
HARRIETSTOWN HOUSING AUTHORITY

Request for Proposals
Laundry Equipment and Maintenance Services

November 29, 2018

TABLE OF CONTENTS

Public Notice 1

1. Purpose 2

2. Overview 2

3. Proposal Submission 2

4. Requirements 3

5. Proposal Contents..... 4

6. Evaluation 6

**Harrietstown Housing Authority
14 Kiwassa Road, Suite 1
Saranac Lake, NY 12983
518-891-3050**

PUBLIC NOTICE

**REQUEST FOR PROPOSALS
LAUNDRY EQUIPMENT AND MAINTENANCE SERVICES**

The Harrietstown Housing Authority is soliciting proposals from vendors interested in providing laundry equipment and maintenance / management services at two locations, 14 Kiwassa Road and 240 George LaPan Memorial Highway, Saranac Lake, New York.

Proposals must be in strict accordance with the specifications cited in the Request for Proposals, copies of which are available at the Harrietstown Housing Authority, 14 Kiwassa Road, Suite 1, Saranac Lake, NY 12983 and at www.harrietstownha.org.

Proposals are due no later than **3:00 pm, Friday, January 4, 2019** in the Housing Authority Office at the above address. No faxed or emailed proposals shall be accepted. No changes in proposals will be accepted after that time, except for clarifications or corrections requested by the Housing Authority. It is the Bidder's responsibility to confirm that the Housing Authority has received his or her proposal by the due date and time.

Section 3 business concerns, minority- and/or women-owned businesses are encouraged to submit proposals.

Solicitation Number #181129-001

Sarah A. Clarkin, PHM
Executive Director
Harrietstown Housing Authority

1. PURPOSE

The Harrietstown Housing Authority is soliciting proposals from vendors interested in providing laundry equipment and maintenance / management services.

2. OVERVIEW

The Harrietstown Housing Authority (HHA) has two properties in Saranac Lake, New York: the Lake Flower Apartments at 14 Kiwassa Road and the Algonquin Apartments at 240 George LaPan Memorial Highway. The HHA's current contract for equipment and maintenance / management services ends January 31, 2019.

The HHA is considering five-, seven-, and ten-year contracts.

The HHA is a tax exempt entity.

3. PROPOSAL SUBMISSION

All proposals must be submitted in a hard copy format, as set forth in this Request for Proposals, and received by the Harrietstown Housing Authority on or before 3:00 pm, Friday, January 4, 2019. Send proposals to:

Sarah A. Clarkin, Executive Director
Harrietstown Housing Authority
14 Kiwassa Road, Suite 1
Saranac Lake, NY 12983

The outside of the envelope shall clearly state:

2018 RFP for Laundry Equipment and Services
[Company Name]

No faxed or emailed proposals shall be accepted.

Any proposal received at this address after the exact time specified for receipt will not be considered unless it is the only proposal received. The Housing Authority reserves the right to reject any or all proposals and reopen the proposal process at its sole discretion.

Please contact the HHA Facilities Manager, David Siegrist (518-891-3050 ext. 103), with questions.

4. REQUIREMENTS

4.1 Locations and Equipment Needs:

- a. Lake Flower Apartments. There is one laundry room on every floor - floors two through nine. In each laundry room, the Contractor shall provide, install, and maintain / manage one washer and one dryer. All machines shall operate via a smart card. One smart card service machine shall be made available on the first floor.
- b. Algonquin Apartments. There is one laundry room. In the laundry room, the Contractor shall provide, install, and maintain / manage four washers and four dryers. All machines shall operate via a smart card. One smart card service machine shall be made available in the laundry room.

4.2 Equipment Specifications:

- a. All washers/dryers shall:
- Be Energy Star certified
 - Be commercial in design and function
 - Be new
 - Be white
- b. Washers shall:
- Be Energy Star certified per criteria effective February 5, 2018
 - Have a Modified Energy Factor ≥ 2.20
 - Have an Integrated Water Factor ≤ 4.0
 - Have an average total water usage of 13.1 gallons per cycle or less
 - Be front loading machines
 - Have a high speed water extractor
 - Have stainless steel braided hoses to protect against water damage due to burst, broken, vandalized or ruptured supply hoses and fittings
 - Have card readers
- c. Dryers shall:
- Be Energy Star certified per criteria effective May 19, 2014
 - Have a capacity of at least 4.4 cu-ft
 - Have a minimum 30 minute cycle time
 - Have card readers
- d. Ancillary equipment provided by Contractor shall include:
- Electric cords
 - Supply lines
 - Ductwork (aluminum foil at a minimum) to connect to current connections

4.3 Commission Structure and Availability of Data

The Contractor shall pay the HHA monthly based on a percentage of gross receipts collected the prior month from all machines.

The Contractor shall provide easy-to-access data; specifically, gross receipts by property by month and commissions paid to the HHA by property by month.

4.3 Minimum Insurance Requirements:

The Contractor shall, at a minimum, have:

- General Commercial Liability - \$1 million/occurrence; \$2 million aggregate
- Workers Compensation in accordance with state or territorial Workers Compensation laws
- Disability
- Auto - \$1 million

All insurance shall be carried with companies that are financially responsible and admitted to do business in the State of New York. If any insurance is due to expire during the contract period, the Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to the HHA. All certificates of insurance, as evidence of coverage, shall provide that no coverage may be canceled or non-renewed by the insurance company with less than 30 days prior written notice to the HHA.

The Contractor shall list the HHA as an additional insured on all liability policies.

4.4 Subcontractors:

Subcontractors shall be permitted only after receipt and review of all requested information by the HHA and written authorization by the HHA. All requests for Subcontractors shall be submitted to the HHA at least 30 days prior to the Subcontractor's intended start date.

5. RESPONSIBILITIES

a. HHA Responsibilities

- Permit the Contractor to install, maintain, and manage fully automated smart card machines at the HHA in locations set forth in Section 4.1 of this Request for Proposal.
- Furnish and provide electric power, water (hot and cold), and space heating in sufficient quantities to permit efficient operation of all machines.
- Provide all necessary plumbing and electrical outlets necessary for installation and operation of machines.
- Permit employees free and unobstructed access to machines for maintaining and managing during the HHA's regular business hours.

b. Contractor Responsibilities

- Deliver, install, and ensure proper operation of all equipment during the HHA's regular business hours on or shortly after Friday, February 1, 2019. Installation and connection shall be in accordance with all applicable laws, ordinances, and regulations, and subject to approval by all public agencies having jurisdiction.

- Washers and dryers shall be connected to plumbing lines and electrical outlets designated by the HHA.
- Maintain all equipment, i.e., washers, dryers, vents, ancillary equipment, and smart card machines in a clean and orderly fashion, at own cost and expense
- Replace any and all equipment that fails to provide full, efficient, economical and safe service after two unsuccessful attempts to make a specific repair or two consecutive weeks pass, whichever is shorter in duration
- Post easy-to-understand instructions for users to call in work orders, complaints, and/or requests for reimbursement of lost funds in each location having one or more washer or dryer
- Provide a smart card machine with easy-to-understand instructions and a contact phone number to call in work orders, complaints, and/or requests for reimbursement of lost funds
- Require all employees to wear a uniform or identification tag that has a photograph and identifies their name and their employer's name
- Contractor's employees shall conduct only business related to the contract with the HHA while on-site
- The Contractor shall instruct the HHA staff in the proper use and operation of washers, dryers, and smart card machines at its own expense.

6. PROPOSAL CONTENTS

6.1 Equipment

For all proposed equipment:

- Years, makes and models
- Specifications, detailed functions, and features
- Length of cycles of operation for washers and dryers
- Energy Star ratings and load capacities

6.2 Capacity/Capability

Detailed description of company's service capacity and capability including, but not limited, to:

- Work order response system
- Guaranteed work order response time (for both washers/dryers and smart card machines)

6.3 Commission Structure and Availability of Data

- A detailed description of the calculation of monthly payments to the HHA for years one through the end of the contract term. Provide description and calculation for five, seven, and ten year contracts. Will said calculation be locked in at the time of contract signing? If not, provide schedule of commission structure for each year of the contract term. Monthly payments shall be for the prior month's collections. Payments shall be itemized by property by month.
- A description of data to be made available to the HHA, the format of said data, and the accessibility of said data.

6.4 Pricing Structure

- How much is charged per cycle?
- Can additional minutes be added to a dry cycle?
- A detailed schedule of costs per cycle and for additional minutes, if applicable, for years one through the end of the contract term, i.e., five, seven, and ten years. Will said schedule be locked in at the time of contract signing?

6.5 Insurance

- Certificates of Insurance documenting compliance with minimum coverages set forth in Section 4.3, above.

6.6 References

- The names and contact information of three entities, similar in nature to the HHA, for which the bidder currently provides equipment and maintenance / management services.

7. EVALUATION

All proposals shall be evaluated using the following criteria and weighting:

- | | |
|---|-----|
| • Commission Structure | 25% |
| • Pricing Structure | 15% |
| • Machinery Reliability, Quality, Efficiency, Features | 15% |
| • Contractor’s Service Capabilities, Experience, Etc. | 20% |
| • Response Time for Service Calls, Repairs and/or Replacement | 15% |
| • Contractor’s References | 5% |
| • Section 3 Business Certification, Minority- and/or Women Owned Business | 5% |

After evaluation, the HHA may decide to award the contract without further discussion, or it may decide to negotiate with bidders who have submitted acceptable proposals. If negotiations are commenced, all competitive bidders shall be treated equally.

Award of the contract will be made to the responsive proposal having the highest ranking.