

Deaf Independent Living Association, Inc. (DILA)
Deaf Independent Residences, Inc. (DIR)
Request for Proposal (RFP)
General Building and Housing Maintenance & Repair

Proposal Submission Deadline: August 30, 2020, 5:00pm

Proposal Questions/Submission go to:

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Introduction

DILA is a 501(c)3 Nonprofit Human Service Agency that manages DIR another 501(c)3 HUD Section 8/202 Residential Housing Agency. DILA/DIR invites and welcomes proposals for General Building & Housing Maintenance and Repair. Please take time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "Proposal Submission Deadline."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR POPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

Project Locations

Five HUD Section 8/202 Houses, one Non HUD House and one Administration Building located in Salisbury, Maryland. Two HUD Section 8/202 Houses located in Berlin, Maryland.

Project goals

The objective and ultimate goal for this project is defined as the general and preventative building & housing maintenance and repairs to maintain health and safety to properties located in Salisbury and Berlin, Maryland. Maintenance is defined as the periodic performance of minor construction tasks, cleaning and repairs to meet basic/local code requirements and mitigate threats to health and human safety. For the purpose of this RFP, maintenance shall be considered minor electrical, plumbing, carpentry, drywall, filter change, lighting and other repairs on an as needed, scheduled or emergency basis.

Scope of Services

DILA & DIR seek proposals from qualified contractors to provide maintenance and repair service to HUD Section 8/202 housing properties located in Salisbury and Berlin, Maryland as well as non HUD housing properties and administration building located in Salisbury, Maryland.

This project will comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (HUD, EPA, OSHA, and DOT), state agencies and any other local regulations and standards (i.e. local ordinance and building codes) that may apply.

Scheduled Timeline:

The following time line has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

Work to start September 1, 2020.

Proposal Bidding Requirements

DILA/DIR shall award the contract to the proposal that best accommodates the various project requirements. DILA/DIR reserves the right to: a) award any contract prior to the proposal deadline or prior to receipt of all proposals, b) award the contract to more than one Bidder, and c) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by DILA/DIR no later than 5:00pm on August 20, 2020 for consideration in the project selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given consideration weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

DILA/DIR reserve the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to proposing bidder.

PROPOSAL SUBMISSION FORMAT

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was formed
6. Description of Bidder's Company in terms of size, range and types of services offered and clientele
7. Bidder's principal officers
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Maryland (e.g. copy of business license(s))

10. Evidence of established track record for providing services and/or deliverables that are the subject of proposal which would be three references from former or current clients.
11. Evidence of liability insurance or other insurance provided with regard to the staff or project

By submitting proposal, Bidder agrees DILA/DIR may contact all submitted references to obtain any and all information regarding Bidder's performance