

REQUEST FOR PROPOSALS

Issued by:
St. Cloud Housing & Redevelopment Authority
1225 West St. Germain Street
St. Cloud, MN 56301
Attn: Paul Soenneker (320) 202-3147 Fax: (320) 252-0889
psoenneker@stcloudhra.com

Electrical Service Work

REQUEST FOR PROPOSALS:

DATE ISSUED: January 11th, 2018

The HRA requests written proposals for providing “as-needed” electrical service maintenance for Housing Authority properties throughout the City of St. Cloud for a two year term. Please provide your proposal to the HRA by **4:00 pm on February 7th, 2018.**

BACKGROUND

The HRA owns and operates 10 apartment buildings, 6 townhome projects, 40 single family homes and an office building where various electrical maintenance work will be required.

REQUIRED SERVICE

In order to be considered for this contract, prospective service providers must provide on call service for 24 hour emergencies and demonstrate the ability to troubleshoot and service all calls.

The responsibility of the awarded contract will be to:

- Have licensed and qualified personnel.
- Provide labor and purchase supplies required for work at properties.
- Have a stock of common products in service vehicle. Light fixtures, switches, receptacles, smoke and CO2 detectors.
- Invoice all properties separately.
- Pass a criminal background check on any worker entering HRA owned property.
- Pay wages as set by the Department of Housing & Urban Development Maintenance Wage Determination.

Service Response requirements as follows:

- Respond to requests for service calls within 1- 3 business days of each request for service placed by HRA personnel.

Equal Opportunity Employment – Fair Housing

Respondents agree that there will not be discrimination as to race, sex, religion, color, age, creed, or national origin in regard to obligations, work and service performed under those terms of any contract ensuing from this RFP.

The St. Cloud HRA is a Fair Housing Agency, and any contractor entering HRA property must comply with Fair Housing Laws.

Respondents must complete the Section 3 forms to show whether or not your business is a qualified Section 3 business.

Responsible Contractor Requirement. The work to be performed under this contract may be subject to the requirements of Minnesota Statutes 16C.285 Subd. 3. At the time that proposed contractor responds to a request for proposal or solicitation of bids, proposer must submit to the HRA a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in subdivision 3, with the exception of clause (7) (affidavit of subcontractor compliance). The required form is attached as an Exhibit. In the event that contractor utilizes a subcontractor, the contractor must complete a subcontractor compliance form in compliance with clause 7 of the verification of compliance.

PROPOSAL PREPARATION AND SUBMISSION

Please submit a proposal which includes all of the following information:

- Number of years of electrical service work experience.
- Names with credentials and your current pay rate for staff who will be assigned to provide service.
- Service Call charge per site visit (list fees and time included per service call).
- Provide per hour cost for service work (hourly rate, mileage and other fees).
- Does the HRA pay for travel time from shop or getting supplies?
- What is **the minimum charge** per call or site visit.
- Mark-up percentage for all materials provided and installed during service calls.
- HRA reserves the option to provide equipment to be installed by the service provider.

CONTRACTOR SELECTION

One contractor will be selected for this work. The contract will commence April 1st, 2018 and will remain in effect until March 31, 2020. If agreeable to both the HRA and the contractor, this agreement may, at the end of the initial period, be extended for an additional two years.

The HRA reserves the right to make its selection and/or rejection based solely upon the contents of the proposals received as a result of this solicitation. Interviews of the proposers may be conducted, and additional information clarifying the components of the proposal may be requested from any proposer. All proposals received in response to the RFP become the property of the HRA.

Questions regarding this RFP may be directed to Paul Soenneker at 320-202-3147 or if you have questions regarding the properties, call Mitch Czech at 320-980-3612.

Proposals shall be submitted to: Paul Soenneker, Project Manager
1225 West St. Germain
St. Cloud, MN 56301

Exhibit A

Building	Address Building	Number of Units
Wilson Apartments	41 3 rd Ave NE	126
Empire Apartments	54 4 th Avenue North	89
Germain Towers Apartments	905 West St. Germain	60
Eastwood Apartments	530 3 rd Street NE	18
Cedar Ridge Townhomes	14 th Street North	12
Quarry Ridge Townhomes	Quarry Rd	12
Flintwood Townhomes	Flintwood Drive	12
Grace McDowall Apartments	1525 Northway Dr	90
Northway B townhomes	15 th Street North	12
Creeks Townhomes	33 rd Street South	24
Brownstones Townhomes	9 th Avenue North	12
Riverside Apartments	101 Riverside Dr SE	85
Westwood Apartments One	770 Savanna Ave	32
Westwood Apartments Two	822 Savanna Ave	32
Swisshelm Apartments One	316 Laudenbach Ct	32
Swisshelm Apartments Two	304 Laudenbach Ct	32
HRA Office building	1225 West St. Germain	
Single Family Homes	Various addresses	40
		720 Total Units

* Note: all addresses are in the City of St. Cloud

** Additional apartment units may be added to the HRA portfolio and would be covered by this agreement.

Exhibit B

Responsible Contractor Verification of Compliance

Exhibit C

HUD-5369-C

Certifications and Representations of Offerors

Exhibit D

Maintenance Wage Rate