



PUBLIC NOTICE

INVITATION FOR BID FOR INDEFINITE DELIVERY, INDEFINITE QUANTITY OF MOVING AND STORAGE SERVICES

The Housing Authority of the City of Lakeland (also known as the Lakeland Housing Authority or LHA) acting for itself and/or its various instrumentalities and affiliates will accept sealed bids from qualified, licensed, and insured vendors to provide **Indefinite Delivery, Indefinite Quantity of Moving and Storage Services** to relocate families residing in Public Housing or Section 8 housing units within Polk County, Florida. LHA intends to establish a pool of two or more qualified moving and storage companies registered in the State of Florida to provide on-call services. Any vendor desiring to submit a bid for this project must have more than five (5) years' moving and storage experience as a licensed and bonded mover in order to be considered for this bid. The awarded continuing services contract will be for a base period of two (2) years with an option to extend for up to an additional three (3) 1-year periods. Services will be contracted as individual task orders issued against the main contract and will include specific scopes of work. Individual task orders may exceed the IDIQ contract term. If the duration of a task order extends beyond the term of the IDIQ contract, the terms and conditions of the IDIQ contract will continue in effect through completion of the task order.

The complete Invitation to Bid may be obtained by emailing a request to *Procurement @ LakelandHousing.org* or our website at *Lakelandhousing.org* Procurement.

LHA reserves the right to award one or more contracts resulting from this IFB. All bids must be submitted by **4:00 p.m., Eastern Time**, on **Monday, June 17, 2019** to the Receptionists at the LHA Administrative Offices attention Procurement, 430 Hartsell Avenue, Lakeland, FL 33815.

LHA strongly encourages the participation of Minority, Women-owned businesses, and Section 3 firms in this and all LHA projects, programs, and services.

There will be a Pre-Bid Conference on **Tuesday, June 11, 2019 at 9:00 am., Eastern Time.** The conference will be held in the Board Room at Lakeland Housing Authority. The address is 430 Hartsell Avenue, Lakeland, Florida 33815.

THE LAKELAND HOUSING AUTHORITY

INVITATION FOR BID ON THE INDEFINITE DELIVERY, INDEFINITE QUANTITY OF MOVING AND STORAGE SERVICES

ADMINISTRATIVE BACKGROUND:

The Lakeland Housing Authority (LHA) is a public body corporate and politic established in 1939 under the U.S. Housing Act of 1937 and Chapter 421, Florida Statutes. LHA and its various instrumentalities and affiliates provide low-income housing assistance mainly to the residents of Lakeland, Florida. A seven-member Board of Commissioners appointed by the Mayor of City of Lakeland governs it. LHA currently owns and manages: federally assisted housing units (public housing); tax credit properties; public housing/tax credit properties (mixed finance); and Section 8 Project based/tax credit properties; all of which are located in Polk County--most in the City of Lakeland. Much of LHA's revenue is received through the U.S. Department of Housing and Urban Development (HUD).

I. GENERAL BID CONDITIONS:

- A. Communications**--In order to maintain a fair and impartial competitive process, LHA shall avoid private communication concerning this procurement with prospective bidders during the entire procurement process. Please respect this policy and do not attempt to query LHA personnel regarding this Invitation for Bid.

Ex parte communication regarding this solicitation is prohibited between a potential or current bidder and any LHA or *Lakeland-Polk Housing Corporation* ("LPHC") Board of Commissioners member, LHA or West Lake Management staff, or any other person serving as an evaluator during this procurement process. Respondents directly contacting any LHA or LPHC Board of Commissioners member, LHA or West Lake Management staff, or evaluators regarding this solicitation risk elimination of their bids from consideration. Correspondence with the LHA's Senior Manager of Procurement, **Lori Halula-Eyer**, does not constitute *ex parte* communication. Oral instructions or information concerning the specifications of this bid given out by any LHA or LPHC Board of Commissioners member, other LHA or West Lake Management employee, or agent to a prospective bidder shall not bind LHA or West Lake Management.

A bidders' conference will be held on:

Tuesday, June 11, 2019, at 9:00 a.m., Eastern Time, in the LHA Board Conference Room located at 430 Hartsell Avenue, Lakeland, Florida 33815.

Although this is not a mandatory meeting, all potential bidders are *strongly* encouraged to attend this bidders' conference. In the event that a potential bidder is unable to attend the conference but has questions that he/she would like to have addressed, the potential bidder may email questions to

Procurement@lakelandhousing.org prior to **noon, Eastern Time, on June 13, 2019**. Receipt of request will be acknowledged. A response will be sent to all potential bidders who received this IFB directly from LHA on or before **5:00 p.m., Eastern Time, on June 14, 2019**.

B. SUBMISSION OF BIDS--

a. All bid transmitted by mail or hand-delivered shall be addressed to:

**The Receptionist
ATT: Lori Halula-Eyer
Re: Moving and Storage Services Bid
Lakeland Housing Authority
430 Hartsell Avenue
Lakeland, Florida 33815**

b. Any bid transmitted by facsimile or electronic mail will not be considered. All bids and accompanying material will become the property of LHA and will not be returned to the bidder.

C. Modifications--LHA reserves the right to modify this Invitation for Bid as deemed necessary by LHA. Any such modification or amendment will be sent by email on or before **5:00 p.m., Eastern Time, on June 14, 2019** to all potential bidders who received this IFB directly from LHA.

LHA also reserves the right: to increase or delete any scheduled items; to award portions of this IFB; to waive informalities and technicalities; to make no award; to terminate this IFB solicitation at any time; and to make awards consistent with LHA's policies and the laws governing the U.S. Department of Housing and Urban Development (HUD) and/or State of Florida programs.

D. Validity--Bids may be held by LHA for a period not to exceed sixty (60) calendar days from the date of opening bids for the purpose of reviewing them and investigating the qualifications of the bidders prior to awarding the contract.

E. Withdrawals--No bid shall be withdrawn subsequent to the opening of bids without the consent of LHA. LHA reserves the right to accept or reject any and all bids or any part of any bid and to waive any informalities or irregularities in the bid or in the bidding process.

F. Disputes--In case of any doubt or differences of opinions as to the items or service to be furnished hereunder or the interpretation of the provisions of the Invitation for Bid, the decision of LHA shall be final and binding upon all parties.

G. Conflict of Interest--No LHA or LPHC Board of Commissioners member, LHA or West Lake Management staff, or member of the City of Lakeland City Commission shall,

during his/her tenure or for one (1) year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

II. SCOPE OF REQUIRED SERVICES

- A. Scope of Work**--The successful bidder(s) shall furnish all necessary labor, materials, tools, equipment, transportation, and supervision necessary to transport the belongings of families located within the LHA property portfolio in Polk County. Residents may relocate to a housing unit within Polk County. The successful bidder(s) shall be responsible for the loading, transportation, and unloading of all furniture, resident-owned appliances, personal belongings, and other household items. The resident of each housing unit and/or LHA staff will be responsible for boxing certain personal belongings (such as underwear, etc.) in preparation for the move. All bed clothes will be removed by the resident and boxed for removal and unpack the boxes at their destination. For the mutual protection of the mover, the resident, and LHA, pictures of the interior of each unit **must** be taken and retained by the successful bidder both prior to the move and after the move.
- B. Response Time**--The successful bidder(s) shall work from an LHA-approved schedule and shall be available to respond within forty-eight (48) hours of receiving notice of any unscheduled move(s). The successful bidder(s) shall maintain on-site supervision at each location where services are to be performed.
- C. Cleaning**--The successful bidder(s) shall, on a daily basis, keep the premises clean and clear of debris resulting from its contract work of any/or all of its subcontractors.
- D. Documentation**--The successful bidder(s) shall maintain sufficient records that provide LHA with the appropriate documentation for each move. These records will include but not be limited to:
- A. Resident's Name
 - B. Address moving from
 - C. Address moving to
 - D. Date of move
 - E. Cost, with breakout of base price and additional charges, as appropriate.

III. OTHER CONDITIONS

- A. Insurance**--Prior to the signing of a contract, to the satisfaction of LHA, the successful bidder(s) will be required to provide LHA with a current certificate(s) of:
- General Liability insurance and Vehicular insurance with a minimum of \$1,000,000 coverage per incident and with LHA named as an "*additional insured.*"
 - Workers Compensation insurance for all of the bidder's staff employed on the site(s) of the move. The Worker's Compensation coverage must be, at least, the State of Florida minimum.

The successful bidder(s) shall maintain these insurances in force during the term of the contract.

- B. Bonding**-- Prior to the signing of a contract, the successful bidder(s) will be required to provide LHA with proof of bonding acceptable to the State of Florida on itself and its employees
- C. Permits, Fee and Licenses**--The successful bidder(s) shall secure, maintain, and pay all permits, fees, and licenses necessary for the proper execution and completion of work.
- D. Subcontracting**--LHA encourages the participation of Section 3, resident, minority- and women-owned businesses. The successful bidder(s) will make every effort to utilize Section 3, resident, minority- and women-owned businesses as subcontractors in work performed under the contract. The successful bidder(s) will submit a list of subcontractors to be used in the performance of this contract. LHA has agreed to HUD established goals in Section 3, resident, minority- and women-owned business participation in its contracts. Information provided by the successful bidder(s) assists LHA in monitoring its progress toward the realization of its goal. All subcontractors must be approved by LHA in advance.
- E. Resident Participation**--LHA encourages the hiring of residents by the successful bidder(s) for any employment opportunities available as a result of its contracts. The successful bidder(s) will be asked to make every effort to hire residents and to post job opportunities in the Management Office of the community where the work is to be performed. The successful bidder(s) will be asked to report the hiring of any residents to assist LHA in monitoring resident participation in the performance of work under its contract, progress toward achieving established goals, and in the development of further resident participation programs.
- F. Non-Discrimination**--The successful bidder(s) must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, disability, sex, or national origin. LHA encourages participation by Lakeland area business owned and operated by minorities and women and those that meet the definition of a "Section 3 business."
- G. Security and Safety**--The successful bidder(s) shall protect and secure all materials, vehicles, and equipment, and shall assume full responsibility for loss, theft, vandalism, and any other damage for the duration of the contract. LHA will not assume responsibility for vandalism, theft, fire, and/or personal injury claims arising from or relating to the work to be performed. The successful bidder(s) must exercise extreme caution and safety at all times to protect the work area and to eliminate accidents occurring at the work site.
- H. Review and Inspection**--LHA may at its sole discretion and from time to time review and inspect the services provided including but not be limited to: site observation(s),

review of time records, daily and other logs and records of activities, and supervisors' reports.

- I. **Contract Award**--LHA reserves the right to select several moving contractors for this work in order to ensure that residents can be moved at a time convenient to them or to insure that LHA achieves the lowest cost per move based upon the various bid prices and/or additional charges based upon each particular move. Neither the resultant contract nor any of the requirements, rights, or privileges demanded by it may be sold, assigned, contracted, or transferred by the Contractor without the express written consent of LHA.
- J. **Payment**--All payment shall be made on the basis of bedroom size which shall include all the contents of a resident's unit with the exception of LHA-owned appliances. Price shall be for "one complete move."
- K. **Term**--The term of the contract generated from the solicitation will be, at least, one year, with yearly renewal options. More specifically in reference to its Twin Lakes Estates Phase II and Phase III project, LHA anticipates that the services to be provided under the contract will begin within two weeks after the bid submittal deadline and that the work will be completed within 90 calendar days. To its best advantage, LHA reserves the right to utilize this solicitation for moving services residents of other properties.
- L. **Required Forms**--At a minimum, each bidder will submit a signed a non-collusive affidavit and a Public Entity Crimes statement with its bid. Each contract awarded under this Invitation to Bid will contain the following HUD Forms, if applicable: #5369-B, #5369-C, #5370-C, Section I, and #50700. Copies of these forms are attached to this bid package.

| | | |
|---|----|-------------------------------|
| Over and Above Base Rate | \$ | Per mile |
| Stair Flight Charge | \$ | Per flight of exterior stairs |
| Appliance charge per resident-owned appliance (washer, dryer, gas grill, window air conditioner unit, freezer, or similar items, only if approved beforehand by the LHA Contact Person) | \$ | Per Resident Owned Appliance |
| Microwave oven | | Per unit |
| Over and above base rate | \$ | Per foot for lawn carry |
| Packing (only if approved beforehand by the LHA Contact Person) | \$ | Per residence |
| Unpacking (only if approved beforehand by the LHA Contact Person) | \$ | Per Residence |
| Other | \$ | Per... |

Task Orders will be issued for each move or a batch of moves. Requests for payment will be based upon the bedroom size and the additional charges as agreed to by LHA and the Contractor. The anticipated number of apartments to be moved will be outlined in the Task Order. This number may vary based upon several factors such as:

1. How many residents move without LHA authorization or assistance.
2. The ability of the contractor to move residents in a timeframe acceptable to the residents.
3. One or more moving firms may be selected by LHA to carry out this work.

Upon receipt of written notice of the acceptance of its bid, the Bidder will execute a contract with LHA within ten days and deliver the Surety Bond(s) as required in Item III.B of the Invitation to Bid.

With this bid, the Bidder included its:

- Federal Tax ID Number
- Florida Tax ID Number
- Non-collusive affidavit
- Public Entities Crimes statement
- References with contact information from, at least, ten (10) past customers

Submitted By: _____

Title: _____

Business Name: _____

Business Address: _____

Business Phone Number: _____

REQUIRED FORMS

**Non-Collusion Certification
re: Moving Services**

The undersigned states that he/she is fully authorized by the entity indicated below to certify that:

- That this proposal or bid is made without collusion or fraud with any other person, firm, or corporation making a proposal or bid for the same purpose.

- That no officer or employee or person whose salary is paid, in whole or in part, from the Housing Authority of the City of Lakeland is, shall be, or will become interested, directly or indirectly, surety or otherwise: in this proposal or bid; in the performance of the contract; in the supplies, materials, equipment, and services or labor to which they relate; or in any portion of the profits thereof.

By signing this form, the undersigned affirms that said proposal or bid is, in all respects, fair and without collusion or fraud.

Name of Entity: _____

Authorized Signature/Date: _____

Printed Name of Signer: _____

Title of Signer: _____

Corporate Seal, *if appropriate*

Note: Failure to complete this statement as presented may result in the bid or proposal being rejected.

PUBLIC ENTITY CRIMES STATEMENT

By signing this form, the *Bidder* certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs in accordance with: Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35; HUD regulations, 24 CFR 24; or by other federal agencies.

The *Bidder* also certifies that it is in compliance with Section 287.133, Florida Statutes, as it relates to Public Entity crimes. More specifically, the *Bidder* certifies that it acknowledges, and it is in compliance with the following:

A person or an affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section [287.017](#), F.S. for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

Name of Entity: _____

Authorized Signature/Date: _____

Printed Name of Signer: _____

Title of Signer: _____

Corporate Seal, *if appropriate*

Note: Failure to complete this statement as presented may result in the bid or proposal being rejected.

ATTACHED FORMS