

REQUEST FOR PROPOSALS

Issued by:
St. Cloud Housing & Redevelopment Authority
1225 West St. Germain Street
St. Cloud, MN 56301
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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.

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