

Peekskill Housing Authority (PHA)

Request for Proposals (RFP)

Laundry Services

August 31, 2023

Solicitation #:

LAUNDRY SERVICES

Participating Awarding Authorities/Entities:

Peekskill Housing Authority (PHA)

Contract Terms:

Five (5) Years with option to renew for an **additional Five (5) years** at sole discretion of Peekskill Housing Authority.

Date RFP is Available:

Thursday August 31,2023

For a copy, call or Email Peekskill HA

Date questions are due:

September 20,2023 to
jphalen@peekskillha.com

Proposals Due (Sealed Envelope):

October 1,2023 @ 12:00PM.

Contract Award:

November 1,2023

Submit Proposals To:

Housing Agency Marketplace

807 Main Street Peekskill, NY 10566

Point of Contact:

Janneyn Phalen, Interim Executive Director
Peekskill Housing Authority
914-739-1700
807 Main Street
Peekskill, NY 10566
Jphalen@peekskillha.com

Advertised per following:

Housing Agency Marketplace
NYSPHADA
PHADA

PEEKSKILL HOUSING AUTHORITY

REQUEST FOR PROPOSALS

AUTOMATED LAUNDRY SERVICES

The Peekskill Housing Authority is requesting proposals from interested laundry companies under the HUD capital funds program for the provision of automated laundry services (washers, dryers and laundry card recharging stations) at the Authority's Developments known as Bohlmann Towers (144 units) and Turnkey (3 separate sites 33 units).

This five-year contract, (with renewable option for an additional five years) is for **Laundry Equipment, Services, and Maintenance** at 3 developments for a total of 30 machines, (15 washers and 15 dryers).

The bid price shall reflect a total price for the duration of this contract which is for **Five (5) years** with an **option to renew for an additional five (5) years**.

Bids that are mailed should be addressed to Peekskill Housing Authority, 807 Main Street, Peekskill, NY 10566 with the envelope marked "Laundry Contract" and received no later than **October 1, 2023 at 12:00 PM**.

Bids received after the time and date noted above shall be considered late and will not be opened. Late bids will be returned to the Bidder (applicant).

All interested parties should contact Janneyn Phalen, Interim Executive Director, Peekskill Housing Authority - (914)739-1700 to receive a copy of the specifications. Specifications will be mailed upon request.

The Peekskill Housing Authority reserves the right to reject any and all bids, and to waive any informalities

**SPECIFICATIONS FOR AUTOMATED LAUNDRY SERVICES
FOR**

THE PEEKSKILL HOUSING AUTHORITY DEVELOPMENTS

known as Bohlmann Towers and Turnkey.

**PREPARED BY:
JANNEYN PHALEN, INTERIM EXECUTIVE DIRECTOR
PEEKSKILL HOUSING AUTHORITY
807 MAIN STREET
PEEKSKILL, NY 10566**

August 31,2023

I INTRODUCTION

The Peekskill Housing Authority (PHA) hereby invites the submission of bids for automated laundry services. These services will consist of providing card operated washers and dryers and associated services to four family housing developments.

The Contractor may schedule a time to meet with Janneyn Phalen, Interim Executive Director of the PHA, prior to the bid opening to view the space available for laundry rooms located at Bohlmann Towers and the Turnkey Sites.

II DESCRIPTION OF SERVICES

1. The PHA requires the Contractor remove existing machines and to provide, deliver, and install 13 washers, 2- 30LB large load washers and 15 dryers as indicated in Attachment A.
2. The successful contractor shall coordinate, with the Peekskill Housing Authority for the removal of existing machines so as not to interrupt existing service.
3. Bids must identify the type of machines that will be provided.
4. The quantity and location of the washers and dryers required to be installed by the contractor are listed in Attachment A.
5. Contractor shall provide the following information regarding the machines to be installed:
 - a) A description of the machines being installed;
 - b) A written estimate of yearly utility costs per machine;
 - c) A written estimate of water consumption per cycle;
6. The contractor shall provide and clearly post detailed instruction signs on the proper use of these machines with a toll-free number in case of emergency or service. Response time must be within 24-hour of notification. Machines should be numbered to make it accurate for residents and Site Managers to identify out-of-order machines.

7. All washers and dryers shall be new, unused, heavy duty, "commercial" type, card operated machines, "Energy Star" rated, and in the quantity specified on Attachment
 - a) All washers and dryers will be front loading machines. All laundry equipment shall be replaced at the end of the initial 5-year contract or after 10 attempts to repair.
- 8) Card operated machine vending.
- 9) Service, maintain, and ensure that all machines operate in accordance with the manufacturer's recommended performance standards.
- 10) Install and vent each machine in accordance with the manufacturer's recommendations. Dryer vents to be cleaned initially, then twice a year, minimum, unless more cleanings are needed to provide adequate drying within the time specified.
- 11) All plumbing costs related to the removal and installation of laundry machines will be contractor's sole responsibility and at their own cost.
- 12) Contractor shall provide one card charging mechanism at one location, as determined by the PHA, at each of the 3 developments
- 13) Additional equipment –any braces or ramps needed at the machines for ADA compliance shall be provided by the contractor.
- 14) Previous contractor shall remove all existing laundry machines.
- 15) Contractor shall clean each laundry room and all dryer vents as identified above.
- 16) The Contractor shall assume the entire responsibility for the equipment in case of fire and theft.
- 17) At the conclusion of this contract, it will be the responsibility of the contractor under this contract to remove all equipment, debris, and supplies from this contract within 48 hours of the PHA's request for removal at no cost to the PHA.

III COMPENSATION

1. Compensation provided to PHA by Contractor shall include:
 - a) Space and utilities based on the percentage of income for each machine;
 - b) payment to the PHA within 15 days of the last day of month for which the collections were made.
 - c) a monthly report containing the number of cycles each machine has been run

IV INSURANCE

1. The Contractor shall provide the following insurance. This insurance shall be provided at the Contractors expense and shall be in full force and effect during the full term of the Contract.

The Contractor shall provide a Certificate of insurance at the time of the contract execution indicating the following limits and naming the Peekskill Housing Authority as an additional insured.

Workers Compensation:

Coverage A, per M.G.L. c149 ss34 and c152 as amended

Employers Liability:

Coverage B, up to \$ 500,000 each accident

Public Liability:

Personal Injury	\$500,000 each occurrence \$1,000,000 aggregate
Property Damage	\$500,000 each occurrence \$1,000,000 aggregate

Vehicle Liability:

Personal Injury	\$ 200,000 each person \$ 500,000 aggregate
Property Damage	\$ 300,000

V CONTRACT DURATION & VALIDATION

1. The duration of this contract is five (5) years; **November 1,2023 to October 31, 2028**, and the Peekskill Housing Authority reserves the right to extend this contract an additional 5 years.
2. The Service Agreement will be executed by the awarding authority to the successful Contractor and **shall be returned no later than October 1,2023**.

ATTACHMENT A.

<u>Development</u>	<u>Address</u>	<u># of Units</u>	<u>Type</u>	<u>Washers</u>	<u>Electric Dryers</u>
Bohlmann Towers	807 Main Street	144	Family	11 washers (2 30LB)	11 dryers
Turnkey	1431 Park Street	15	Family	2 washers	2 dryers
Turnkey	1719 Park Street	12	Family	2 washers	2 dryers
TOTALS		171		15	15

SERVICE AGREEMENT

This Agreement, made this _____ day of _____, 2023, by and between the Peekskill Housing Authority, hereinafter called the "Owner", and hereinafter called the "Contractor".

Witnesseth, that the Owner and the Contractor, for the consideration hereinunder named, agree as follows:

Article 1. Scope of Work.

The Contractor shall perform all the Work required by the Contract Documents prepared by the Peekskill Housing Authority to provide card operated washers (15) and dryers (15) and laundry card recharging machines (3) at Bohlmann Towers, 1719 Park Street and 1431 Park Street as indicated in Attachment A., for the use of the tenants to do their laundry in accordance with the proposal as submitted on _____, 2023.

Article 2. Term of Contract.

The Contractor shall commence work under this Contract on November 1, 2023 and contract shall automatically terminate 5 year(s) from its effective date, unless the awarding authority exercises its option to renew this contract for an additional 5 years as stipulated in the RFP.

Article 3. Suspension and Termination.

The awarding authority may terminate this Contract for cause or without cause by giving written notice to the other party at least thirty (30) calendar days prior to the effective date of termination in the Notice.

Article 4. Contract Sum.

The Contractor shall pay in current funds the Owner as rent for the space and utilities for 3 laundry rooms located at Bohlmann Towers, 1719 Park Street and 1431 Park Street in accordance with the provisions of the

proposal as submitted on _____, 2023, attached as article A. Payments will be made in accordance with the terms set forth in the Contract Documents.

Article 5. Insurance Requirements.

The Contractor shall provide insurance coverage general liability, vehicle liability and workers' compensation in amounts required in the Contract Documents or by statute.

Article 6. Conflict of Interest.

The Contractor covenants, that (1) presently, there is no financial interest and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement or which would violate M.G.L. c.268A, as amended; (2) in the performance of this Contract, no person having any such interest shall be employed by the Contractor; and (3) no partner or employee of the firm is related by blood or marriage to any Board Member or employee of the Awarding Authority.

Article 7. Equal Opportunity.

The Contractor shall not discriminate in employment against any person on the basis of race, color, religion, national origin, sex, sexual orientation, age, ancestry, disability, marital status, veteran status, membership in the armed forces, presence of children, or political beliefs. The Contractor to use best efforts to employ qualified tenants of the awarding authority for any positions which are open at the time the contract is awarded or which become open during the term of the contract.

Article 8. The Contract Documents.

The following, together with this Agreement form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein: Invitation to Bid, the Bidding Documents, the Conditions of the Contract, the Contractor's Bid Submission, and, any amendments or addenda issued prior to award and any modification agreed to after the award. No contract amendments shall be made except in writing upon the express agreement of the parties.

Article 9. Certification of Non-Collusion

The undersigned certifies under penalties of perjury that their bid/proposal has been made in and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Article 12. Validation

This Contract will not be valid until signed by the Interim Executive Director of the Peekskill Housing Authority his/her designee.

In Witness Whereof, the Parties Hereto Cause This Instrument to be Executed Under Seal.

CONTRACTOR

Name of Contractor

By:

Signature and Seal

Title

Attest:

If a Corporation, attach a notarized copy of the
Corporate Vote authorizing signatory to sign Contract.

AWARDING AUTHORITY

Peekskill Housing Authority

Name of Awarding Authority

By:

Signature and Seal

Interim Executive Director

Title

Attest:
