



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

JANITORIAL SERVICES 610 EASTER RD (BETHEL WOODS COMMUNITY CENTER) AND 620 EASTER RD (MAINTENANCE SHOP)

Clermont Metropolitan Housing Authority (CMHA) is accepting quotes from qualified contractors for janitorial services (on as needed basis) at various CMHA public housing properties located in Bethel, Ohio. The contractors or individuals doing so automatically agreeing to abide by all terms and conditions listed herein and with the following attachments.

Quotes must be made on the proposal form provided by CMHA. Additional copies of the proposal forms are available at our Administrative Office located at 65 S Market St Batavia, OH or at CMHA's website at www.clermontmha.org. CMHA reserves the right to waive any informality in the request for quotes, to reject any or all quotes; and to award the contract in a manner which it considers to be in the best interest of the PHA.

Deadline for Submission

You can submit the quotes to CMHA at 65 S Market St Batavia, OH or via fax to 513-732-0851 or by email to amorlatt@clermontmha.org. All forms and relevant documents for this quote must be signed and submitted no later than **10 a.m. on February 24, 2021.**

Retention

All documents upon submission become the property of the CMHA and shall not be returned to the proposer.

Frequency

The prices submitted should be calculated on a per monthly basis. All taxes, miscellaneous fees, permits, etc. shall be included in the stated price on the Proposal Form. CMHA is a non-profit entity that is exempt from taxes and will furnish a tax-exempt certification upon request.

Contract Term

The contract term will be for two years, effective **March 1, 2021 through April 30, 2023** with the Authority having the option to renew for one additional year based on agreement of both parties.

Site Visit

Each submitter may visit the site of the listed locations and fully acquaint oneself with the conditions relating to the property to be serviced, so that they may fully understand the facilities, difficulties, and restrictions.



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Complaints

All complaints concerning unfinished or unsatisfactory work will be forwarded by telephone to the contractor by the Authority. If these complaints are not resolved or satisfactory arrangements are not made within twenty-four hours following the time of the complaint, the Authority may, at its sole discretion, have the work completed in another manner and the cost of such work shall be deducted from the payment of the contractor.

Assignment

Unless otherwise agreed upon in writing by the Authority, the contractor shall not assign the contract to any other party. No subcontracting of the work will be permitted.

Payment Schedule

The contractor is to submit an invoice for work completed within 5 days of month end for all services performed. All invoices will be submitted to the Property Manager for work completed at 610 Easter Rd and to the Modernization & Maintenance Supervisor (M&MS) for work completed at 620 Easter Rd prior to payment. Payment will be made within 10 business days, subject to the acceptable completion of work.

Tax Withholdings & IRS 1099 Miscellaneous Income

Contractor shall be solely responsible for the payment and withholding of all federal, state, and local taxes, social security taxes, unemployment taxes, worker's compensation and other insurance as required by law or practice arising from the Contractor's service and the compensation paid Contractor hereunder. The Authority will issue an IRS 1099 Miscellaneous Income statement annually to Contractor, as required by law.

Hold Harmless Clause

Contractor will hold the owner harmless from all negligent actions the contractor of his/her employees' cause.

Property Damage

Contractor agrees to take extreme care not to damage or destroy Authority or resident's property, including but not limited to personal, building and vehicles. Should any damage occur the contractor is expected to correct the issue to the complete satisfaction of CMHA prior to final contract payment. Precautions will be taken to prevent harm to personnel and damage to property.

Breach of Contract

Any breach of this contract will result in the Authority withholding payment to the contractor until satisfactory results are obtained.



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Default by Proposer

In the event of default by the successful proposer, CMHA may procure the services specified from other sources. The proposer agrees to reimburse CMHA for any additional costs incurred because of such default.

Termination

Regarding cancellation rights, this contract is subject to a seven (7) day written notice of cancellation by either party. In this event, a complete accounting of services performed, and payments received may be submitted by the contractor to the Authority for approval.

Awards

CMHA reserves the right to cancel this award or to reject, in whole or in part, all proposals received in response to this request, upon its determination that such cancellation or rejection is in the best interests of CMHA. CMHA further reserves the right to waive any minor informality's in any proposals received if it is in the public interest to do so. The decision as to who shall receive a contract award, or whether an award shall be made because of this award, shall be at the absolute, sole discretion of CMHA. CMHA reserves the right to and make award to a single contractor or to make awards to multiple contractors.

Complete and Accurate Submissions

A contractor's failure to provide accurate information in response to this award may disqualify the contractor from further participation in the janitorial services selection process.

Additional Cleaning

From time to time, the Authority may request that the Contractor perform additional cleaning work that is not included in these specifications. Upon agreement and cost of the additional work to be performed, the Authority will issue a separate purchase order.

Access to Facilities

Contractor will be issued a door code to the 610 Easter Rd (Bethel Woods Community Center) and the 620 Easter Rd (Maintenance Shop). Contractor is responsible to keep the code confidential. If the code is forgotten, Contractor will need to request a new code be assigned by the Modernization & Maintenance Supervisor.



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General Specifications/Scope of Work (SOW):

<u>Location</u>	<u>Site Name</u>	<u>Contact</u>
610 Easter Rd Bethel Ohio 45106	Bethel Community Center	Susan Smith 513-732-6010 x 240 ssmith@clermontmha.org
620 Easter Rd Bethel Ohio 45106	Maintenance Shop	Rick Ernst 513-732-6660 rernst@clermontmha.org

Contractor will weekly provide janitorial services weekly. These services include, but are not limited to:

- Check all walls and ceilings, paying particular attention to removing spiderwebs and dust in all areas, including vents. Remove all accumulation of grease, grime, and foreign matter, as required.
- Broom sweep and damp mop all vinyl/tile floors to remove all accumulation of grease, grime, and foreign matter.
- Vacuum carpeted areas at least weekly. Any carpet damage or severe stains is to be right to the Authority's attention.
- Clean entry door(s) window glass (inside and outside) on a weekly basis.
- Clean and sanitize all bathroom fixtures, including the cabinet(s) and mirror.
- Clean and sanitize all kitchen fixtures, including refrigerator, range, ceramic tile, cabinets, and counter tops.
- Dust and polish, as required, all flat furniture surfaces.
- Fill all paper towel and toilet paper dispensers as required. CMHA will maintain an inventory of paper towels and toilet paper while Contractor shall advise of inventory requirement.
- Remove trash from the building and deposit it in the outside trash cans.



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JANITORIAL SERVICES FOR 610 EASTER RD (BETHEL WOODS COMMUNITY CENTER) AND 620 EASTER RD (MAINTENANCE SHOP) PRICING FORM

Company Name _____

Point of Contact _____

Company Address _____

Company Phone _____ **After Hours Phone** _____

Company Email _____

The undersigned having carefully read the terms and conditions of the Quote for Janitorial Services, does hereby offer to perform such services, of the type and manner described, at the rates indicated.

Service Location	Monthly Amount Charged
Bethel Woods Community Center 610 Easter Rd Bethel, OH 45106	
Bethel Woods Maintenance Shop 620 Easter Rd Bethel, OH 451066	
Total Monthly	

Further, the undersigned:

1. CMHA will furnish all cleaning materials required to perform all the work, *on a weekly basis*, in strict accordance with the specifications. Other than the cleaning materials provided, the proposer will furnish all other labor, equipment, and materials necessary to perform the contract requirements. No subcontracting is permitted.
2. Agrees to perform all required work in accordance with all elements of this quote.
3. Certifies that neither I, nor any of my business partners, have been debarred by HUD.
4. Submits this Proposal in good faith and without fraud or collusion.
5. Submits this Proposal without a conflict of interest with any party associated with CMHA, its employees, or its Board of Commissioners.

Printed Name of Submitter _____

Signature of the Submitter _____ **Date** _____



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JANITORIAL SERVICES 610 EASTER RD & 620 EASTER RD REFERENCE & EMPLOYMENT

References

List A Minimum of Three Businesses You Have Done or Currently Do Work For:

1. Name of Business: _____
Point of Contact for Business: _____
Address: _____
Phone: _____
What Services Did You Provide? _____
☐ Currently Do Work ☐ Used to Do Work. When Stopped? _____
2. Name of Business: _____
Point of Contact for Business: _____
Address: _____
Phone: _____
What Services Did You Provide? _____
☐ Currently Do Work ☐ Used to Do Work. When Stopped? _____
3. Name of Business: _____
Point of Contact for Business: _____
Address: _____
Phone: _____
What Services Did You Provide? _____
☐ Currently Do Work ☐ Used to Do Work. When Stopped? _____

Past Work History

1. Have you ever worked with CMHA in the past? Yes or No
If Yes, in what capacity? _____
If Yes, when did you last work with CMHA? _____
2. Experience with Projects of Similar Size and Scope Yes or No

Employee Information

1. How many full-time employees work for your company? _____



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Section 3 Information

- 1. What is Section 3?** Section 3 is a provision of the Housing and Urban Development Act of 1968. The purpose of Section 3 is to ensure that preference for employment, training and contracting opportunities generated from the expenditure of certain HUD funds is directed to local low- and very low-income persons, particularly those who receive federal housing assistance, and businesses that are owned by or substantially employ such persons.
- 2. What does the term “Section 3 resident” mean?** A “section 3 resident” is: 1) a public housing resident; or 2) a low- or very low-income person residing in the metropolitan area or Non-Metropolitan County where the Section 3 covered assistance is expended.
- 3. What does the term “Section 3 Business” mean?** Section 3 businesses are those that can provide evidence of **meeting one** of the following three criteria: a) 51% or more owned by Section 3 residents; or b) At least 30% of its full time employees include persons that are currently Section 3 residents, or were Section 3 residents within *three years of the date of first hire**; or c) Provides evidence, as required, of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to businesses that meet the qualifications of a) or b) above.
- 4. How are the terms “low-income” and very low-income determined?** These limits are typically established at 80 percent and 50 percent of the median income for each locality by household size or the number of people residing in one house. For 2020, the Income Limit <https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn>
- 5. Does being a Section 3 Business mean that a firm is automatically entitled to HUD-funded contracts?** No. Section 3 businesses may need to demonstrate to the satisfaction of the recipient agency they are a responsible Contractor with the ability to perform successfully under the terms and conditions of prospective contracts. The Section 3 regulation at 24 CFR Part 135.36 provides preference to Section 3 businesses but does not guarantee the award of contracts.

For more information on the requirements of Section 3, please visit www.hud.gov/Section3



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Section 3 Business Certification

1. **Is your business a Section 3 Business?** Yes or No.

If No, circle No, sign, and date the form below. Nothing else is required

If Yes, circle Yes and continue to Question 2.

2. **Check the box next to the appropriate status type on your Section 3 Business.**

Below each Status is a list of documents required as evidence of your Section 3 eligibility. This information must be submitted with your quote. If the supporting information is not submitted, the preference points will not be awarded.

☐ **Resident Owned Business** Fifty-one percent (51%) or more of the business is owed by a Section 3 Resident (either Public Housing resident, or another federally subsidized housing program, or a low-income Clermont County Resident). Documentation Required: Lease or Section 3 Resident Self-Certification form

☐ **Resident Employed Business** Thirty percent (30%) of full-time, permanent employees are Section 3 Residents (either public housing residents or low-income Clermont County residents) Documentation Required: Completed Section 3 Resident Self-Certification forms for all employees claimed as Section 3 Residents.

☐ **Subcontracting to Section 3 Business** No Subcontracting is permitted on this Quote.

Section 3 Certification Statement

By signing below, I certify that:

I am an authorized representative of the company named above,

- The company named above meets the requirement of Section 3 status checked,
- I understand that the documents required as evidence of Section 3 status must be kept for at least 5 years from the date of the closure of this contract,
- I understand that noncompliance with HUD's regulations in 24 CFR part 135 (known as Section 3) may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

Company Name _____

Print Name

Signature

Date



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SECTION 3 RESIDENT SELF-CERTIFICATION

Employee Name: _____ Phone: _____

Home Address: _____

Purpose of Section 3

Section 3 of the Housing and Urban Development Act of 1968 requires that CMHA ensure employment and other economic and business opportunities generated by HUD financial assistance, to the greatest extent feasible, are directed to low-income persons, particularly recipients of government housing assistance, in Clermont County.

A Section 3 Resident is:

1. A CMHA public housing resident; Or
2. An individual or family who lives in Clermont County and whose income is at or below the following low-income guidelines set by HUD (see graph below for persons in family).

FY 2020 Income Limit Area	Median Family Income	FY 2020 Income Limit Category	Persons in Families				
Clermont County	\$86,300	Low (80%) Income	1	2	3	4	5
			48,350	55,250	62,150	69,050	74,600

Are you a Section 3 Resident?

☐ The definition of a Section 3 Resident **does not apply** to me.

Signature: _____ Date: _____

OR

☐ The definition of a Section 3 Resident **does apply** to me. I meet the qualifications to claim the Section 3 designation because (check one):

☐ I am a CMHA public housing resident, OR

☐ I am an individual or family who lives in Clermont County and whose income is at or below the low-income limits set by HUD (see graph above).

If requested, I understand that I must provide evidence of my eligibility. Penalties for falsely certifying Section 3 eligibility may include termination of employment or termination of the contract.

Signature: _____ Date: _____

Business Name: _____



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DO YOU HAVE EVERYTHING?

- 1) Pricing Form _____
- 2) References & Past Business History _____
- 3) Section 3 Certification Sheet & Supporting Documents _____
- 4) W-9 Form _____
- 5) HUD 5370-C General Conditions for Non-Construction Contracts: Section II _____