



REQUEST FOR PROPOSALS (RFP) NO. 2025-11-01

Vacant Unit Preparation Services November 3, 2025

BOARD OF COMMISSIONERS:

Douglas Jones	Chairperson
Kenneth Frazier	Vice-Chairperson
Colbert Lovett	Commissioner
Robyn Bussey	Commissioner
Thomas Calloway	Commissioner
Ann Jackson	Commissioner

EXECUTIVE DIRECTOR & CONTRACTING OFFICER:

Michael Spann

Pre-Proposal Conference: November 13, 2025

Deadline to Submit Questions: November 20, 2025

Proposal Submittal Deadline: December 4, 2025

RFP Available at: <http://www.eastpointha.org/Vendors.cfm>

RFP Document

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INTRODUCTION

The Housing Authority of the City of East Point (hereinafter, “HA”) is a public entity that was

Currently, the HA owns and/or manages: (a) 2 multi-family apartment complexes totaling 185 units; (b) 385 Housing Choice Vouchers; 178 Portability Vouchers; 75 VASH Vouchers and 77 Project-Based Vouchers for a total of 875. The HA currently has approximately 18 employees.

In keeping with its mandate to provide efficient and effective services, EPHA is now seeking proposals from qualified, licensed and insured independent maintenance contractors or companies to provide the services noted in the RFP to the HA. In compliance with 24 CFR 85.36, the Housing Authority of the City of East Point, Georgia (“the Housing Authority”), is seeking proposals for a one-year period, with an exercisable two-year renewal option, from qualified individuals or firms, to provide Vacant Unit Preparation Services for ***Martel Homes and Hurd Homes*** public housing developments within the city limits of East Point, Georgia, owned and operated by the Housing Authority. These services will include labor and materials to make prescribed repairs and janitorial services on vacant public housing units. Proposals will be held in confidence and not released in any manner until after the contract award. **Proposals must be submitted in a sealed envelope and clearly marked.**

All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

Vendors are encouraged to review this RFP closely in order to prepare and submit a proposal that conforms to the requirements set forth herein. The Authority encourages responding firms to develop proposals that meet the Scope of Services as well as provides the Authority with the best value in services. The Authority reserves the right to negotiate the final scope of work with the successful proposer. The Authority has reviewed the scope of work to be completed and has determined that the most advantageous procurement method is through the acceptance of competitive proposals. As a result, proposals will be received and evaluated utilizing the evaluation criteria outlined in this Request for Proposals (RFP). **Price alone is not the sole determining factor.**

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RFP INFORMATION AT A GLANCE

[Table No. 2]

HA CONTACT PERSON	Ariana Wilkins, Telephone 678-235-3122 FAX 404-768-1436 awilkins@eastpointha.org
HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE	1. Access www.eastpointha.org. 2. Click on “Work With Us” at the top. 3. Click on the vendors tab pick the correct solicitation under https://www.eastpointha.org/work-with-us/vendors-information/ If you have any problems in accessing the RFP on the website, contact Tara Mobley, tmobley@eastpointha.org, or 404-768-0078 ext. 118
<u>PRE-PROPOSAL CONFERENCE</u> 3056 Norman Berry Drive East Point, GA 30344	Thursday, November 13, 2025 2:00 P.M.
DEADLINE TO SUBMIT QUESTIONS: Ariana Wilkins, awilkins@eastpointha.org	Thursday, November 20, 2025 2:00 P.M.
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL	1. As instructed within Section 4.3 of the RFP document, submit 3 copies of your "hard copy" proposal (including 1 original) and 1 electronic copy, to the East Point Housing Authority Central Office.
PROPOSAL SUBMITTAL RETURN & DEADLINE	Thursday, December 4, 2025, 2:00 P.M.* East Point Housing Authority 3056 Norman Berry Drive, East Point, GA 30344 *The "hard copy" proposal (3 copies) and 1 electronic copy (flash drive only) must be received in-hand and time-stamped by the HA by no later than 2:00 P.M EST on this date.
ANTICIPATED APPROVAL BY HA BOARD OF COMMISSIONERS	On or before January 27, 2025 East Point Housing Authority 3056 Norman Berry Drive, East Point, GA 30344

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1.0 GENERAL INFORMATION

- 1.1 Statement of Purpose:** The Housing Authority of the City of East Point (EPHA) is seeking bids from qualified, licensed, and bonded independent contractors with demonstrated professional competence and experience for Vacant Unit Preparation Services.
- 1.2** Prospective proposers acknowledge by downloading and receiving the RFP documents and/or by submitting a proposal that the submission of a proposal to EPHA is not a right by which to be awarded a contract, but merely is an offer by the prospective proposer to perform the requirements of the RFP documents in the event EPHA decides to consider to award a contract to that proposer.
- 1.3 Proposer's Responsibilities-Contact with EPHA:** It is the responsibility of the proposer to address all communication and correspondences pertaining to this RFP process to the contact listed herein only. Proposers must not make inquiry or communicate with any other EPHA staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for EPHA to not consider a proposal submittal received from any proposer who has not followed this directive. During the RFP solicitation process, EPHA will not conduct any ex parte conversations which may give one prospective proposer an advantage over other prospective proposers.
- 1.4 Type of Contract resulting from RFP:** A one (1) year firm fixed contract with the option to renew at the sole discretion of EPHA for up to two (2) additional one-year periods.

2.0 EPHA's RESERVATION OF RIGHTS:

- 2.1** EPHA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by EPHA to be in its best interests.
- 2.2** EPHA reserves the right not to award a contract pursuant to this RFP.
- 2.3** EPHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 14 days written notice to the successful proposer(s).
- 2.4** EPHA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
- 2.5** EPHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the HA Contracting Officer (CO).
- 2.6** EPHA reserves the right to negotiate the fees proposed by all proposers. If such negotiations are not, in the opinion of EPHA successfully concluded within a reasonable timeframe as determined by the EPHA. EPHA shall retain the right to end such negotiations.

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- 2.7** EPHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals or proposals offering alternate or non-requested services.
- 2.8** EPHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 2.9** EPHA shall reserve the right to 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 submitting a proposal, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document. The proposer further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by EPHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve EPHA, but not the prospective proposer, of any responsibility pertaining to such issue.
- 2.10** EPHA reserves the right, prior to award, to revise, change, alter or amend any of the instructions, terms, conditions, and/or specifications identified within the RFP documents issued, within any attachment or drawing, or within any addenda issued. All addenda will be posted on EPHA's website www.eastpointha.org. Such changes that are issued before the proposal submission deadline shall be binding upon all prospective proposers. It is the responsibility of the proposer to ensure all addenda have been received.
- 2.11** In the case of rejection of all proposals, EPHA reserves the right to advertise for new proposals or to proceed to do the work otherwise, if in the judgment of EPHA, the best interest of EPHA will be promoted.
- 2.12** EPHA reserves the right to, without any liability; cancel the award of any proposal(s) at any time before the execution of the contract documents by all parties.
- 2.13** EPHA reserves the right to reduce or increase estimated or actual quantities in whatever amount necessary without prejudice or liability to EPHA, if:
- 2.13.1** Funding is not available,
- 2.13.2** Legal restrictions are placed upon the expenditure of monies for this category of service or supplies; or,
- 2.13.3** EPHA's requirements in good faith change after award of the contract.
- 2.14** EPHA reserves the right to make an award to more than one proposer based on ratings or to make an award with or without negotiations or Best and Final Offers (BAFO).
- 2.15** EPHA reserves the right to require additional information from all proposers to determine the level of responsibility. Such information shall be submitted in the form required by EPHA within two (2) days of written request.

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- 2.16** EPHA reserves the right to amend the contract any time prior to contract execution.
- 2.17** EPHA reserves the right to require the Contractor to keep accurate timesheets for all employees assigned to perform any project, task, or assignment resulting from this RFP and any resulting contract.
- 2.18** EPHA reserves the right to contact any individuals, entities, or organizations that have had a business relationship with the proposer regardless of their inclusion in the reference section of the proposal submittal.
- 2.19** In the event resulting contract is prematurely terminated due to non-performance and/or withdrawal by the Contractor, EPHA reserves the right to seek monetary restitution (to include but not limited to withholding of monies owed) from the Contractor to cover costs for interim services and/or cover the difference of a higher cost (difference between terminated Contractor's rate and new company's rate) beginning the date of Contractor's termination through the contract expiration date.

3.0 General Conditions:

- 3.1** The Contractor shall perform Unit Make Ready Services, as specified herein, on an "as needed" basis at EPHA Properties per the attached specifications. **Specifications are on attachment A.**
- 3.2** Regulatory: Contractor(s) shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses or permits required to provide the services under this RFP. Contractor shall comply with all applicable federal, state and local laws regarding **"No Smoking on EPHA properties."**
- 3.3** Proposal Prices: Proposers are advised that the Proposal Fee shall be all inclusive and fully burdened to accomplish the work as specified in this RFP and any resulting contract.
- 3.4** Contractor will be required to prepare and submit monthly reports on Section 3. Contractor shall utilize Section 3 residents and businesses as defined in Attachment F to perform the requirements under this proposal to the greatest extent feasible and shall document such efforts monthly. There is a 30% goal for hiring Section 3 residents on any contract resulting from this RFP, a 10% goal for subcontracting with Section 3 Businesses for non-construction contracts. Contractors will be evaluated on their performance at achieving this goal and such evaluation shall be a factor in future awards.
- 3.5** Responsibility for Subcontractors: All requirements for the "Prime" contractor shall also apply to any and all subcontractors. It is the Prime Contractors' responsibility to insure the compliance by the subcontractors. Regardless of subcontracting, the Prime Contractor remains liable to EPHA for the performance under this RFP or any resulting contract.
- 3.6** Contractor shall perform criminal history checks and drug screening tests on all employees performing work under this RFP and any resulting contract and if requested provide

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summaries of the results to EPHA. Prospective employees whose criminal history checks disclose a misdemeanor or felony conviction involving crimes of moral turpitude or harm to persons or property shall not be used to perform work under this RFP or any resulting contract. Contractor is required to perform drug screening of all employees and to ensure acceptable test results. Criminal history and drug screening checks will be completed at the sole expense of the Contractor.

- 3.7** Contractor shall provide at contractor's own expense all equipment, labor, cleaning materials, and tools to perform all the services required under this RFP and any resulting contract.
- 3.8** If any employee of the Contractor is deemed unacceptable by EPHA, Contractor shall immediately replace such personnel with a substitute acceptable to EPHA.
- 3.9** **Warranty:** All items installed/provided under any contract resulting from this RFP must include a minimum of a one (1) year warranty including labor and installation plus a minimum of a one (1) year Warranty from the Contractor for labor, materials, and installation except as specified otherwise herein. This period will begin on the date of "FINAL" acceptance by EPHA.
 - 3.9.1** The services provided under the contract shall conform to all information contained within the RFP documents as well as applicable Industry Published Technical Specifications, and NSPIRE Compliant, and if one of the above-mentioned specifications contains more stringent requirements than the other, the more stringent requirements shall apply.
 - 3.9.2** In addition to all other warranties, the warranty shall include the warranty for merchantability and the warranty of fitness for a particular purpose.
 - 3.9.3** Assignment of Warranty: Contractor shall assign any warranties and guarantees to EPHA and provide the Contractor's Warranty for Labor and Installation to EPHA along with all Manufacturers.

4.0 Conditions To Propose:

- 4.1 Pre-Qualification of Proposers:** Prospective proposers will not be required to pre-qualify in order to submit a proposal. However, all proposers will be required to submit adequate information showing that the proposer is qualified to perform the required work (i.e., Profile of Firm Form (Attachment C). Failure by the prospective proposer to provide the requested information may, at EPHA's discretion, eliminate that proposer from consideration, provided that all proposers were required to submit the same information.
- 4.2 RFP Forms, Documents, Specifications and Drawings:**
 - 4.2.1** Prior to submitting a proposal in response to the RFP, it shall be each prospective proposer's responsibility to examine carefully and, as may be required, properly complete all documents issued pursuant to this RFP.

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- 4.2.2** Unless otherwise instructed, specifications and drawings (if provided) do not purport to show all of the exact details of the work. They are intended to illustrate the character and extent of the performance desired under the proposed contract and may be supplemented or revised from time to time.

4.3 Submissions and Receipt by EPHA:

Time for Receiving Proposals: Proposals received prior to the proposal submittal deadline shall be securely kept, unopened, by EPHA. NO proposal received after the designated deadline shall be considered.

- 4.3.1.1** **Proposers** are cautioned that any proposal submittal that is time-stamped as being received by EPHA after the exact time set as the deadline for the receiving of proposals shall not be considered. Any such proposals inadvertently opened shall be ruled to be invalid. No responsibility will attach to EPHA or any official or employee thereof, for the pre-opening of, or the failure to open a proposal not properly addressed and identified.
- 4.3.1.2** A total of one (1) original signature copy (marked "Original") and two (2) exact copies (marked copy) and one (1) electronic copy (flash drive only), shall be placed unfolded in a sealed package with the proposer's name and return address and addressed as follows:

RFP # 2025-11-01
Request for Proposal for Vacant Unit Preparation Services
Thursday, December 4, 2025
2:00 P.M.
East Point Housing Authority
3056 Norman Berry Drive
East Point, GA 30344
Attention: Michael Spann

- 4.3.2 Withdrawal of Proposals:** Proposals may be withdrawn as detailed within Form HUD-5369B, Late Submissions, Modifications and Withdrawal of proposals. Negligence on the part of the proposer in preparing his/her proposal confers no right of withdrawal or modification of his/her proposal after such proposal has been received and opened.

- 4.3.2.1 Procedure to withdraw proposal submittal:** A request for withdrawal of a proposal due to a purported error need not be considered by EPHA unless filed in writing by the proposer within 48 hours after the proposal deadline. Any such request shall contain a full explanation of any purported error and shall, if requested by EPHA, be supported by the original calculations on which the proposal was computed, together with a certification and notarization thereon that such computation is the original and was prepared

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by the proposer or his/her agent, who must be identified on the notarized form. The foregoing shall not be construed that such withdrawal will be permitted, as EPHA retains the right to accept or reject any proposed withdrawal for a mistake.

4.4 Exceptions to Specifications:

- 4.4.1** A prospective proposer may take exception to any of the proposal documents or any part of the information contained therein, by submitting, in writing to EPHA, Contract Officer, at least seven (7) days prior to the proposal submission deadline, a complete and specific explanation as to what he/she is taking exception. Proposed alternate documents or information must also be included. EPHA reserves the right to agree with the prospective proposer and issue a revision to the applicable RFP requirements or may reject the prospective proposer's request.
- 4.4.2** When taking exception, prospective proposers must propose services that meet the requirements of the RFP documents. Exceptions to the specification and/or approved "equal" requests may be discussed at the scheduled pre-proposal conference (if scheduled). All verbal instructions issued by the EPHA officers not already listed within the RFP documents shall only become official when issued as addenda or as a written answer issued pursuant to receipt of a written question.

5.0 Form of Proposal:

- 5.1** The proposal shall be submitted in the following manner. Failure to submit the proposal in the manner specified may result in a premature opening of, post-opening of, or failure to open and consider that proposal, and may, at the discretion of the EPHA Contract Officer, eliminate that proposer from consideration for award.
- 5.2** **Required Forms:** All required forms furnished by EPHA as a part of the RFP document issued shall, as instructed, be fully completed and submitted by the proposer. Such forms may be completed in a legible hand-written fashion, by use of a typewriter, or may be downloaded and completed on a computer. If, during the download, a form becomes changed in any fashion, the proposer must "edit" the form back to its original form (for example, signature lines must appear on the page which the line was originally intended).
- 5.3** **Tabbed Proposal Submittal:** EPHA intends to retain the successful proposer pursuant to a "Best Value" basis, not a "Low Bid" basis. Therefore, so that EPHA can properly evaluate the proposals received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted below. Each category must be separated by numbered index dividers and the number on the index divider must extend so that each tab can be located without opening the proposal and labeled with the corresponding tab reference noted below.

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All proposals submitted in response to this RFP shall be formatted in accordance with the sequence noted below (Tab 1 through Tab 12).

- 5.3.1 Tab 1 Form of Proposal:** This Form is attached hereto as (**Attachment B**) to this RFP document. This two-page Form must be fully completed and submitted under this tab as a part of the proposal submittal. The proposed fee section of this form will be intentionally left blank in the proposal submittals. The Fee Proposal Sheet & Cost Analysis (Attachment F) must be completed separately.
- 5.3.2 Tab 2, Profile of Firm Form:** The Profile of Firm Form is attached hereto as (**Attachment C**) to this RFP document. This two-page Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal by the Proposer and each subcontractor. Also submit the Company Profile under this tab.
- 5.3.3 Tab 3, HUD Forms and Conflict of Interest Questionnaire:** These Forms are attached hereto as (**Attachment D**) to this RFP document and must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
- 5.3.4 Tab 4, Past Performance:** The Proposer must submit under this tab a concise description of its experience, to include:
- 5.3.4.1** Firm's experience with similar projects for vacant unit preparation services. Firm's experience in projects of this or greater scope. Length of time Contractor has been providing the services requested by this RFP.
 - 5.3.4.2** Project Manager and staff's expertise. Include any licenses in this tab. Contractor shall be EPA Lead Safe Certified with both Individual and Firm Certifications regardless of age of unit and shall include under this tab copies of both Individual and Firm Certifications at time of proposal submittal in order to be deemed responsive.
 - 5.3.4.3** Quality and Safety Plan: Plan or procedure to monitor employees and subcontractor performance during the contract period. The Contractor shall develop and provide with the proposal a safety plan for the protection of EPHA facilities and property and to provide a safe work environment for Contractor personnel. The safety plan must be up-dated annually and is subject to change.
- 5.3.5 Tab 5, Client Information:** The proposer shall submit three former or current clients, preferably other than EPHA, for whom the proposer has performed similar or like services to those being proposed herein. The list shall, at a minimum, include for each reference:
- 5.3.5.1** The Client's name;
 - 5.3.5.2** The Client's telephone number and address,

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- 5.3.5.3** Description of services provided to the client, and
5.3.5.4 Date of services

5.3.6 Tab 6, Joint Venture/Partnerships: The proposer shall identify if this proposal is a joint venture or partnership with another entity. Please remember that all information required from the proposer under the proceeding or subsequent tabs must also be included for any joint venture or partner. One entity must be designated as the primary contact for the joint venture or partnership in the proposal. Include a Profile of Firm Form for each entity. If no joint venture or partnership exists or will not be utilized, please provide this statement, “NO JOINT VENTURE/ NO PARTNERS”.

5.3.7 Tab 7, Subcontractors: Proposers must also provide EPHA with the name, contact information to include address, phone number, email address, core area of business, and years of expertise for each subcontractor and supplier and the minority status of each. A Profile of Firm Form must be completed for each subcontractor and included in this Tab. Proposer must realize that the actual usage of the subcontractor will be contingent upon EPHA’s prior written approval, and Proposer remains responsible to EPHA for any and all services and goods provided pursuant to this RFP and any resulting contract. If no subcontractors will not be utilized, please provide this statement, “NO SUBCONTRACTORS” “Contractor intends to perform all work detailed in this RFP”.

5.3.8 Tab 8, Section 3 Business Preference: Any Proposer claiming a Section 3 Business Preference, shall under this tab include the fully completed and executed Section 3 applicant certification form for low-income employees for whom Proposer is seeking the preference, verification of total number of full-time employees, names and addresses of low-income residents who are Proposers employees. **Note: If you qualify as a Section 3 Business Concern, your proposal will receive a preference over other proposals as specified in Attachment E.**

Tab 8, Section 3 Good Faith Effort Compliance Plan: Proposers are required to complete and submit the **SECTION 3 PROGRAM GOOD FAITH EFFORT COMPLIANCE PLAN** outlining their efforts to employ qualified Section 3 businesses or persons. The goal as stated in the Good Faith Effort Compliance Plan is thirty percent of new hires for Section 3 persons per contract. The subcontracting goal is ten percent for Section 3 Businesses for construction contracts and three percent for Section 3 Businesses for non-construction contracts. EPHA will provide a listing of qualified Section 3 Businesses upon request. ***FAILURE TO PROVIDE THE SECTION 3 PROGRAM GOOD FAITH EFFORT COMPLIANCE PLAN MAY CAUSE THE RESPONSE TO BE DISQUALIFIED AS NON-RESPONSIVE.***

5.3.9 Tab 9, Small/Minority/Disadvantaged/Veteran Business Enterprise Utilization Plan: The Proposer is required to include hereunder a plan to assist EPHA in its responsibility to foster the development of small and historically under-utilized business enterprises. Contractor must make a good faith effort to subcontract with

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S/W/MBE companies. Opportunities to subcontract with S/W/MBE companies should be listed here. **FAILURE TO PROVIDE A S/W/MBE PLAN MAY CAUSE THE RESPONSE TO BE DISQUALIFIED AS NON-RESPONSIVE.**

- 5.3.10 Tab 10, ITEMIZED PRICE SCHEDULE/PROPOSAL, & COST ANALYSIS SHEET:** HUD regulations require a cost analysis prior to an award of contract. Please supply the information requested below as to how the fees on the proposal fee sheet were calculated. Please provide your cost analysis for a Clean and Paint for a 800 square feet apartment. **(Attachment F)**

5.4 Proposed Costs:

- 5.4.1 Unit Prices:** Your proposed unit price for each item listed on the Unit Price Sheet shall be inclusive of all expenses incurred to perform the service under this RFP and any resulting contract. Unit Price shall include but not be limited to, employee costs and benefits, clerical support, overhead, profit, supplies, materials, equipment, licensing, insurance, bonding, vehicle fuel, etc. Unit prices will be utilized to deduct for any work not performed or materials not used.
- 5.5 Proposal Submittal Binding Method:** It is preferable and recommended that the proposer bind the proposal submittals in such a manner that EPHA can, if needed, remove the binding (i.e. "comb-type, etc.) or remove the pages from the cover (i.e. 3-ring binder, etc.) to make copies then return the proposal submittal to its original condition.

6.0 Proposal Evaluation

- 6.1 Proposal Opening Results:** It is understood by all proposers/prospective proposers that the proposals are publicly opened, and the results will be a matter of public record. When EPHA has concluded all evaluations, has chosen a final top-rated proposer, has completed the award and is ready to issue such results, EPHA shall notify the successful proposer.
- 6.1.1** All proposal documents submitted by the proposers are generally a matter of public record unless information is deemed to be proprietary.
- 6.2 Evaluation:** Each proposal submittal will be evaluated based upon the following information and criteria:
- 6.2.1 Initial Evaluation-Responsiveness:** Each proposal received will first be evaluated for responsiveness (i.e., meeting the minimum requirements as stated in the RFP).
- 6.2.2 Evaluation-Responsibility:** EPHA shall select a minimum of a three-person panel, using the criteria established below, to evaluate each of the proposals submitted in response to this RFP to determine the proposer's level of responsibility. EPHA will

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consider capabilities or advantages that are clearly described in the proposal that may be confirmed by oral presentations, site visits, demonstrations, and references contacted by EPHA. All proposals would be evaluated as to their overall value to EPHA.

6.2.3 Restrictions: All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer will be excluded from participation on EPHA's evaluation panel. Similarly, all persons having ownership interest in and/or contract with a proposer will be excluded from participation on EPHA's evaluation panel.

6.2.4 Evaluation Criteria: The evaluation panel will use the following criteria to evaluate each proposal:

6.2.5 Evaluation Criteria: The evaluation panel will use the following criteria to evaluate each proposal:

Table 3

No. CRITERIA DESCRIPTION		
1	50 points	Cost of Services – provide cost for turning vacant units as needed per bedroom size
2	25 points	Capacity – Ability to perform work listed and ample number of employees
3	10 points	EPHA & PHA Experience – Please list any experience you have with EPHA or any other Housing Authority, if none please list other experience similar in size
4	10 points	MBE/ (WOB)
5	5 points	Section 3 business entity
	100 points	Total number of points available

The remainder of this page left blank intentionally

7.0 LICENSING AND INSURANCE REQUIREMENTS:

If a proposer receives an award the Contractor will be required to provide an original Certificate of Insurance confirming the following minimum requirements to EPHA within 10 days of contract signature listing EPHA as Certificate Holder:

- 7.1 Workers' Compensation Insurance.** An original certificate evidencing the bidder's current (worker's compensation) insurance carrier and coverage amount (NOTE: Worker's Compensation Insurance will be required of any Contractor that has employees other than just the owner working onsite to provide the services);
- 7.2 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000 and medical expenses any one person of \$5,000), with a maximum deductible amount of \$5,000;
- 7.3 Automobile Insurance.** An original certificate showing the bidder's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000.
- 7.4 City/County/State Business License.** If applicable, a copy of the bidder's business license allowing that entity to provide such services within the City East Point, Fulton County, and/or the State of Georgia.
- 7.5 Profile of Firm Form.** The requested related information shall also be entered where provided for on the Profile of Firm Form (DO NOT ATTACH SUBMIT COPIES WITHIN THE BID SUBMITTAL-we will garner the necessary certificates from the Contractor prior to contract execution).

8.0 General Requirements

- 8.1** The HA typically has the need of a contractor to prepare vacant units for occupancy. This work generally consists of:
 - 8.1.1 Repairs:** Minor replacement and/or repairs to the building and attached fixtures, including such work related to the floors; windows; window coverings; walls; cabinets; doors; hardware; appliances; plumbing; electrical; HVAC; etc. The contract award ensuing from this RFP shall NOT be used to retain a contractor to perform any services that would be considered to be construction-related, such as rehab of a fire-damaged unit.
 - 8.1.2 Painting:** It is anticipated that the interior of the unit will typically be fully painted, though it is possible that the HA will only require the contractor to provide only

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“touch-up” painting services. Prepare all interior walls, ceiling and trim surfaces, including painted cabinetwork, to make ready for painting. Remove all light fixture globes, switch plates and outlet plates, and make necessary measures to mask, protect with drop clothes, or other measures to prevent paint from coming into contact with surfaces not intended for painting. Wash all soiled and greasy surfaces with a degreaser (TSP) and rinse. Patch all damaged drywall, opening and re-taping joints and corners as necessary to eliminate cracking and restore walls and ceilings to a smooth and sound condition. (Ceilings should be inspected closely for water leaks or popping nails). Prime all new walls and repair areas with PVA primer. Paint walls, trim, window frames and cabinets. Paint exterior window frames and trim.

8.1.2.1 Paint Product: All paint products used by the successful bidder(s) must have the prior written approval of the HA. This will ensure that bidders understand the quality of the paint products that the HA requires or an approved equal product. Such approved equal will be approved by the HA after bid opening.

8.1.2.2

8.1.2.3 Touch-up Painting: Paint front and back outside porches and exterior doors as needed. The HA may choose to have the contractor “touch-up” the paint instead of painting the entire unit.

8.1.2.4 Full-unit Painting: Unless otherwise specified by the HA when the Task Order for a unit is issued, the contractor will be required to fully paint all interior areas of a unit, including: walls; interior trim; door casings; doors; etc.

8.1.2.5 Paint Clean-up: Whether “Full-unit” or “Touch-up” painting is required by the HA, the contractor shall take care to not apply paint or “over spray” to all hardware; cabinets; windows; plumbing and electrical fixtures; flooring; etc.; and shall in a timely manner, prior to final cleaning detailed within the following Section 2.1.3, remove such inadvertent application or “over spray.”

8.1.3 Cleaning: Once the repairs and painting are completed, the successful bidder(s) shall clean the unit to bring it to a condition ready for move-in by the new tenant; including:

8.1.3.1 Sweep porch deck uprights and ceilings to remove cobwebs, debris and insect nests. Removal and appropriate disposal of debris (typically, minor debris), especially the debris from the aforementioned repair work.

8.1.3.2 Contractor to clean and dispose of all debris from outside the unit at the close of each workday.

8.1.3.3 Inspect and repair as necessary all interior doors and doorframes and door hardware. Replace interior doors as required.

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- Inspect and repair as necessary all kitchen cabinets to restore to a sound and attractive condition.
- 8.1.3.4** Inspect and repair floor tile and replace as necessary with new tiles matching in color. If more than 5 tiles in a room are damaged and tile does not exactly match, full retile of the room must be done. Inspect, repair and replace as necessary all base baseboard or cove molding.
- 8.1.3.5** Inspect and repair as necessary all storm doors to restore to a sound operable condition – clean and paint if door is scarred, including the screen.
- 8.1.3.6** Inspect bathroom shelving, medicine cabinet and mirror and replace as necessary if not repairable by cleaning and painting.
- 8.1.3.7** Check all kitchen – plumbing connections and restore or replace components to a sound operable condition. Replacement components must be standardized according to current installation.
- 8.1.3.8** Inspect and repair toilet and repair or replace components as needed to restore to a sound operable condition. Remove and reseal toilet with new wax rings as necessary. Toilet seat covers must be replaced if any wear or tear is apparent.
- 8.1.3.9** Inspect and repair as necessary, the bathtub and the lavatory sink, replacing components, including stoppers as necessary to restore to a sound and operable condition. Replacement of faucets, showerheads or entire lavatory or bathtub shall be with equipment standard to that being replaced.
- 8.1.3.10** Inspect, repair or replace all electrical components including electrical panel, outlets and covers (no paint or damage), GFI outlets, switches and light fixtures with that standard to what is being replaced.
- 8.1.3.11** Clean all windows, plumbing fixtures, countertops, cabinetwork, backsplashes, range, refrigerator and floors. All tile floor must be stripped of wax, re-sealed, waxed and buffed to a shine. Inspect, repair and/or replace all window screens as necessary with metal security screen standard to those being replaced.
- 8.1.3.12** Clean grounds surrounding unit to remove all trash and foreign debris (rake as needed to remove small debris).
- 8.1.3.13** Entire exterior of unit building must be pressure washed (including window, screen doors and porch areas) to remove dust and graffiti. Graffiti remover may need to be used.
- 8.1.3.14** Inspect repair and/or replace as necessary all smoke detectors and smoke detector/Carbon Monoxide units. Test for working condition.
- 8.1.3.15** Complete Work Order Inspection Form detailing the amount of work done (labor hours) materials used (including cost) and notates each as to “Tenant Charge” or “Normal Wear and Rear.”
- 8.1.3.16** Complete a walkthrough with Management prior to turnover of a vacant readied.
- 8.1.3.17** Cleaning the structure and fixtures, including the interior/exterior: floors; windows; window coverings; walls; cabinets; doors; hardware; appliances; plumbing fixtures; electrical fixtures; HVAC grills; etc.

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8.1.4 Unit Turnover Limits

Units must be completed and ready to turn over to Management in a timely manner as detailed below. Days begin counting the day after the contractor receives the materials for the unit from Maintenance. Management must be notified immediately if there is major work (i.e., extensive plumbing, electrical, gas or structural repairs) that needs to be done so the unit can be taken off-line. During this “off-line” period, days do not count against the Contractor but work must be completed as quickly as possible and Management kept informed as to status of the work.

Table 4

		Unit Services			
		Site No. 1: Martel Homes			
1	20	Units	1-bedroom Unit	3 days	600 s/f
2	40	Units	2-bedroom Unit	5 days	792 or 870 s/f
3	4	Units	2-bedroom Unit (ADA)	5 days	950 s/f
4	54	Units	3-bedroom Unit	6 days	950 or 962 s/f
5	2	Units	3-bedroom (ADA)	6 days	1,190 s/f
6	18	Units	4-bedroom Unit	7 days	1,040 or 1,190 s/f
7	1	Units	4-bedroom Unit (ADA)	7 days	1,400 s/f
8	7	Units	5-bedroom Unit	7 days	1,320 s/f
		Site No. 2: Hurd Homes			
1	4	Units	1-bedroom Unit	3 days	580 s/f
2	12	Units	2-bedroom Unit	5 days	760 s/f
3	14	Units	3-bedroom Unit	6 days	1,110 s/f
4	5	Units	4-bedroom Unit	7 Days	1,240 s/f

Contractor must have direct contact person available at all times during working hours to meet with and respond to questions from the Housing Authority.

8.1.5 Work Exceeding Expertise of Contractor

If, in the opinion of the Housing Authority, the routine work exceeds the expertise of the Contractor, the Housing Authority shall have the option to seek Vacant Unit Preparation Services from someone other than the Contractor, pursuant to the requirement of the Code of Federal Regulations and HUD Procurement Handbook 7460.8

8.1.6 Method of Award (Task Order): As detailed within the following Section 6.2 (most specifically, Section 6.2.5), each bidder will be ranked by the total calculated bid sum submitted in response to this RFP.

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8.1.7 When EPHA has a vacant unit ready for the contractor to begin work, the EPHA staff assigned will contact the contractor. The contractor and EPHA staff will meet at the applicable unit, inspect the unit, and mutually determine the extent of the required repair, painting and cleaning work and arrive at an agreed-upon cost, which shall be calculated as follows on the designated Task Order Form:

8.1.7.1 Supplies/Materials: The complete detailed list of supplies and materials needed to complete the minor repairs, including any fixtures that will be replaced. Such items shall be priced at the rate submitted and agreed upon for Pricing Item No. 5.

8.1.7.2 Labor Hours: The number of hours that the contractor will require for each position (i.e. Pricing Items No. 1-4) to complete the minor repairs for that unit.

8.1.7.3 Labor Rates All-inclusive: The hourly labor fees bid shall be all-inclusive all other items, services and costs that the contractor needs to complete the work, including but not limited to: tools; equipment; insurance; licensing; employee costs, including benefits; etc.

8.1.8 Painting Services: Each bidder will, in response to this RFP and where provided, will submit firm-fixed prices to provide the full-unit painting services detailed herein for each of the unit types (i.e. studio or 0-bedroom; 1-bedroom; 2-bedroom; 3-bedroom; 4-bedroom; 5-bedroom) and to provide “touch up” painting services. Though the contractor will be consulted, the decision as to whether to do full-unit or touch-up painting shall be at the sole discretion of the HA.

8.1.9 Cleaning Services: Each bidder will, in response to this RFP and where provided, will submit firm-fixed prices to provide the cleaning services detailed herein for each of the unit types (i.e. studio or 0-bedroom; 1-bedroom; 2-bedroom; 3-bedroom; 4-bedroom; 5-bedroom). It is understood that the firm-fixed price submitted by each bidder shall be the cost for cleaning units of a “typical” condition (“typical,” as shown during the pre-bid conference/tour). For units in a condition that requires more work than the defined “typical” condition, such additional cleaning work shall be priced, in writing, on the designated Task Order Form, at the hourly rates submitted for Pricing Items No 1-4.

8.1.10 Calculated Costs: Once the contractor and the EPHA representative agree upon a price, the contractor shall, in a timely manner, proceed with the work. Except for any work increased by written change order, if it is found that the actual hours worked by the contractor were less than the estimated hours arrived at when the initial Task Order was completed, and similarly, if the actual supplies/materials used were less than originally estimated, the HA shall only be responsible to pay the contractor for the hours worked and/or materials used. However, if the contractor exceeds the estimated hours listed on the Task Order Form or the actual supplies/materials listed, the HA has no obligation to pay any increase in costs, unless such increase was due to the fault or written direction of the HA. This

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means that it is very important that the contractor submit realistic and accurate estimates on the Task Order Form and that all changes to the work must be agreed upon by written bi-lateral change order to the Task Order.

- 2.4 Required State Contractor's License:** As required by State of Georgia law, the contractor shall be in possession of a current Georgia contractor's license.
- 2.5 Current Contract:** The HA's current contract for these services will be made available upon request.

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**SCOPE OF WORK -
(ATTACHMENT A)**

(please refer to Tab 8.0 General Requirements for additional information)

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