



REQUEST FOR BIDS

Issued by:

Public Housing Agency of the City of St. Paul
555 N. Wabasha Street, Suite 300
St. Paul, MN 55102

**Lead-Based Paint
Clearance Testing Services
For St. Paul Public Housing Agency**

Attn: Corina Serrano, 651-292-6129
Assistant Section 8 Programs Manager
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Contract No. 19-031

REQUEST FOR BIDS:

DATE ISSUED: July 5th, 2018

The PHA requests bids to furnish all supervision, labor, materials, equipment, and insurance necessary to conduct lead-based paint clearance testing of rental units within the city limits of Saint Paul. The clearance testing is required to determine whether lead-based paint has been safely removed or abated so that dwelling units are eligible to receive a rent subsidy under the Section 8 Housing Choice Voucher rental assistance program.

Please respond by submitting written bids to the address shown above no later than end of business **July 20th, 2018**. Bids may be delivered to the above address, emailed or sent via US Mail. If bids are submitted by mail, the bidder is responsible for ensuring receipt prior to the specified time for receiving bids.

- A. The contract will remain in effect for three (3) years with the option to extend by one year for a maximum of two additional years or until \$40,000.00 is expended, whichever occurs first. The work will begin on, or as soon after that date as the contract can be executed.
- B. Each clearance test must include the following:
 1. A visual assessment of the area(s) where lead-based paint has been removed or abated
 2. 6-8 dust wipes
 3. Lab processing of dust wipes, and
 4. One copy of the clearance report, sent via e-mail.
- C. The PHA will initiate and authorize every clearance request by providing a fully executed PHA Clearance Request Form to the contractor via e-mail authorizing the test. Upon completion of the process and receipt of the final invoice and clearance report, the PHA will issue payment.
- D. The contractor's responsibilities under this contract include the following, for each clearance test:
 1. Provide one or more certified Lead Risk Assessors to accomplish the work; and
 2. Respond to an owner request for Lead-Based Clearance (when already authorized by the PHA) within 2 working days, and promptly schedule the Lead-Based Clearance Test; and
 3. Provide a copy of the written Clearance Report in accordance of 24 CFR 35.1340 for all passed or failed inspections to the PHA via e-mail within five (5) working days; and
 4. Provide an invoice for the work completed to the PHA within thirty (30) calendar days of the completed clearance test cycle.

E. BID PREPARATION AND SUBMISSION

In order to be considered for award of this contract, please submit a bid containing, at a minimum, all of the following items 1-7:

1. Company overview, professional experience and certification(s) relevant to lead-based paint clearance testing.
 - a. Years of company experience
 - b. Type of clients served.
2. Description of credentials and experience of each Lead Risk Assessor who would perform the clearance testing.
3. A list of at least three (3) current customers including names and contact information for checking references.
4. A completed Employer Information Report, EEO-1. Include a statement addressing the firm's status as a minority-owned or women-owned business enterprise (MBE or WBE), or a business owned by persons with disabilities (DBE).
5. A statement of Section 3 status. To receive consideration as a Section 3 business, provide evidence that the bidder has been so certified, or provide an application for certification by the PHA. A Section 3 Informational sheet is attached and the application for certification is on the PHA's website, www.stpha.org.
6. Unit costs, for year one of the contract, to provide the following lead-based paint clearance testing services:
 - a. Cost per initial clearance test
 - b. Cost for additional dust wipes (if more than 8)
 - c. Cost per followup test, if the property does not pass the initial clearance test.Bidders may submit separate costs for the second and third years of the contract, before the start of those respective years, showing no more than a 2.5% annual increase in costs.
7. A certification that the bidder is not engaged in the business of removing or abating of lead-based paint within the City of St. Paul.
8. Responder will be required to meet St. Paul PHA insurance requirements which are listed below. Please provide a certificate of insurance as proof.

General Liability Coverage Minimums:

- a. Bodily Injury: \$1,500,000 each occurrence; \$1,500,000 aggregate
- b. Personal Injury: \$1,500,000 aggregate
- c. Property Damage: \$500,000 each occurrence; \$500,000 aggregate; **OR** Combined Single Limits: \$1,500,000 each occurrence; \$1,500,000 aggregate

F. SELECTION CRITERIA

The PHA will award the contract to the qualified, responsible bidder who submits the lowest responsive bid. The PHA reserves the right to reject any or all bids. The low bidder will be determined by the following formula:

$$\begin{array}{r} 10 \times (\text{Cost per initial clearance test}) \\ + \quad 2 \times (\text{Cost for additional dust wipes, if more than 8}) \\ + \quad 1 \times (\text{Cost per followup test}) \\ \hline = \quad \text{TOTAL BID} \end{array}$$

The PHA will use its best efforts to meet its goals regarding contracting with business enterprises owned by members of HUD-defined minority groups, women and persons with disabilities (MBE's, WBE's and DBE's). To the greatest extent feasible, the PHA will also award contracts to qualified contractors that create employment and business opportunities for participants in PHA housing programs and other qualified low-

