



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
Alexhousing@alexhousing.org

Date: May 11, 2022

The Alexandria Housing Authority is seeking price quotes for providing a continuing service and cleaning of its offices. It is the intent of the Request for Quote to secure a source for cleaning services and maintenance for AHA's Main Office 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. Please direct all inquiries to procurement@alexhousing.org.

The deadline for providing this information is 2:00PM central standard time on June 1, 2022 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 quote form to the procurement officer no later than Wednesday, June 1, 2022 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:

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

	105 points	Total Possible Points
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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		