



# ALEXANDRIA HOUSING AUTHORITY

2558 Loblolly Lane • Alexandria, Louisiana 71303  
Phone (318) 442-8843 • Fax (318) 445-2529

## REQUEST FOR QUOTES – CLEANING SERVICES

**To:**

**From:** Alexandria Housing Authority  
Procurement Officer  
2558 Loblolly Lane  
Alexandria, Louisiana 71303  
[s.fontenot@alexhousing.org](mailto:s.fontenot@alexhousing.org)

**Date:** August 1, 2023

The Alexandria Housing Authority is seeking price quotes for providing a continuing service and cleaning of its offices and the Charles Hayward Activity Center. It is the intent of the Request for Quotes to secure a source for cleaning services and sanitizing for AHA's Main Office AND Charles Hayward Center (2586 Loblolly Lane) for a **one (1) year period** with an option to renew for one (1) additional year. The resulting contract will be a one-year, indefinite quantity contract but not to exceed Louisiana's small purchase threshold.

Copies of the Request for Quotes are available electronically at [www.alexhousing.org](http://www.alexhousing.org). Please direct all inquiries to [s.fontenot@alexhousing.org](mailto:s.fontenot@alexhousing.org).

The deadline for providing this information is 2:00PM central standard time on **August 23, 2023** and must be submitted to the procurement officer at **2558 Loblolly Lane, Alexandria, LA 71303**.

### **SCOPE OF SERVICES**

The Scope of Services, as may be modified through negotiation and/or by written addendum issued by the AHA, will be made part of this Agreement. Vendors/Contractors interested in obtaining a contract with the Alexandria Housing Authority for providing cleaning service shall submit this quotes form to the procurement officer no later than **Monday, August 1, 2023** by 2pm Central Standard Time.

Provide all management, work materials, supplies, tools, transportation, supervision, labor and equipment, except when specified as AHA furnished, necessary to perform and carry out in a **satisfactory** and proper manner, and as approved by AHA, cleaning services for the Alexandria Housing Authority (AHA).

**Delivery of Services:**

1. Cleaning and Maintenance of AHA offices and building (**Note that perspective proposer may request a site visit to see actual area(s) included in scope of work.**)

**EVALUATION:**

**5.1 Evaluation Factors:** The following factor.s will be utilized by the AHA to evaluate each submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her submittal:

<b>NO .</b>	<b>MAX POINT VALUE</b>	<b>FACTOR TYPE</b>	<b>FACTOR DESCRIPTION</b>
<b>1</b>	<b>30 points</b>	<b>Objective</b>	The <b>PROPOSED COSTS</b> the proposer proposes to charge the AHA.
<b>2</b>	<b>15 points</b>	<b>Subjective (Technical)</b>	The proposer's <b>DEMONSTRATED UNDERSTANDING of the REQUIREMENT;</b>
<b>3</b>	<b>15 points</b>	<b>Subjective (Technical)</b>	The <b>APPROPRIATENESS of the TECHNICAL APPROACH</b> (including labor categories, estimated hours and skill mix) and the <b>QUALITY of the WORK PLAN.</b>
<b>4</b>	<b>15 points</b>	<b>Subjective (Technical)</b>	The proposer's <b>TECHNICAL CAPABILITIES</b> (in terms of personnel, equipment and materials) and the <b>MANAGEMENT PLAN</b> (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.).
<b>5</b>	<b>15 points</b>	<b>Subjective (Technical)</b>	The proposer's <b>DEMONSTRATED EXPERIENCE</b> in performing similar work and the proposer's <b>DEMONSTRATED SUCCESSFUL PAST PERFORMANCE</b> (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.
<b>6</b>	<b>10 points</b>	<b>Subjective (Technical)</b>	The <b>OVERALL QUALITY AND PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED,</b> based upon the opinion of the evaluators.
	<b>100 points</b>	<b>100 points</b>	<b>Total Points</b>
<b>NO .</b>	<b>MAX POINT VALUE</b>	<b>FACTOR TYPE</b>	<b>FACTOR DESCRIPTION</b>
<b>7</b>	<b>5</b>	<b>Objective</b>	<b>SECTION 3 BUSINESS PREFERENCE PARTICIPATION:</b> A firm may qualify for Section 3 status as detailed within Attachment D (NOTE: A max of 5 points awarded).

	<b>105 points</b>	<b>Total Possible Points</b>
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**References:**

Bidder shall submit two business references with the name of the business, business address, contact person, and contact information. All references shall be for similar services provided within the last five (5) years. Please list web addresses of sites.

Please submit a quote using this form, you may add additional pages to include additional information and requests. AHA will not be bound by additional requests but will make considerations.

Please include your hourly rate schedule for project team members that will complete the required tasks for this work.

Please note any additional costs that may be incurred in the performance of these services and maintenance tasks.

Fee Schedule & additional costs	COST	
AHA CENTRAL OFFICE (twice per week)	2558 LOBLOLLY LANE ALEXANDRIA, LA	
CHARLES HAYWARD CENTER (as needed)	2586 LOBLOLLY LANE ALEXANDRIA, LA	