry room, restrooms, floors 2 thru 10 at unit numbers (X)09 and (X) 16 with the exception of units 309, 409, 509, 609, 709, 816 and 916 and elevators
6# ABC	1	Unit 209
6lt class K	1	Kitchen
10# ABC	12	Maintenance shop, mail room, dining room, trash room, roof elevator room, outside units 916, 816, 709, 609, 509, 409 and 309
Location Total	16	Morin Heights, 66 Morin Heights Blvd.
5# ABC	5	Pipeshop workbench, general shop area, central supply fl #1 and fl #2 stock room and rear exit
10# ABC	11	Garage, shop hallway, window repair shop, pipe shop, central supply fl #2, main office, community room (2), hallway to restrooms, kitchen, paint room
Location Total	22	Veteran's Memorial, 2 Bourdon Blvd.
5# ABC	9	Frig room, welding shop, headstart basement & classroom kitchen, kitchen, break room, manager's office, evenstart kitchen & 2nd floor
10# ABC	9	Maintenance garage, pest control cage, screen room, parts room, carpenter room, 1st floor hallway, community room, shop hallway, headstart classroom
11# Halotron	3	Evenstart computer room & office area & 2nd floor
15# CO2	1	Boiler room
Location Total	15	Main Office, 679 Social Street
2.5# ABC	9	Conference room, vault (2), section 8, service manager, 2nd fl office area (2), file room (2)
5# ABC	3	1st fl main office, kitchen, 2nd fl office area
10# ABC	3	Elevator machine room, basement stairs, boiler room
Grand Total	200	All Inspected & Recertified to NFPA Standards as of December 2016

- 2.4 Additional Labor Costs:** It is possible that Woonsocket Housing Authority may require the successful proposer to, during the term of the ensuing contract, provide additional work. Please note that any such installation work that exceed \$2,000.00 for each job must, pursuant to 24 CFR 85.36(i)(5), be in “compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276 a-7) as supplemented by Department of Labor regulations (29 CFR part 5). Such proposed fees shall be inclusive of all related costs, including, but not limited to employee wages and benefits; clerical support; overhead; profit; licensing; insurance; tools and equipment needed to perform the work. In addition, the successful proposer will charge materials at the “cost plus” rate proposed in response to this RFP. In any case, proposing such costs will not prohibit the HA from procuring these services from the successful proposer pursuant to any other price lists made available to the HA by the successful proposer such as other governmental agency price lists.
- 2.5 Required State Contractor’s License:** As required by State of Rhode Island law, the contractor shall be in possession of a current State of Rhode Island contractor’s license.
- 2.6 Current Contractor:** The HA's current contractor for these services is Alert Fire Protection.

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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 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. 4]

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 <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

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		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 complete description of the products and services the firm provides.
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 (attachment I) 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.
	9	N/A
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

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HA can remove the pages from the cover 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 on the attached 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 that the Contractor will incur 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.

3.2.1 Whereas the HA does not wish to contract with more than one contractor for these services (please see the explanation within the following 3.2.1.1), proposers are required to submit proposed costs for each and every item listed on the included Cost Form, which means that no item within the bid may be “No Proposal.” However, please remember that proposers with differing specialties (i.e., fire alarms vs. sprinkler systems vs. extinguishers) can combine together in a joint venture proposal.

3.2.1.1 Additional explanation pertaining to “One Contractor Only:”

A few years ago the HA retained contractors for different services, and this created confusions on a number of occasions, in that HA staff was unsure as to which contractor to contact and at times, contacted the wrong contractor. Therefore, it is the HA’s decision since that it will contract with one contractor only for these services; and hence, the requirement that a proper must propose costs (and services) for all items listed herein. Failure to propose a cost for each and every item (i.e., “No Proposal”) shall eliminate that proposer for consideration for an award.

3.2.2 Potential Installation of New Equipment: The HA has not provided for funds in its budget and will not consider paying for the replacement of the currently installed equipment. Therefore, proposers are proposing to provide services for the currently installed equipment.

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: These Pricing Items are for work that the HA may require that is not already specifically identified within Pricing Items Numbers.

3.3.2.1 Supervisor: The contractor’s assigned skilled staff person who has responsibility to supervise the work at the HA site. This

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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 Base Bid services upon the proposed hourly rates submitted by the proposer (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 an assumption, if necessary, to do any lump-sum proposal breakdown calculations during the term of the ensuing contract.

3.3.2.4 Additional Materials/Supplies/Equipment: It is possible that the HA may require additional materials in support of the additional labor identified. In the event materials are required, the contractor shall use the percentage mark up over the contractor's costs from the Cost Form.

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 (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 Officer
679 Social Street
Woonsocket, RI 02895

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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 cause for the HA to not consider a proposal submittal received from any proposer who did 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

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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, <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, <i>Instructions to Offerors, Non-Construction</i>
3.7.6	F	Not Included
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, <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, <i>General Conditions for Non-Construction Contracts Section II (With Maintenance Work)</i>
3.7.8	H	Proposed quarterly schedule of units to be inspected
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	The proposer's DEMONSTRATED UNDERSTANDING of the

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		(Technical)	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

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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 Factor No. 1 (the “Objective” Factor). 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, proposers may request to receive e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:

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- 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.

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- 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.

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- 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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