

INVITATION FOR PROPOSALS
Notice of Fund Availability
Senior Housing Rehabilitation Program
#14-12



CITY OF
PEORIA

ISSUED BY

DIVISION OF PURCHASING

CITY OF
PEORIA, ILLINOIS

Informational Meeting
Tuesday, April 10, 2012
3:00pm – 4:00pm
Planning and Growth
Management 456 Fulton Suite
402 Peoria, Illinois
Conference Room

**Sealed Requests for Proposals will be received at the
office of
The PURCHASING MANAGER Room 108, City Hall,
419 Fulton Street, Peoria, Illinois until 2:00 P.M.**

Thursday, April 26, 2012

**for furnishing the materials, or services
described herein.**

**PLEASE RETURN ENTIRE
DOCUMENT AS YOUR RESPONSE.**

SUBMITTED BY:

THIS PAGE IS INTENTIONALLY LEFT BLANK

INSTRUCTIONS TO PROPOSERS

Request for Proposal (RFP)
(02/23/09)

ACCEPTANCE OF PROPOSALS - The right is reserved, as the interest of the City may require, to reject any or all proposals and to waive any nonmaterial informality or irregularity in the responses received. All such responses will be in English. The City will select a Proposer as described below or reject all Proposals within one hundred-twenty (120) calendar days from the date the responses are opened.

ADDITIONAL COPIES OF RFP - Proposers may secure additional copies of the RFP documents from the City of Peoria's Finance Department.

RFP ENVELOPE IDENTIFICATION - Proposers shall submit their response in a sealed envelope which shall be clearly labeled with the organization/individual name and address. Proposers are requested to indicate in the LOWER LEFT HAND CORNER OF THEIR ENVELOPE THE ITEM BEING REQUESTED, REQUEST NUMBER, DATE AND TIME THE REQUEST IS DUE.

MAILING OF PROPOSALS— One (1) original and Three (3) copies of all responses are to be mailed or delivered to the City of Peoria Purchasing Department, Room 108, City Hall, 419 Fulton Street, Peoria, Illinois, 61602-1276. Proposals will not be accepted by FAX, e-mail, internet, telephone or telegraphic means. Information regarding the proposal can be obtained by calling the Purchasing Manager at (309) 494-8582.

CLOSING TIME - The Proposal closing time will be based upon Central Standard Time or Central Daylight Time, whichever is in effect on the date the proposal is due.

SELECTION – The proposal selected will be that which best meets the needs of the City of Peoria as expressed in the RFP. Said Selection will be made as per the guidelines created by the City of Peoria's Selection Committee. The content of the proposal, the experience of the firm/individuals and the result of any scheduled interview(s) may be considered in making the selection.

WITHDRAWAL OF PROPOSALS - Proposers may withdraw their proposals at any time prior to the RFP closing time by telephone, fax or written request. A telephone request must be confirmed in writing within 24 hours of the call and prior to closing time. No Proposers shall withdraw its response for a period of sixty (60) calendar days from the RFQ opening date. Negligence on the part of the Proposer in preparing a response confers no right of withdrawal or modification of a proposal after it has been opened. No response will be opened which has been received after the closing time specified in the RFP document and it will be returned unopened to the Proposer.

ALTERNATE RESPONSES - The RFP describes the service and level of experience/expertise, which the City feels are necessary to meet the performance requirements of the City. Proposers desiring to submit a response on items which deviate from these specifications, but which they believe to be equivalent, are requested to submit alternate responses. However, ALTERNATE TENDERS MUST BE CLEARLY INDICATED AS SUCH AND DEVIATIONS FROM THE APPLICABLE SPECIFICATIONS PLAINLY NOTED. The response must be accompanied by complete specifications of the items offered.

COSTS - Unit costs must be clearly identified for each component requested by the RFP document or otherwise submitted by the Proposer. All costs shall be stated in U.S. dollars. In case of mistake in extension of cost, unit cost shall govern. All costing must be typewritten or written in ink. No erasures are permitted. Mistakes must be crossed out and corrections typewritten or written in ink adjacent thereto and initialed in ink by the party signing the proposal or his authorized representative.

SIGNATURES - Each proposal must be signed by the Proposer with its usual signature. Proposals by partnerships must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and title of person authorized to bind it on the matter. All signatures must be in ink.

INVESTIGATION - Proposer shall make all investigations necessary to thoroughly inform itself regarding the supplies and/or service to be furnished in accordance with the RFP. No plea of ignorance by the Proposer, of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Proposer to make the necessary examinations and investigations, will be accepted as a basis for varying the requirements of the City or the compensation to the Proposer.

EQUAL EMPLOYMENT OPPORTUNITY – To be awarded a contract all Suppliers, Vendors, Contractors to the City of Peoria, County of Peoria and/or the Peoria Park District **must** be registered in the City of Peoria’s Contract Compliance Program and have a current EEO Certification number. The number is secured by completing and submitting, under notary seal, an Employer Report Form CC-1 (with required sexual harassment policy attached) to the City’s Equal Opportunity Office. *Please note that the Certificate of Compliance is valid for one year and must be annually renewed.* The form may be requested on-line from the City’s website (www.ci.peoria.il.us). Click on Department Focus, Equal Opportunity Office, Forms, then select “Employer Report” or “Renewal”. The forms can also be obtained by writing or calling:

**City of Peoria
Equal Opportunity Office
419 Fulton St.
Peoria, IL 61602
(309) 494-8530 Voice
(309) 494-8532 TTY**

In accordance with Chapter 17 of the Peoria Municipal Code, a fifty-dollar (\$50.00) processing fee will be charged with each original submission of the Employer Report Form Cc-1 that results in an approved certificate as well as the Annual Renewal Application. The only exception to payment of the processing fee is neighborhood associations.

Although all vendors are encouraged to obtain Equal Employment Opportunity Certification, vendors do not need an Equal Opportunity Certification to respond to a proposal. The EEO Certification Number is only required prior to the award of the contract.

SAMPLES - Samples of items, when required, must be submitted within the time specified and at no expense to the City; and if not destroyed in testing, they will be returned at the Respondent’s request and expense. Samples, which are not requested for return within thirty (30) days, will become the property of the City.

RESPONSES – A response is requested of all Proposers even if it is a “no response”.

CONTRACT TERMS

TAXES - The City is exempt, by law, from paying State and City Retailers Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax. The City will execute tax exemption certificates whenever required. The unit prices should be exclusive of all taxes. In the event the unit price includes taxes, the Proposer must show the amount of tax included in the unit price.

CITY'S AGENT-The City of Peoria's Finance Director shall represent and act for the City in all matters pertaining to the RFP and contract in conjunction thereto.

PATENTS - The successful Proposer agrees to protect, defend and save the City harmless against any demand for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by the contract.

HUMAN RIGHTS ACT - The contract will be subject to and governed by the rules and regulations of the Illinois Human Rights Act 775ILCS5/1-101 et seq. and as amended. And the provision of Chapter 775 of the Illinois Compiled Statutes 5/2-105 on Sexual Harassment policies.

NON-COLLUSION - With the executing of this RFP, the Proposer is certifying to non-collusion in the preparation and submittal. The response must be properly executed by the Proposer or the response will not be considered for selection.

DEFAULT - In case of default by the contractor, the City will procure the articles or services from other sources and hold the contractor responsible for any excess cost incurred.

CANCELLATION - The City reserves the right to cancel the whole or any part of the contract, if the contractor fails to perform any of the provisions in the contract or fails to make delivery within the time stated. The cancellation notice will be written and delivered by certified mail to contractors address on record. In the event the contract is canceled, the vendor may be declared an irresponsible vendor by the City manager and as a result may be disqualified from doing business with the City for the period of one year in accordance with City Ordinance Section 10-102. The contractor will not be liable to perform if situations arise by reason of strikes, acts of God or the public enemy, acts of the City, fires or floods.

PRICES SPECIFIED – The successful vendor agrees to furnish the material or services according to the City's plans, specifications and conditions and at prices specified herein.

DELINQUENT PAYMENT - By the signing of this RFP, the Proposer is certifying that the company is not delinquent in the payment of any indebtedness, tax, fee, liens, and fines owed or accruing to the City of Peoria or in the payment of any tax administered by the Illinois Department of Revenue and is in compliance with the terms and conditions of Section 10-109 of the Peoria City Code; and Chapter 65 of the Illinois Compiled Statutes, Section 5/11-42.1-1.

PERMITS AND LICENSES - The successful Proposer shall obtain, at its own expense, all permits and licenses which may be required to complete the contract.

INSURANCE – The successful Proposer shall obtain, at its own expense, all necessary insurance with regard to its fiduciary responsibility to the City of Peoria. Said Proposer shall indemnify and hold harmless the City of Peoria, its officials, officers, directors, employees, heirs and assigns from any and all actions, claims, demands or suits at law or equity for damages, costs, loss or other injury as a result of the contract.

PRECEDENCE - Where special conditions are written in the specifications, these conditions shall take precedence over any conditions listed under the "Instructions to Proposers".

GOVERNING – This contract will be governed by the laws of the State of Illinois.

AFFIRMATIVE ACTION REQUIREMENTS - "The contractor/vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual harassment, ancestry, national origin, place of birth, age or a physical or mental handicap which would not interfere with the efficient performance of the job in question. The contractor/vendor will take affirmative action to comply with the provision of this division and will require any subcontractor to submit to the City written commitment to comply with this division. The contractor/vendor will distribute copies of this commitment to all persons who participate in recruitment, screening, referral and selection of job applicants, prospective job applicants, member or prospective subcontractors."

"The contractor/vendor agrees that the provision of Division 4 of Article III of Chapter 17 of the Code of the City of Peoria is hereby incorporated by reference, as if set out verbatim."

EMPLOYEE EMPLOYMENT RESTRICTIONS – THE CONTRACTOR

THE CONTRACTOR (hereinafter referred to as "SERVICE PROVIDER") agrees, as a condition of accepting this contract with the City of Peoria, that, for a period of one (1) year following completion of this contract, it shall be prohibited from hiring, directly or indirectly, any City employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the SERVICE PROVIDER for performance of this contract; (2) coordinating the efforts of the SERVICE PROVIDER in the consummation or completion of this contract; or (3) monitoring or determining the performance of the SERVICE PROVIDER. The SERVICE PROVIDER further acknowledges and agrees that, upon the City's determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the City, may include one or more of the following: (1) cancellation of any other contract(s) between the City of Peoria and the SERVICE PROVIDER; (2) disqualification of the SERVICE PROVIDER from bidding or being awarded future contracts with the City of Peoria for a period of two [2] years; and/or (3) payment of liquidated damages to the City of Peoria in the amount of TWENTY FIVE THOUSAND DOLLARS (\$25,000.00).

REFERENCE - All of the contract terms shall be incorporated by reference into any written contract.



April 2, 2012

**NOTICE OF REQUEST FOR PROPOSALS (RFP) FOR THE
CITY OF PEORIA
Community Development Block Grant
Senior Housing Rehabilitation Program**

Enclosed is a request from the City of Peoria for a letter of interest, along with qualifications and experience for the selection of a housing rehabilitation contractor for the Senior Housing Rehabilitation Program. The Senior Housing Rehabilitation Program provides housing repairs and improvements to eligible owner occupants of single family homes who are over the age of 62. Eligible housing rehabilitation contractors must be licensed by the State of Illinois as a 501C3, have current insurance and possess the housing rehabilitation experience necessary for performing housing repairs and improvements.

Community Development Block Grant Senior Housing Rehabilitation
Program Contractor Informational Workshop will be held:

April 10, 2012

3:00 p.m. - 4:00 p.m.

Planning & Growth Management Department
456 Fulton St. Ste. 402, Peoria, IL 61604

MARK YOUR CALENDERS

Community Development staff will be available to discuss in detail applicant
submission requirements.

***Although attendance is optional, it is strongly recommended
that you attend if you have not contracted with a City of Peoria
Housing Rehabilitation Program in the past.***

Please read the RFP carefully. Written proposals MUST be submitted to the City of Peoria, Purchasing Manager, 419 Fulton St., Room 108, no later than **2:00 p.m. on Thursday, April 26, 2012**. There will be no exceptions. If you have any questions, please contact Chris Switzer at (309)494-8507 or cswitzer@ci.peoria.il.us.

THIS PAGE IS INTENTIONALLY LEFT BLANK



REQUEST FOR PROPOSAL

2012 SENIOR HOUSING REHABILITATION PROGRAM



**PLANNING AND GROWTH MANAGEMENT
COMMUNITY DEVELOPMENT DIVISION
456 FULTON ST. SUITE. 402
PEORIA, IL 61604
(309)494-8656
(309)494-8680 (FAX)
WWW.CI.PEORIA.IL.US**





REQUEST FOR PROPOSALS FOR CONTRACTORS FOR THE 2012 SENIOR HOUSING REHABILITATION PROGRAM

1. STATEMENT OF PURPOSE

The purpose of this process is to solicit proposals from qualified contractors to repair senior citizen owner-occupied homes.

2. OVERVIEW

The City of Peoria offers housing rehabilitation improvements to eligible senior citizen homeowners. This program is administered through the City of Peoria, Community Development Division. Funding for 2012 is projected at \$35,000 and is made available through a federal Housing and Urban Development (HUD) Community Development Block Grant. A not-for profit 501C3 agency will be selected to take applications and perform the necessary work. Approximately 15 households in the City of Peoria are expected to be served in 2012. Eligible contractors applying under this Request for Proposals must:

- a) Be a State of Illinois 501C3 agency with at least 5 years experience,
- b) Provide 200% match to the CDBG grant expected to be \$35,000
- c) Have acceptable liability insurance,
- d) Have a main office in the City of Peoria,
- e) Not be listed on the Excluded Parties List System of the federal government,
- f) Be able to perform housing rehabilitation work,
- g) Senior Housing Rehabilitation funds can be used to pay for the cost of materials and/or subcontracts, and
- h) Senior Housing Rehabilitation funds cannot be paid for any agency administrative costs.

3. SCOPE OF SERVICES

The agency will market the Senior Housing Rehabilitation Program, receive, review and approve applications in compliance with City of Peoria requirements and CDBG regulations, prepare a scope of service for each site identifying the work to be performed, perform the work after obtaining all necessary permits, licenses and approvals as necessary, and have the work inspected by the appropriate City of Peoria personnel, either the Senior Rehabilitation Specialist and/or permit inspector. All construction work shall be performed according to the Scope of Work prepared for each project, the 2006 International Residential Building Code or most recently adopted code by the City of Peoria and all other applicable

requirements. The scope of work will identify work that requires a building permit.

If the contractor utilizes a subcontractor, the subcontractor will be selected utilizing a bid process. Bids must be requested from at least three qualified contractors.

The selected contractor will have provided the lowest and best bid per this RFP.

Contractor Requirements

1. The contractor shall make this activity available to owner-occupant City of Peoria senior citizens, and receive, review and approve the applications as required by the City of Peoria and CDBG regulations.
2. The awarded contractor shall be responsible for completion of each project under the 2012 Senior Housing Rehabilitation Program as specified in the Scope of Work and related City of Peoria documents.
3. The contractor shall take any and all precautions necessary to ensure that fixtures and material, which are temporarily removed during any phase of construction, are protected from damages, vandalism and /or theft. Damage to property caused by the agency shall be repaired or replaced by the agency at his/her own expense.
4. The contractor shall be fully responsible for obtaining all necessary permits, licenses, and approvals including zoning, if required by the City of Peoria.
5. Color(s), type, model, style, finish and manufacturer of all fixtures, appliances, hardware, and all other products used in the rehabilitation work shall be as specified in the Scope of Work or otherwise approved prior to construction.
6. The area of the property that is repaired shall be left in clean and safe condition at the completion of the job.
7. All work completed on the job site to be per manufacturers specification and Standard Trade Practice.
8. All work shall comply with all CDBG regulations and related regulations, including lead paint regulations.
9. The contractor must provide a 200% minimum match of no less than \$70,000. Matching funds can be documented cash, volunteer labor, and donated subcontractor services. Volunteer labor will be valued at \$22.34

dollars per hour. Based on "Value of Volunteer Time I Independent Sector".

4. Selection/Evaluation Criteria

a) DEMONSTRATED CAPACITY - a maximum of 25 points

Provide a separate general information statement that briefly describes the contractor's background, size, projects, scope, and nature of service. Please list the number of housing rehabilitation sites the contractor has completed over the past two years.

What competence does the contractor possess which will enable them to successfully complete the required proposal?

What relevant past experience and performance does the agency have that will enable them to successfully assist the City of Peoria to administer the 2012 Senior Housing Rehabilitation Program.

What past projects displays the contractor's ability to perform such a project in a timely manner?

b) PRICE – a maximum of 25 points

Match requirement: The minimum match is 200% of the funds available from the RFP. RFP funds: \$35,000.

The contractor's match is: \$_____

NOTE: This RFP will pay for materials and/or subcontractors selected through a bid process.

c) TIME LINE/AVAILABILITY – a maximum of 15 points

How long will it take the contractor to complete a typical residential project from:

receipt of senior citizen application to start of work _____ days
start of work to completion _____ days

How will this project be managed with other projects?

d) CERTIFICATIONS – a maximum of 5 points

Please demonstrate, if any, MBE/WBE or Section 3 certification.

Please indicate if the contractor has performed a City of Peoria housing rehabilitation project in the past two years. Identify each project.

Please provide the contractor Equal Employment Opportunity (EEO) certification number if available.

TOTAL POINTS AVAILABLE: 70

5. SELECTION PROCESS

- a) All RFP submittals must be received by the City of Peoria no later than 2pm CST, April 26, 2012 in Room 108, City Hall, 419 Fulton Street. Please submit one [1] clearly marked original and [3] copies to the address listed in the Submission Requirements section below.
- b) Staff will check all proposals for completeness. Incomplete proposals will not be considered.
- c) Proposals will be reviewed based on the evaluation criteria stated above. The selected contractor must have valid liability insurance.
- d) The City of Peoria will select the contractor most qualified in terms of actual demonstrated experience, knowledge, and perceived benefit to the City's objectives utilizing the Selection/Evaluation Criteria noted above
- e) The City of Peoria reserves the right to select an alternate contractor if an agreement cannot be reached with the selected contractor. The City of Peoria further reserves the right to reject any and all proposals if it is in the best interest of the City to do so.

6. SUBMISSION REQUIREMENTS

Please submit one (1) clearly marked original proposal and (3) copies to the following address:

The City of Peoria
Purchasing Division
Finance Department
419 Fulton St., RM 108
Peoria, IL 61602

Each response shall incorporate the following items:

- Profiles of the contractor's principals, and staff that will provide the requested services and identify roles of specified personnel.

- Evidence of firm's ability to perform services, including past performance with the City of Peoria (if applicable).
- List three (3) professional references with names, addresses and current telephone numbers of contact persons **(Non-City employees)**.

Inquiries regarding the project may be addressed to:

The City of Peoria
Purchasing Division
Finance Department
419 Fulton St., RM 108
Peoria, IL 61602
(309) 494-8507

7. SUBMISSION DEADLINE

All proposals submitted in response to this solicitation must be received by 2:00 p.m. (Central Standard Time), Thursday, April 26, 2012 by mail or hand-delivery. Faxed transmissions will not be accepted. The City of Peoria will not consider any responses received after the date and time indicated above. All submissions become the property of The City of Peoria and will not be returned.

8. GENERAL CONDITIONS

The City of Peoria reserves the right to reject any or all proposals and to waive any informalities in the proposal process.

The City of Peoria reserves the right to accept proposals based on the greatest benefit to the City of Peoria utilizing the selection/evaluation criteria noted above. Past performances with the City of Peoria will also attribute to the validity of the agency's proposal. The City's decision is final; there is no appeal process.

The contractor shall be required to carry and submit for approval evidence of liability insurance in the amount of \$1,000,000.

The contractor shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C 327 - 330) as supplemented by the Department of Labor Regulations (29 CFR Part 5).

The contractor shall provide access to any books, documents, papers, and records that are directly pertinent to contract services for the purpose of making audit examination, excerpts and transcriptions at no charge. Such access shall be made to The City of Peoria, U. S. Department of Housing and Urban Development officials, Comptroller General of the United States, or any of their duly authorized representatives.

The contractor shall retain all required records for three (3) years following the date of expiration and all other pending matters are closed and shall provide access to the City at no charge during that period.

The contractor shall protect, defend, indemnify, and save harmless the City of Peoria against any and/or all claims that may result or arise from performance of this contract.

In accordance with federal regulations, the City of Peoria requires a drug-free workplace. The contractor shall require all employees sign copies of the notice to honor and abide by the requirements of the Drug Free Work Place Act. Signed copies must be maintained for every employee.

In order to comply with the law and provisions of the Immigration and Reform and Control Act of 1986, the vendor must verify that all its employees are United States citizens or aliens authorized to work in the United States.

CITY OF PEORIA PROPOSAL

The executing of this form certifies understanding and compliance with the total proposal package.

PROPOSAL SUBMITTED BY:

Company # _____
Peoria EEO Certificate of Compliance Number

Address

City State Zip Daytime Telephone #

After Hours Telephone # Contact Person (Please print or type)

Name of Authorized Agent or Officer Title

Signature of Authorized Agent or Officer Date

MARK ENVELOPE: PROPOSAL 14-12