



MUSKEGON HOUSING COMMISSION 1080 Terrace Street • Muskegon, MI 49442 • 231•722•2647 • Fax 231•722•9503

email: mhc1823@aol.com

2017 REQUEST FOR PROPOSALS MAINTENANCE SERVICES

Sealed proposals and supportive information
must be sent to the attention of:
Gerald Minott, Executive Director
Muskegon Housing Commission
1080 Terrace Street
Muskegon, Michigan 49442
By 4:00 P.M. EST
Monday, May 1, 2017
Fax and email proposals will not be accepted.

Proposals that are received after the date and time specified will be
returned unopened.

2017 REQUEST FOR PROPOSALS

MAINTENANCE SERVICES

Detailed Proposal:

Maintenance Service RFP Posting: The Muskegon Housing Commission is seeking a trained/skilled Maintenance Service Company who is dedicated, motivated, and highly organized.

Request for Proposals will be accepted now through 4 p.m. May 1, 2017 at the MHC Office. The MHC is an EOE and reserves the right to reject any and all proposals. Call (231) 722-2647 or visit www.muskegonhousing.org and select to "RFP".

Selection criteria:

The Maintenance Services Company will be selected based on the following point system. The Muskegon Housing Commission reserves the right to reject any or all proposals and to waive any informality in the proposal submissions.

- | | |
|---|-----------------|
| ○ Maintenance qualifications | (0 - 20 points) |
| ○ Credibility and capability to provide professional services requested | (0 - 20 points) |
| ○ Prior Public Housing experience | (0 - 25 points) |
| ○ Proposed cost of services | (0 - 25 points) |
| ○ Provided Bid Submission Sheet | (0 - 10 points) |
| Maximum point total | 100 |

Additional Information

In May 1965, an ordinance to create a Housing Commission for the City of Muskegon, Michigan was passed and the Muskegon Housing Commission was created. The goal of the Muskegon Housing Commission is to provide decent, safe and affordable housing.

Public Housing - Hartford Terrace

Our Public Housing consists of one (1) bedroom apartment units (500 square feet) located at 1080 Terrace Street.

Family Public Housing – Duplexes/Townhomes

Our Family Public Housing consists of three (2) bedroom duplex units located on Monroe Street and Terrace Street.

General Summary: Under the supervision of the Executive Director, performs and provides oversight in various positions and areas such as: custodial, maintenance, unit rehabilitation, inspections, modernization, unit vacancy reduction activities, inventory, on-call emergency services in accordance with approved Agency policies and procedures for all Commission properties. Supervises maintenance employee(s), Community Service workers, temporary workers and Construction contractors daily. Responsible for day to day administration of units and systems inspections. Makes repairs as needed, maintains Commission equipment and provides a wide range of skilled construction. Maintains records and prepares required reports.

Essential Duties and Responsibilities:

- Plans, coordinates, performs and supervises participants in all areas of maintenance, custodial, alternates with Maintenance employee for on-call 24 hours' emergency services, construction and repair activities at all Commission properties.
- Prioritizes, assigns, maintain weekly records and supervises all work of Maintenance employees assigned to ground maintenance, housekeeping, modernization and building activities.
- Prepares performance evaluations for all Maintenance employees as assigned and directed.

- Review incoming Work Orders. Schedule and participate in timely completion of Work Orders within local policies and in accordance with HUD regulations. Ensures sure Work Orders are properly completed before issuing to Support Services Specialist for data entry.
- Develops, implements and maintains a Vacancy Reduction Plan that contributes to prompt unit turnaround and supports reduction in vacancy loss.
- Participates in and ensures all Commission properties are inspected annually and repairs made and recorded per Commission policies, State and local regulations and in accordance with the Americans with Disabilities Act (ADA) and HUD rules and regulations. Updates the Maintenance Plan with Board approval as necessary.
- Supervises and participates in the start-up, testing, maintenance, repair and shutdown of mechanical systems including boilers, hot air furnaces, generators, air conditioners, and associated controls, thermostats, motors and pumps. Also maintains preventative Maintenance Logs on systems in accordance with local Maintenance policies and in accordance with HUD rules and regulations.
- Supervises, trains Maintenance staff and participates in regular repair and Maintenance activities involving mechanical, electrical and plumbing systems and fixtures, carpentry, painting, irrigation, concrete work, snow removal and ground maintenance of all Commission properties per Maintenance policies and in accordance with HUD's rules and regulations. Also makes sure gauges are monitored, moving parts are oiled, and filters changed, fixtures changed, drains unplugged and building wires properly working.
- Supervises and participates in construction and remodeling activities. Determines needs, write specifications for work to be bid out, reviews bids and assists in contractor selection. Plans work, reads blueprints, follows permit codes and assures proper completion of tasks.
- Recommends solutions for major and extraordinary maintenance repairs. Confers with contractors as needed. Inspects completed work for compliance with specifications.
- Orders maintenance and custodial equipment and supplies with Executive Director's approval
- Certifies invoices are correct as to services rendered or products received and the costs thereof. Makes sure all Maintenance purchases are in compliance with approved policies and procedures and within Maintenance budget line items. Does cost comparable studies annually and maintains those records.
- Determines the best use of Commission resources and contractors for completing work based on cost, in-house labor skills and other relevant factors.
- Oversees the security of Commission properties in the morning and at the end of the day.
- Oversees Maintenance staff assisting with equipment inventory and disposal. Provides Office support staff with documentation of new inventory purchases (i.e. date of purchase, item, quantity, cost, model number, etc). Dispose of surplus and worn out inventory; advertise as necessary.
- Supervise Maintenance staff, temporary workers, Community Service workers and on site contractors daily. Performs all duties in connection with staff management, including but not limited to work assignments, performance evaluations, employee counseling, reviewing and approving overtime requests before Director approval, developing and implementing Staff training and development, and handling disciplinary actions. Serves on Maintenance hiring panel. Notifies Director of staffing needs.
- Assist with preparation of budgets for the Maintenance Department.
- Coordinates modernization, rehabilitation and physical property improvements. Assist the Director in completing modernization fund grants and construction related applications.
- Notifies the Director when contractors are needed for vacancy turn-around, preventative, routine and emergency maintenance.
- Keeps current on changes in HUD and other federal, state and local regulations as it pertains to PHAS and QHWRA. Communicate changes to Maintenance staff and ensure that staff understands and applies policies, procedures and regulations.
- May perform and document Inspections for Section 8 HCV and VASH Programs as needed.
- Performs other duties as assigned.

Tentative RFP Schedule:

RFP Released/Advertised	Friday, March 31, 2017
Proposal Due Date	4:00 p.m., Monday, May 1, 2017
Opening of Bids	4:30 p.m., Monday, May 1, 2017

Companies bidding on this proposal must return their sealed proposal and supportive information to the attention of: Gerald Minott, Executive Director, Muskegon Housing Commission, 1080 Terrace Street, Muskegon, Michigan 49442. Fax and email proposals will not be accepted. Proposals must be received by 4:00 p.m., Monday, May 1, 2017. Proposals that are received after the date and time specified will be returned unopened. Incomplete proposals that do not conform to the requirements specified will not be considered. The Muskegon Housing Commission is not liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work.

Please call 231-722-2647 with questions or concerns regarding this Request for Proposal Monday through Friday from 8:30 a.m. – 5:00 p.m.

The Muskegon Housing Commission has the right to reject all bids and is an equal opportunity employer.

**2017 REQUEST FOR PROPOSALS
MAINTENANCE SERVICES
BID SUBMISSION SHEET**

Company Name _____

1. Total Annual Maintenance Charge/Fee \$ _____
2. Total Maintenance Workers proposed \$ _____
3. Hourly Rate of Pay per Maintenance Worker \$ _____
4. Number of Years' Experience working in Public Housing _____
5. Provided names and numbers of references. (Circle One) Yes or No
6. Does your company have liability insurance and would include the Muskegon Housing Commission as additionally insured? (Circle One) Yes or No
7. Anticipated start date to begin Maintenance Services _____

Name/Title

Company Name

Telephone

Address

Bank Contact Name, if known

City/State/Zip

Exceptions, additions or deviations from specifications

I, _____, a duly authorized representative of the Bidding firm, agree to provide all goods and/or services included in this bid submittal in accordance with all applicable federal, state and local laws, regulations and ordinances and, further, to hold the Muskegon Housing Commission harmless should any judgment be rendered against our firm for violations(s) during the performance of this project. The undersigned does, by his/her signature, indicate he/she has read, understands and will comply with all requirements and conditions of the specifications.

Signature

Date