DECATUR HOUSING

REQUEST FOR PROPOSAL (RFP)

No. GA-011-2026-05

Carpet Cleaning RE-BID

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1.0 INTRODUCTION

Decatur Housing was established in 1938 under the laws of the State of Georgia. and is a quasi-governmental agency, separate and distinct from the general city or county government.

The primary role of Decatur Housing is developing and managing quality affordable housing for low to moderate income families. Over the years, Decatur Housing has expanded its focus to include the revitalization of the Decatur community through the renewal and redevelopment of substandard housing, as well as improving facilities in the downtown area. Decatur Housing operates several programs to assist low to moderate income families with quality affordable housing alternatives.

- **Section 8 Project Based Rental Assistance (PBRA) Housing** – Families pay 30% of adjusted income towards rents and utilities in Decatur Housing's 400 apartments located in the City of Decatur.
- **Section 8 Housing Choice Vouchers (HCV)** – Families pay 30% of adjusted income for rent and utilities in private rental housing located in the metro area. Section 8 HCV – 828 units and 280 portables.
- **Workforce Housing** – Decatur Housing and its related non-profit, develops, owns, and operates Owned Workforce Housing – 81 units.
- **Low Income Housing Tax Credit (LIHTC) Housing** – Decatur Housing has developed several LIHTC units as all the 400 PBRA units above are LIHTC units. In addition, Decatur Housing has 37 more LIHTC units that are not assisted under PBRA. Families pay a reduced rental level that is based on 50% or 60% of Area Median Income.
- **Homeownership** – Decatur Housing has developed and rehabilitated numerous homeownership and condominium units since 2000. Ownership – 146 units.

Decatur Housing has a professional management and maintenance team and administers an annual budget in excess of $16 million, which includes capital outlays for comprehensive improvement. Funding sources include the U.S. Department of Housing and Urban Development (HUD), retail income, and limited other income. As one of the largest providers of affordable housing in Decatur, Decatur Housing has extensive experience in the management and development of residential rental property.

NOTE: The original procurement under GA-011-2026-03 only resulted in one bid. To allow for open and fair competition we have re-opened this bid for Carpet Cleaning under RFP GA-011-2026-05.

2.0 RFP INFORMATION AT A GLANCE

CONTACT PERSON NOTE: Unless otherwise specified, any reference herein to "Contracting Officer" or "(CO)" shall be a reference to Ms. Karen Atchley	**Karen Atchley – Sr. Project Manager** procurement@decaturha.org Decatur Housing 511 W. Trinity Pl. Decatur, GA 30030
HOW TO OBTAIN THE RFQ DOCUMENTS	**Access Decatur Housing's website at:** **https://www.decaturhousing.org/procurement** **1.** Click on the applicable proposal **2.** Follow the listed directions **3.** Be sure to download all applicable forms and documents If you have any problems accessing the documents, please contact Karen Atchley at procurement@decaturha.org or (404) 270-2108.
DEADLINE TO SUBMIT QUESTIONS	**Thursday, December 3rd, 2026**
HOW TO FULLY RESPOND TO THIS RFQ BY SUBMITTING A PROPOSAL	**1.** **EMAIL** all proposals to procurement@decaturha.org . (NOTE: Hard copies will not be accepted). Subject line to read: **RFP-GA-011-2026-05– Carpet Cleaning Services – RE-BID** **2.** Files must include any forms that are to be executed/notarized and cannot be altered in any way. **3.** If the file exceeds 10mb please provide a zip file or a link to a file sharing location (i.e., Dropbox)
PROPOSAL SUBMITTAL RETURN & DEADLINE	Proposals are due by **3:00 p.m. on Thursday, December 10th, 2026,** via email to procurement@decaturha.org
EVALUATION PROCESS AND INTERVIEWS	**Monday, December 14th thru Thursday, December 17th, 2026**
PROPOSAL AWARD	**Thursday, December 31st, 2026**

3.0 DECATUR HOUSING RESERVES THE RIGHT TO:

3.1 Reject Waive or Terminate the RFP
Reject any and or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by Decatur Housing to be in its best interest.

3.2 Not Award
Not award a contract pursuant to the RFP.

3.3 Terminate
Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days' written notice to the successful proposer(s).

3.4 Determine Time and Location
Determine the days, hours, and locations that the successful proposer(s) shall provide the services called for in the RFP.

3.5 Retain Proposals
Retain all proposals submitted and do not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Contract Officer.

3.6 Negotiate
Negotiate a fee structure with the selected firm.

3.7 Reject Any Proposal
Reject and do not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.

3.8 Obligation to Compensate
Decatur Housing has no obligation to compensate any proposer for any costs incurred responding to this RFP.

3.9 Prohibit
At any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By downloading an electronic RFP, each prospective proposer thereby agrees to abide by all terms and conditions listed within this document and further agrees they will inform the CO in five business days of the discovery of any item listed herein that they feel needs to be addressed. Failure to abide by this timeframe shall relieve Decatur Housing, but not the prospective proposer, of any responsibility pertaining to such issue.

4.0 PROPERTY INFORMATION

Decatur Housing is seeking qualified contractors to provide **Carpet Cleaning Services** to our properties listed below:

PROPERTY NAME	PHYSICAL BUILDING ADDRESSES
511 W Trinity Pl	• Corporate Office
Allen Wilson – I • *Two (2) Residential Buildings*	• Forty (40) Units • 251 Robin Street • 1480 Commerce Drive
Allen Wilson – II (aka "The Oliver House") • *One (1) 4-Story Residential Building* • *Leasing Office* • *Community Center*	• Eighty (80) Units • 1450 Commerce Drive
Allen Wilson – III • *Eight (8) Residential Buildings*	• Seventy-Two (72) Units • 150, 106, 170, 180, 190, 200, 210 Electric Avenue and 263 Robin Street
Chateau Apartments • *One (1) Residential Building*	• Six (6) Units • 923 Clairemont Ave
Oakview Walk • *One (1) Residential Building*	• Thirty-Four (34) Units • 1111 Oakview Road
Spring Pointe • *Eleven (11) Residential Buildings*	• Sixty-Five (65) Units • 1301 Oakview Road
Swanton Heights • *Twelve (12) Residential Buildings* • *Community Center*	• Ninety-Eight (98) Units • 244 & 320 Robin St • 409, 420, 427, 445, 450 & 463 Electric Ave • 1510, 1520, 1530 & 1540 Commerce Dr
Trinity Walk • *Seven (7) Residential Buildings* • *Leasing Office* • *Laundry Room* • *Community Center*	• One Hundred Twenty-One (121) Units • 421 W Trinity Pl – Buildings 1000, 2000, 3000, 4000, 5000, 6000 & 7000
Village at Legacy • *Eleven (11) Residential Buildings* • *Leasing Office* • *Clubhouse*	• One Hundred Thiry-Two (132) Units • 700, 702, 704, 706, 708, 710, 712, 716, 718, 720, 722 S. Columbia Dr
Scattered Sites	• Single Family Homes: ○ 230 Maxwell Street & 1231 Oakview Rd • 225 Olympic Pl – Triplex – 3 units • 235 Olympic Pl – Quadplex – 4 units

5.0 SCOPE OF WORK

5.1 General Information

The following specifications pertain to the carpet cleaning and water extraction of all applicable Decatur Housing units, houses, and/or commercial buildings.

- All measurements of applicable units are included in the bid price sheet; however, site visits can be conducted
- A unit may be occupied or unoccupied at the time of service
- Work and materials reflected in each bid must meet all codes and be approved by Decatur Housing
- All materials must meet the specifications described herein and are to be submitted in advance for approval
- No substitution of materials will be accepted over the course of the contract without prior approval and changes submitted in writing.
- Proposer will be responsible for providing all labor, equipment, materials, and supplies for the performance of the work outlined in this RFP.
- Decatur Housing will not be responsible or otherwise liable for any loss and/or damage to the contractor's equipment.
- Any damages done to the buildings or other property because of the Contractor/Subcontractor or equipment are the responsibility of the contractor.
- Removal from the unit of all waste materials resulting from any work performed

5.2 General Specifications

5.2.1 Response Time, Completion Time, and Penalty

Work is to be started within a maximum of two (2) business days (48 hours) of verbal notification that a unit is ready for cleaning. Work is to be completed based upon the following schedules regardless of the bedroom size. The response time is inclusive of the dates/times allotted for completion.

- If **1 unit** is requested, the Contractor is allowed one (1) business day to complete the unit
- If **2 units** are requested, the Contractor is allowed one (1) business day to complete the units
- If **3 units** are requested, the Contractor is allowed two (2) business days to complete the units
- If **4 units** are requested, the Contractor is allowed (3) business days to complete the units
- If more than half (1/2) of the units requested at any time are four (4) or five (5) bedroom units then one additional day is added to the above maximum days.
- A penalty fee of $50 per day will be assessed for each day the contractor exceeds the allotted days approved for completion.
- For any occupied units, unless there is an emergency, the tenant must be given 24-hours' notice prior to service which is coordinated through the Assistant Property Manager.

5.2.2 Emergency Calls

- Emergency call requires a 24-hour response time or one business day at maximum.
- Any after-hours calls are handled through on-call maintenance personnel of the Assistant Property Manager.

5.2.3 Inspection and Acceptance of Work

Contractor is expected to perform a walk-thru of all work and complete punch list items prior to have the work inspected by Decatur Housing for final acceptance. Acceptance will meet all the requirements of the Scope of Work and the materials and workmanship sections of this RFP. No invoices will be submitted by the Contractor for approval without these requirements being satisfied. The Assistant Property Manager will inspect the work before the Contractor leaves the premises.

5.2.4 Project Estimations

- A purchase order is granted upon approval by the Property Management team of the estimate. If the project is to be completed in phases that must be included as part of the estimate provided.
- No progress or partial invoices for large jobs are accepted.

5.2.5 Materials Stored

NO materials and/or supplies can be stored on the premises. All materials, equipment, and products shall be removed and taken with the Contractor at the end of the day. Decatur Housing does not pay to have materials stored.

NOTE: The details of cleaning products used should be included as part of the bid submission and will be considered during the evaluation process.

5.2.6 Access Into Units

- Contractor and Assistant Property Manager will agree to a schedule prior to services being provided.
- The Assistant Property Manager, or assigned personnel, will coordinate access to the unit designated for carpet cleaning.
- All keys are to be returned to the management office at the end of each day. Contractor shall maintain strict control of keys and/or access codes before, during, and after the work is completed
- Contractor is to take special care not to lose a key. If lost, a $50 charge per key will apply.
- All units are to remain secure during and after the work has been completed
- Upon departure, windows and doors are to remain locked, lights turned off

5.2.7 Unacceptable Employees

If any employee of the Contractor is deemed unacceptable by Decatur Housing, the Contractor shall immediately replace the employee with a substitute acceptable to Decatur Housing.

5.2.8 Uniforms/Badges

Contractor should provide uniforms and ID Badges for all employees working on Decatur Housing's properties. No employee will be allowed on the properties out of uniform and without an ID badge.

5.2.9 Payment

- Payment will be made following successful completion of all necessary work (and corrective action, if any).
- Payment requests shall be in the form of an invoice with the list of each location service included.
- All work scheduled for payment will need to be approved by Property Management prior to submission of invoice.
- Average vendor payment terms are net 30 days.

5.2.10 Estimated Quantities

Unless otherwise indicated, the quantities shown are estimates only and are used to evaluate the RFP responses and may or may not reflect anticipated purchases. Decatur Housing does not guarantee any minimum purchase quantity.

5.3 Carpet Cleaning Specifications

5.3.1 Qualifications

All services shall be performed in strict compliance with all applicable Federal, State, local laws, and codes. All work must be performed by qualified and trained Carpet Cleaning Technicians under direct supervision of the Contractor. Contractor. Shall furnish all cleaning, labor, materials, supplies, and associated equipment necessary to perform all services.

5.3.2 Materials

All products and chemicals used should be green certified as defined by standards established by Green Seal or the U.S. Environmental Protection Agency (EPA). Contractor must provide management with Materials Safety Data Sheets (MSDS) for all products and chemicals being used at Decatur Housing's properties. All supplies and materials are subject to Decatur Housing approval.

5.3.3 Specifications

Cleaning shall include, but is not limited to:

- Moving of basic furniture
  - Any furniture too heavy or bulky to move, the Contractor shall ensure that the "legs" attached to the furniture are kept dry and free of contaminants generated by cleaning operations.
- Pre-treatment of carpet
- Pre-vacuum of all carpet prior to cleaning
- Cleaning of carpet
- Additional spot treatment as needed
- Contractor shall take steps to prevent water from leaking onto any wood flooring or causing additional stains to the carpet.

5.3.4 Cleaning Method

- Carpet cleaning shall be done with mobile van units using a hot water extraction method.
  - Portable extraction equipment is acceptable in areas where the truck mount cannot reasonably be accessed.
- In areas where a mobile unit cannot reach because of the height in a building, portable hot water extraction units are to be used.

6.0 PROPOSAL SUBMITTAL FORMAT

6.1 Sectioned Proposal Submittal

So that Decatur Housing can evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted below:

- Each category must be separated and labeled in accordance with identified sections below.
- If no information is to be placed in this section, please insert a page with one of the following statements, "NO INFORMATION IS BEING PLACED UNDER THIS SECTION" or "THIS SECTION LEFT INTENTIONALLY BLANK."

DO NOT ELIMINATE ANY OF THE SECTIONS

- None of the proposed services may conflict with any requirement Decatur Housing has published herein or has issued by addendum.

6.1.1 SECTION 1 – Form of Proposal – "8.1 – ATTACHMENT A"
This one-page form must be fully completed, executed where provided thereon and submitted under this Section as a part of the proposal submittal.

6.1.2 SECTION 2 – Profile of Firm Form – "8.2 - ATTACHMENT B"
This two-page form must be fully completed, executed, and submitted under this Section as a part of the proposal submittal.

6.1.3 SECTION 3 – Statement of Qualifications
- Briefly state the qualifications of the firm.
- Identify the individual(s) who will manage (individually or collectively) this project on a day-to-day basis.
- Please include the year of establishment, number of employees, and company org chart.

6.1.4 SECTION 4 – PRICING
Place all project pricing details under this section.

6.1.5 SECTION 5 – Client Information / References

The proposer shall submit a listing of former or current clients, including those from a Public Housing Authority, for whom the proposer has performed similar service to those being proposed herein. This listing shall, at a minimum, include:

- The Client's name
- The Client's contact name
- The Client's email address
- The Client's telephone number
- A brief narrative description and scope of the service(s) and the dates these services were provided, including description of the specific services, scope, size, cost, and principal elements.

6.1.6 SECTION 6 – Form of Non-Collusive Affidavit – "8.3 - Attachment C"

This form must be completed in full, executed, and submitted under this Section as part of the proposal submittal.

6.1.7 SECTION 7 – Equal Employment Opportunity / Supplier Diversity – "Attachment D"

The proposer must submit under this Section a copy of its Equal Opportunity Policy and a complete description of the positive steps it will take to ensure compliance, to the greatest extent feasible, with the regulations pertaining to supplier diversity (i.e., small, minority, and women-owned businesses). If no new hires, suppliers, or vendors are contemplated under this policy proposer should so state.

6.1.8 SECTION 8 & 9– Additional Forms – "Attachments E & F"

Include under this Section the following forms completed in full and executed

- Company Hiring Policy – "Attachment E" – Section 8
- Certification of a Drug Free Workplace Form – "Attachment F" – Section 9

6.2 Submission of Proposal

All proposals must be submitted electronically by the deadline outlined in "***Section 2.0 – RFP Information at a Glance***." **NO Hard copy proposals or submissions received after the deadline will be accepted.**

6.3 Submission Conditions

Proposers are **NOT** allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted, any revisions or additions. If any such additional marks, notations or requirements are entered on any of the documents that are submitted to Decatur Housing by the proposer, such may invalidate that proposal. If after accepting such a proposal and Decatur Housing finds any such entry changed the intent of the proposal, they reserve the right to accept or reject the proposal based on the additional marks, notations, or requirements that were entered outside of the parameters of the RFP document.

By downloading these documents, each prospective proposer that does so thereby agrees to confirm all notices that Decatur Housing delivers to them as instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFP.

6.4 Submission Responsibilities

It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by Decatur Housing, including the RFP document, the documents listed in this RFP, and any addenda, and required attachments submitted by the proposer. By completing, signing, and submitting the completed documents, the proposer is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any Decatur Housing requirements contained within the documents may cause that proposer to not be considered for award.

6.5 Contact with Decatur Housing

It is the responsibility of the proposer to address all communication and correspondence pertaining to the RFP process to the designated CO, Lawton Jones. Proposers must not make inquiry or communicate with any other Decatur Housing staff member or official (including members of the Decatur Housing Board of Commissioners) pertaining to this RFP. Failure to abide by these requirements may be cause for Decatur Housing not to consider a proposal submitted by any proposer who does not abide by this directive.

6.6 Equal Employment Opportunity and Supplier Diversity

Both the Contractor and Decatur Housing have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

6.6.1 24 CFR § 85.36(e) states:

(e) Contracting with small and minority firms, women's business enterprise, and labor surplus area firms.

(1) The grantee and subgrantee will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

(2) Affirmative steps shall include:

(i) Placing qualified small and minority businesses and women's business enterprises on solicitation lists:

(ii) Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.

iii) Dividing total requirements when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises

(iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises

(v) Using the services and assistance of Small Business Administration, and the Minority Business Development Agency of the Department of Commerce

(vi) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (e)(2)(i) through (v) of this section.

6.6.2 Decatur Housing Procurement Policy states that our Authority will:

a. Help Small and Other Businesses, required efforts

b. Include such firms, when qualified, on solicitation mailing lists

c. Encouraging their participation in through direct solicitation of bids or proposals whenever they are potential sources

d. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms

e. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms

f. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce

7.0 PROPOSAL EVALUATION

7.1 Evaluation Factors

The following factors will be utilized by Decatur Housing to evaluate each proposal submittal received an award points for each listed factor based upon the documentation that the proposer submits within their bid submission. The proposals are evaluated using these factors by the evaluation committee member who will assign points to each factor with a max point value not to exceed 100 points.

7.1.1 FACTOR NO. 1 – Ability to Perform the Work

- Total Possible Points: 20 Points Max
- Evidence of the proposer's ability to perform the work as indicated by profiles of the principal's and staff's professional and technical competence and experience, their facilities and equipment.

7.1.2 FACTOR NO. 2 – Capability to Provide Timely Service

- Total Possible Points: 25 Points Max
- Evidence of the proposer's capability to provide professional services in a timely manner.
- Number of crew members and a list of company owned equipment to be provided for this contract.

7.1.3 FACTOR NO. 3 – Past Performance

- Total Possible Points: 20 Points Max
- Evidence of the proposer's past performance in similar type of work and compliance with performance schedules.

7.1.4 FACTOR NO. 4 – Methodology and Approach

- Total Possible Points: 20 Points Max
- Evidence of the Methodology and Approach to performing and executing the Scope of Work as outlined in this RFP.

7.1.5 FACTOR NO. 5 – Pricing

- Total Possible Points: 15 Points Max
- The price proposal as it relates to the Scope of Work for requested services and adjustment per year is fair and reasonable at no more than 3% per year.

7.2 Evaluation Method

7.2.1 Initial Evaluation for Responsiveness

Each proposal received will first be evaluated for responsiveness (i.e., meets the minimum requirements). Decatur Housing reserves the right to reject any proposals deemed not minimally responsive. Such firms will be notified in writing.

7.2.2 Evaluation Packet

An evaluation packet will be prepared for each evaluator, typically including, but not required, the following documents:

- Instructions to Evaluators
- Proposal Tabulation Form
- Narrative form for each proposer
- Recap of each Proposer's responsiveness
- Copy of all pertinent RFP documents

7.2.3 Evaluation Committee

- Decatur Housing anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive "hard copy" proposals submitted in response to this RFP.
- This committee is made up of team members from various departments including property and facilities management.

PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of an evaluation committee member. If, by chance, a proposer becomes aware of the identity of such person(s), he/she SHALL NOT make any attempt to contract or discuss with such person anything related to this RFP. As detailed within *Section 6.6* of this document, the designated CO is the only person at Decatur Housing that the proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

7.2.4 Restrictions

All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the Evaluation Committee.

7.2.5 Evaluation

It is anticipated that the CO will evaluate and award points pertaining to Evaluation Factor number 5 (the "Objective" factor) and that the appointed evaluation committee, independent of the CO or any other person at Decatur Housing, will evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors 1-4 (the "Subjective" factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO.

7.2.6 Potential "Best and Final" Negotiations

- The Authority reserves the right to conduct a "Best and Final" negotiation, which may include oral interviews, with all firms deemed to be in the competitive range.
- Any firm deemed not to be in the competitive range shall be notified of such in writing by the Authority in as timely a manner as possible, but in no case within longer than five (5) business days after the beginning of such negotiations with the firms deemed to be in the competitive range.
- If a best and final offer is necessary for final award determination, each qualified bidder will be able to submit their final price and responses to the scope and schedule as outlined in the RFP Package.

7.2.7 Determination of Top-ranked Proposer

The "Subjective" points awarded by the evaluation committee shall be combined with the "Objective" points awarded by the CO to determine the final ranking, which shall be forwarded by the CO to the Executive Director for approval. If the evaluation was performed to the satisfaction of the Executive Director, the final rankings may be forwarded to Decatur Housing's Board of Commissioners (BOC) at a scheduled meeting for approval. Contract negotiations may, at Decatur Housing's option, be conducted prior to or after the BOC approval.

- **Minimum Evaluation Results** – To be considered to receive an award a proposer must receive a total calculated average of at least 70 points of the maximum 100 points.
- **Ties** – In the case of a tie in points awarded, the award shall be decided according to Section 6.12.C of HUD

Procurement Handbook 7460.8 REV 2, by "drawing lots or other random means of selection."

7.2.8 Notice of Results of Evaluation

If an award is completed, all proposers will receive in writing a Notice of Results of Evaluation. Such notice shall inform all proposers of:

- Which proposer received the award
- Where each proposer placed in the process following evaluation of the proposals received
- Each proposer's right to a debriefing and to protest

8.0 CONTRACT AWARD

8.1 Agreement to Abide by Terms and Conditions

By completing, executing, and submitting the "Form of Proposal – Attachment A," the "proposer" is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by Decatur Housing. This includes the contract clauses found in "Attachment D – General Conditions." Accordingly, Decatur Housing has no responsibility to conduct, after submittal deadline, any negotiations pertaining to the contract clauses already published.

8.2 Contract Conditions

The following provisions are considered mandatory conditions of any contract award made by Decatur Housing pursuant to this RFP:

8.2.1 Contract Form

Decatur Housing will not execute a contract form provided by the successful proposer. Contracts will only be carried out using Decatur Housing's contract form and by submitting a proposal the successful proposer agrees to this condition.

8.2.2 Assignment of Personnel

Decatur Housing shall retain the right to demand and receive a change in personnel assigned to the project if Decatur Housing believes that such change is in the best interest of Decatur Housing and the completion of the contracted work.

8.3 Contract Period

Decatur Housing anticipates that it will initially award a contract for the period of one (1) year with the option, at Decatur Housing's discretion, of up to four (4) additional one-year renewal options, for a total contract period of five (5) years prior to Decatur Housing issuing another RFP.

8.4 Insurance Requirements

Prior to award (but not as a part of the proposal submission) the successful proposer will need to provide:

8.4.1 General Liability Insurance

Include an original certificate evidencing General Liability Coverage, naming Decatur Housing as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of Decatur Housing as the additional insured under said policy with these minimum limits:

- Commercial General Liability
  - $1,000,000 (each occurrence)
  - General Aggregate - $1,000,000(minimum limit)
  - Damage to Premises - $50,000 (including fire)
  - Medical Expenses - $5,000(any one person)
- Commercially reasonable deductible (e.g., "commercially reasonable" meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of $50,000

8.4.2 Worker's Compensation Insurance

Include an original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount.

8.4.3 Professional Liability Insurance

Include an original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of $1,000,000 each occurrence, general aggregate minimum limit of $1,000,000), with a deductible of not greater than $5,000.

8.4.4 Automobile Insurance

Include an original certificate showing the proposer's combined single limit of $1,000,000 (each accident) and Bodily Injury minimum of $50,000 bodily injury (per person).

8.4.5 Certificates

The requested related information shall also be entered where provided for on the "Profile of Firm Form – Attachment B."

DO NOT INCLUDE COPIES OF INSURANCE CERTIFCATES WITHIN THE PROPOSAL SUBMITTAL

Decatur Housing will garner the necessary certificates from the successful proposer prior to execution.

8.5 Right to Negotiate Final Fees

Decatur Housing shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer during negotiations may, at Decatur Housing's option, be the basis for the beginning of negotiations. Such negotiations shall begin after Decatur Housing has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO, successfully concluded within five (5) business days, Decatur Housing shall retain the right to end such negotiations and begin negotiations with the next-rated proposer.

8.6 Contract Service Standards

All work performed pursuant to this RFP must conform and comply with all applicable local, state, and federal codes, statutes, laws, and regulations.

ATTACHMENTS

(**NOTE:** Some of the Attached documents will need to be returned along with your proposal, be sure these forms are executed, and notarized if required. Other documents included are for information purposes only)

9.0 LIST OF ATTACHMENTS

ATTACHMENT IDENTIFIER	ATTACHMENT NAME	ATTACHMENT ACTION STEP
Attachment A	**Form of Proposal**	Submit with Proposal under **"Section 1"**
Attachment B	**Profile of Firm**	Submit with Proposal under **"Section 2"**
Attachment C	**Non-Collusive Affidavit**	Submit with Proposal under **"Section 6"**
Attachment D	**Certification Concerning EEO Form**	Submit with Proposal under **"Section 7"**
Attachment E	**Company Hiring Policy**	Submit with Proposal under **"Section 8"**
Attachment F	**Certification of a Drug-Free Workplace Form**	Submit with Proposal under **"Section 9"**

Attachment A – Form of Proposal

(**NOTE:** This form will be placed under **"SECTION 1"** of your submission)

ATTACHMENT A – Form of Proposal

INSTRUCTIONS:

- Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal.
- Please complete this form by **checking** in the first column to confirm that the referenced document or information has been included with your proposal.
- This form will be placed under "**SECTION 1**" of your bid submission.

"✓" ITEM IS INCLUDED	SECTION DIVIDER NUMBER	FORM NAME/DETAILS OF INFORMATION TO BE SUBMITTED	ATTACHMENT IDENTIFIER
	Section 1	Form of Proposal	A
	Section 2	Profile of Firm Form	B
	Section 3	Statement of Qualifications	N/A
	Section 4	Price Proposal	G
	Section 5	Client Information/References	N/A
	Section 6	Form of Non-Collusive Affidavit	C
	Section 7	Certification Concerning EEO Form	D
	Section 8	Company Hiring Policy	E
	Section 9	Certification of a Drug Free Workplace	F

PROPOSER'S STATEMENT

The undersigned proposer hereby states that by completing and submitting this form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if Decatur Housing discovers that any information entered herein to be false, that shall entitle Decatur Housing to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the undersigned proposer thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by Decatur Housing via the hard copy original, and by executing all forms provided. Pursuant to all RFP Documents, this Form of Proposal, and all attachments, and pursuant to all completed documents submitted, the undersigned proposes to supply Decatur Housing with the services described herein for the fees entered within the areas provided pertaining to this RFP.

E-Signature	Printed Name	Company	Date

Attachment B – Profile of Firm Form

(**NOTE:** This form will be placed
under **"SECTION 2"** of your submission)

ATTACHMENT B – Profile of Firm Form

INSTRUCTIONS:

- This form will be placed under "SECTION 2" of your hard copy original.
- Each contractor and sub-contractor must complete this form

PRIME or SUB-CONTRACTOR: _____

NAME OF FIRM: _____

STREET ADDRESS: _____

CITY:_____ **STATE:**____ **ZIP:**_____

❖ COMPANY INFORMATION

- ➢ Please attach a brief biography/resume of the company, including the following information:
  - Year Firm was established
  - Year Firm was established in [Jurisdiction]
  - Former Name and year Established (if applicable)
  - Name of Parent Company and Date Acquired (if applicable)

❖ PRINCIPALS/PARTNERS

- ➢ List the name, title, and percentage of ownership for the Principals / Partners in the Firm in the table below.
- ➢ Please submit under **Section No. 2** a brief professional resume for each):

NAME	TITLE	% OF OWNERSHIP

❖ **PROJECT MANAGER/SUPERVISORY PERSONNEL**

- List below the individual(s) or supervisory personnel that will work on the project.
- Please submit under **Section No. 2** a brief resume for each (do not duplicate any resumes for the individuals provided above under *"Principals/Partners"*).

NAME	TITLE

❖ **PROPOSER DIVERSITY STATEMENT**

- You must select all the following that apply to the ownership of this firm and enter where provided the correct percentage of ownership for each category:

✓	CATEGORY	(%)
	Caucasian American (Male)	
	Public Held Corporation	
	Government Agency	
	Non-Profit Organization	
	Resident (RBE), Minority (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following:	
	▪ Resident-Owned	
	▪ African American	
	▪ Native American	
	▪ Hispanic American	
	▪ Asian/Pacific American	
	▪ Hasidic Jew	
	▪ Asian/Indian American	
	▪ Woman-Owned	
	▪ Woman-Owned (Caucasian)	
	▪ Disabled Veteran	
	▪ Other (Specify):	

WMBE Certification Number	Certified by (Agency)
NOTE: A certification number is not required to submit a proposal, enter if available	

- **Federal Tax ID Number** _____
- **Business License Number** [Appropriate Jurisdiction] _____
- **State of _____ License Type and Number:** _____
- **Worker's Compensation Insurance Carrier:** _____
  - **Policy Number:** _____
  - **Expiration Date:** _____
- **General Liability Insurance Carrier:** _____
  - **Policy Number:** _____
  - **Expiration Date:** _____
- **Professional Liability Insurance Carrier:** _____
  - **Policy Number:** _____
  - **Expiration Date:** _____
- **Debarred Statement:**

  Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Georgia, or any local government agency within or outside the State of Georgia?

  YES ____ or **NO** ____
- **Disclosure Statement**

  Do this firm or any principals thereof have any current, past, personal, or professional relationship with any Commissioner or Officer of the Decatur Housing?

  YES ____ or **NO** ____
- **Non-Collusive Affidavit**

  The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived, or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference with any person, to fix the proposal price, or that of any other proposer or to secure any advantage against the Decatur Housing or any person interested in the proposed contract; and that all statements in said proposal are true.

❖ **Verification Statement**

The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if Decatur Housing discovers that any information entered herein is false, that shall entitle Decatur Housing to not consider nor make award or to cancel any award with the undersigned party.

Signature	**Printed Name**	**Date**	**Company**

Attachment C – Form of Non-Collusive Affidavit

(**NOTE:** This form will be placed
under **"SECTION 6"** of your submission)

ATTACHMENT "C" - FORM OF NON-COLLUSIVE AFFIDAVIT

STATE OF: _____

COUNTY OF: _____

_____, being duly sworn, deposes and says that they are the owner/officer of the firm of _____, the party making the foregoing proposal, that such proposal is genuine and not collusive or sham; that said proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the proposal price of affiant or of any other proposal, or to fix any overhead, profit, or cost element of said proposal price, or of that of any other proposal, or to secure any advantage against or any person interested in the proposed Contract; and that all statements in said proposal are true.

_____
Signature of Proposer, if Proposer is an Individual

_____
Signature of Officer, if Proposer is a Corporation

_____
Company Name

Subscribed and sworn to before me

this _____ day of _____, 20__

_____ **My Commission expires:** _____
Notary Public

Attachment D – Certification Concerning EEO

(**NOTE:** This form will be placed
under **"SECTION 7"** of your submission)

ATTACHMENT "D"
CERTIFICATION CONCERNING EEO

COMPANY:_____

MINORITY EMPLOYEES											
		CAUCASION		AFRICAN AMERICAN		HISPANIC		NATIVE AMERICAN		ASIAN OR PACIFIC	
SUBCATEGORY	TOTAL EMPLOYEES	M	F	M	F	M	F	M	F	M	F
Officer / Supervisors											
Technicians											
Housing Sales / Rental Management											
Office / Clerical											
Service Workers											
Journeymen											
Helpers											
Apprentices											
TOTAL NO. OF EMPLOYEES >>											
TOTAL % OF EMPLOYEES >>											

Attachment E – Company Hiring Policy

(**NOTE:** This form will be placed
under **"SECTION 8"** of your submission)

ATTACHMENT E – Company Hiring Policy Form

The hiring policy of _____ is that we employ the most competent people available, regardless of age, race, color, religion, sex, handicap, familial status, or national origin. It is also the policy of the company to make this intention clear to all unions, hiring halls, or any other agency supplying employees to this company. It is also the policy of this company to include the equal employment provisions of the 1964 Civil Right Law as part of our subcontracts. The company policy on firing or laying off employees is the same as the hiring policy.

Signed by Official Representative: _____

Print Name: _____

Date: _____

Attachment F - Certification of a Drug-Free Workplace Form

To download this attachment please click on the link below:

https://www.hud.gov/sites/dfiles/OCHCO/documents/50070.pdf

(**NOTE:** This form will be placed under **"SECTION 9"** of your submission)

Attachment G – Bid Price Sheet

Attachment G – Bid Price Sheet

TASK	PRICE PER UNIT
Vacant Steam Clean (any size unit)	$
Occupied Steam Clean (any size unit)	$
Roto Vac (One Bedroom - 1BR)	$
Roto Vac (Two Bedroom - 2BR)	$
Roto Vac (Three Bedroom - 3BR)	$
Wet Vac (Per Room)	$
Pad Removal (Per Room)	$
Mildew Treatment (Per Room)	$
Enzyme Treatment (Per Room)	$
Deodorizer (Per Room)	$
Fog - Odor Control (Per Room)	$
GOC - Odor Control (Per Room)	$
Repad 3/8" rebond (per yard)	$
Repad 1/2" rebond (per yard)	$
Degreaser (Per Room)	$
Red Stain Removal (Per Stain)	$
Patches / Burns (Each)	$
Spot Dying (Per Spot)	$
Stain Removal (Per Stain)	$
Stretching (Per Room)	$
Threshold repair (each)	$
Threshold replace (each)	$
Tack strip (each)	$
Pad Cost (per roll)	$

Signature **Company Name**