

GREENSBORO  
**HOUSING**  
AUTHORITY

INVITATION FOR BIDS  
FOR  
JANITORIAL SERVICES

IFB 2023-02

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**IFB 2023-02 Janitorial Services**  
**Bid Due: September 7, 2023 at 2:00 p.m.**

**IFB 2023-02**  
**Janitorial Services**

The Greensboro Housing Authority (GHA) will receive bids via email for Janitorial Services for the properties referenced in this bid. The deadline to receive bids is **September 7, 2023 until 2:00 P.M.**

There will be a pre-bid conference held on **August 29, 2023** beginning at **9:00** A.M. Please see site schedule located on GHA's website [www.gha-nc.org](http://www.gha-nc.org). Any questions regarding this bid should be submitted in writing to [procurement@gha-nc.org](mailto:procurement@gha-nc.org).

Interested bidders must submit a completed bid to [procurement@gha-nc.org](mailto:procurement@gha-nc.org).  
**All bids should reference IFB 2023-02 in the subject.**

## **BIDDER CHECKLIST**

At a minimum, your bid should include the information listed below. Failure to submit a completed bid within the timeframe specified will render your bid non-responsive and your bid will not be considered.

### **✓ 1. Reference page**

References of properties serviced with similar scope and size.

### **✓ 2. Cost of Services, Attachment A**

Please submit annual total, per property.

### **✓ 3. Required Forms**

- Form HUD 5369-B Instruction for Offerors
- Form HUD 5369-C Certifications and Representations of Offerors, Non-Construction Contracts
- Form HUD 5370-C General Conditions for Non-Construction contracts Section I- (With or without maintenance work)
- Form HUD 5370-C General Conditions for Construction Contracts, Section II (With Maintenance Work)

## Overview

### Background

The Greensboro Housing Authority (GHA) is seeking janitorial services for six (6) GHA buildings (GHA Central Office, Smith Homes, Gateway Plaza, Hall Towers, Hampton Homes, Hickory Trails). **Bidders can bid on (1) one or all properties.** Through this Invitation for Bid (IFB), GHA intends to select one or more Janitorial providers and enter into an agreement for a term of one (1) year with four (4) one-year options to renew, at the discretion of the Authority. Awards will be made to the bidder who is most responsive, responsible and presents the lowest cost. The awarded vendor shall have firm pricing for the purpose of establishing contract terms. The pricing may only increase from the initial base price up to a maximum of 5% from one year to the following year of this contract, and each successive year thereafter.

### Period of Terms

The selected vendor will enter into a contract with GHA to cover the scope of services outlined in this bid. The proposed dates will be from October 1, 2023 through September 30, 2024, with four (4) one-year options to renew at the Authority's discretion.

### Pre-Bid Conference

A pre-bid conference will be held on **August 29, 2023, beginning at 9:00am** please see site schedule on GHA's website.

### Selection Process

After the close of this IFB, vendor bids will be opened publicly and evaluated for the lowest, responsive, responsible bidder whose bid have all required documents as outlined in the IFB (if required). GHA has the right to waive any informalities or irregularities if determined it is in the best interest of the Housing Authority.

### Minimum Requirements

At least two years' experience cleaning apartment complex or multifamily units. Please provide proof on Reference page.

### Public Bid Opening

Will take place at GHA's central office located at 450 N Church St. Greensboro NC, 27401 on **September 8, 2023 at 2:00pm.**

## Scope of Services

**Janitorial services will be performed after normal business hours 8:30 A.M. – 5:00 P.M. Monday through Friday.**

The following services will be included in the bid amount according to the following frequency:

**The following will be performed daily:**

- Hard surface floors will be swept and/or mopped with dust-control treated mops or other effective tools, and spray buffed as needed. Floors are to be left clean and dust-free.
- Carpets will be vacuumed daily, and as needed.
- Carpets will be spot-cleaned, when necessary. Spills will be removed as observed.
- Kitchen areas will be damp-mopped.
- Restrooms will be swept, mopped and rinsed with disinfectant detergent.
- All fixtures, commodes are to be cleaned and sanitized. Sanitary napkin receptacles are to be cleaned and sanitized.
- Towel and tissue receptacles will be filled from GHA stock.
- Hand soap dispensers will be filled from GHA stock.
- Stall partitions and tile walls will be cleaned.
- All fittings and supply pipes will be kept clean.
- Mirrors will be cleaned.
- Spots, stains and splashes will be removed from wall areas adjacent to hands basins and all stainless-steel areas.
- Floor drains will be kept clear and free from debris.
- Waste receptacles are to be emptied and waste placed into dumpster.
- All office furniture, including but not limited to desk, filing cabinets, bookcases, chairs and tables are to be dusted.
- Windowsills, low ledges, picture frames are to be dusted.
- Tables and chairs in lounges and kitchens are to be damp-wiped.
- Entrance door glass/hardware and doors to offices and restroom are to be cleaned.
- Smudges are to be removed from partition glass.
- Janitorial closets will be kept neat, clean and odor-free.
- All lights are to be turned off when nightly cleaning is completed.
- Sweep outside front door and pick-up litter and empty trash receptors within five feet of the door.

**The following tasks are to be performed two times per week:**

- Tile floors and stairwells are to be damp mopped and spray buffed.
- Baseboards are to be cleaned.
- Venetian blinds are to be dusted or cleaned.

**The following services will be performed quarterly:**

- Tile floors are to be stripped, buffed and waxed. (Please notify manager when task will be done)
- Waste baskets are to be cleaned inside and out.
- Stoves and refrigerators will be cleaned inside and out. All old food items will be removed and placed in trash receptacles.
- All interior sides of window will be cleaned.

**Janitorial personnel will be expected to conduct themselves in accordance with the following guidelines:**

- No vehicles are to be parked in reserved spaces.
- Janitorial personnel will be considerate of GHA personnel working late in the building. No boisterous conduct will be tolerated.
- Janitorial personnel should not use office machines including, but not limited to, typewriters copiers, adding machines and computers.
- Janitorial personnel will not, under any circumstances, open an exterior door to permit a person or persons to enter or exit the building.
- Visitors or relatives (including children) will not be allowed in GHA facilities during assigned work hours except in the case of an emergency.
- There will be no loitering on GHA premises. Once work is completed, janitorial personnel must leave the building.
- Articles found on the floors, such as pens, paper, etc., should not be considered trash but should be placed on the nearest desk or table.
- No eating, drinking or smoking will be permitted on GHA premises except in designated areas.
- Outside doors shall be kept closed and locked to prevent intrusion from outside.
- Contractor and his/her employees- If the building alarm is disengaged while securing or unsecuring the building; the contractor will be responsible for any charges incurred for false alarms.

**Miscellaneous**

- GHA will provide the contractor with necessary keys or key FOB and a security code to allow after hours- access to the building for cleaning.

- The contractor will supply GHA with a list of employees who will be providing janitorial services.
- The contractor shall leave a notice of any irregularities observed while cleaning including, but not limited to, doors found unlocked, lights left on, defective plumbing, inventory requirements, and restroom supplies needed, in the office of the Property Manager.
- GHA must be properly notified anytime the cleaning crew will not be at their site for cleaning.

**IFB Questions**

Questions regarding this IFB must be submitted in writing to [procurement@gha-nc.org](mailto:procurement@gha-nc.org). Questions will be answered by an addendum, please refer to Greensboro Housing Authority website [www.gha-nc.org](http://www.gha-nc.org).

**Rights of Greensboro Housing Authority**

GHA reserves the right to accept or reject any and all bids received in whole or in part, to waive minor technicalities or negotiate with all bidders.

**Due Date**

Submittals in response to this IFB are due to The Greensboro Housing Authority via email at [procurement@gha-nc.org](mailto:procurement@gha-nc.org) no later than **September 7, 2023 by 2:00 PM EST.** An incomplete bid will not be accepted.

**Submission and Response Schedule**

<b>IFB Issuance</b>	<b>August 22, 2023</b>
<b>Pre-Bid Conference</b>	<b>August 29, 2023</b>
<b>Questions and Answers Period Open</b>	<b>August 30, 2023</b>
<b>Questions and Answers Period Closes</b>	<b>September 4, 2023</b>
<b>IFB Submission Period Ends</b>	<b>September 7, 2023</b>
<b>Public Bid Opening</b>	<b>September 8, 2023</b>
<b>Anticipated Contract Award Notification</b>	<b>September 22, 2023</b>
<b>Anticipated Contract Execution Date</b>	<b>September 27, 2023</b>
<b>Anticipated Start Date</b>	<b>October 1, 2023</b>

**Requirements and Timely Submittal**

Contractor must furnish a W-9 within 2 days of being awarded a contract.

Contractor must register for our electronic payment system within 2 days of contract award.

Contractor agrees to furnish GHA with the specified Insurance Certificate(s) and have the Greensboro Housing Authority and property name listed as an additional insured in accordance with the contract specifications.

Complete insurance documentation must be provided to GHA within 2 days of being awarded a contract. Contracts will not be executed without correct insurance documentation.

**Insurance Requirements**

Contractor shall maintain insurance policies at all times with minimum limits as follows:

<b><u>Coverage</u></b>	<b><u>Minimum Limits</u></b>
Workers Compensation	Statutory Limits
Contractors Liability	\$100,000/\$300,000 bodily injury
Property Damage	\$100,000 or as required by law
Automobile Liability	\$100,000

**Billing Specifications**

Vendors must register for our payment portal before the start of the contract. The selected vendor must submit one original invoice, on a monthly basis, for the previous month's fees through the portal, ensuring that the purchase order number is referenced. All payments will be made electronically via ach. Vendors are required to enter and update their banking information via the portal.

**Greensboro Housing Authority  
Janitorial Services  
IFB 2023-02**

**Proposal Information Form**

Information to be submitted to the Greensboro Housing Authority (GHA) by contractors for consideration for the Janitorial Services IFB:

**I. Contractor Information:**

Contractor's Name:

(Note: If you have conducted business under any other name in the last five years, list that name also.)

\_\_\_\_\_

Address and Telephone:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Representative: \_\_\_\_\_

**II. Experience with Projects of Similar Size and Scope**

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\_\_\_\_\_  
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**III. Manpower**

List of Manpower to be dedicated to this contract:

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**IV. References:**

List three references. Each reference should include multifamily housing name or facility of similar scope, addresses and telephone numbers for whom comparable work has been performed in the past three years.

1. \_\_\_\_\_

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2. \_\_\_\_\_

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3. \_\_\_\_\_

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## **Cost of Services**

Contract Year October 1, 2023- September 30, 2024- **Annual Amount**

<b>Property</b>	<b>Address</b>	<b>Bid Amount</b>
GHA Central Office	450 N Church Street Greensboro, NC 27401	
Smith Homes	707 West Florida Street Greensboro, NC 27406	
Gateway Plaza	200 Spring Garden Street Greensboro, NC 27401	
Hall Towers	2314 North Church Greensboro, NC 27405	
Hampton Homes	1300 Ogden Street Greensboro, NC 27406	
Hickory Trails	4223 Romaine Street Greensboro, NC 27407	