



Affordable Housing Program

Request for Proposals For Property Maintenance and Turnkey Services

Issue Date: September 23, 2021

Closing Date: October 29, 2021

Contact Information

Cary Ritzler, Affordable Housing Coordinator

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706-613-0122

Date: September 23, 2021

Issued by: Cary Ritzler, Affordable Housing Coordinator

Introduction

Athens Land Trust Affordable Housing program (ALT-AH) is soliciting proposals for provision of maintenance and turnkey services for ALT's affordable housing portfolio, consisting of twenty properties under lease or lease-purchase.

Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein.

Inquiries regarding proposals should be made to Cary Ritzler, Affordable Housing Coordinator, 706-613-0122, or email cary@athenslandtrust.org.

Proposals must be submitted no later than 4:00 pm on October 29, 2021

Affordable Housing Program

Athens Land Trust provides affordable housing to the community following the Community Land Trust model. ALT builds or rehabilitates homes to a high standard of efficiency, comfort, and utility. ALT homes meet Earth Craft certification standards. Residents in ALT homes rent, own, or lease-purchase their homes from Athens Land Trust. ALT provides routine maintenance and turnkey service on occupied rentals and homes under lease purchase. ALT provides occasional maintenance or consultation on owner-occupied homes.

General Instructions for Proposal

a) Proposal Content - A completed proposal must contain the following:

- Proposal Form & Signature Page – the proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed nonresponsive.
- References – Proposals shall include a list of three (3) references including name, address, phone number and contact person. It is preferred that references are those of Athens contacts. The Organization reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.

b) Proposal Period – Proposal prices are to be firm for ninety (90) days.

c) Proposal Award - It is the intent of the Organization to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. If a

proposal is selected it will be the most advantageous regarding price, quality of service, the Vendors qualifications and capabilities to provide the specified service, and other factors which the Athens Land Trust may consider. The Organization reserves the right to accept or reject any or all proposals and to waive irregularities therein.

d) Term and Renewal – The term of the Contract shall be for one (1) year unless earlier terminated. The Contract may be terminated by either party with a ninety (90) day written notice. The Contract may be terminated by either party with or without cause in less than ninety (90) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the Contract.

e) Basis of Payment – Payment will be made to the contractor within 30 days upon receiving the contractor’s monthly invoice and after approval by the Organization. The invoice shall state the date the service was performed and the cost of each service. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.

Specifications

Maintenance and turnkey services will be provided at the request of ALT Affordable Housing Staff (staff). For turnkey services, the contractor will assess the condition of the properties and provide a list of needed repairs and a timeline for completion to staff. The contractor will solicit proposals for services according to ALT’s procurement policies, and will submit any requested documentation in a timely manner to staff.

For maintenance services, the contractor will respond to maintenance requests from ALT staff including but not limited to:

- Appliance repair
- Minor plumbing repair
- Assess HVAC systems
- Assess electrical problems
- Minor carpentry repairs

The contractor will meet with tenants to discuss their concerns and communicate with ALT staff regarding the repairs. If needed, the contractor will coordinate with specialists to complete repairs.

The contractor will be available and “on-call” to respond to occasional emergencies during week and weekend hours.

The contractor will maintain a friendly and helpful demeanor with tenants and residents of ALT houses. The contractor will maintain frequent communication with ALT staff as needed by phone, text, and email. The contractor will document all service calls as directed by staff.

Proposal Instructions
Request for Proposal for Maintenance and Turnkey Service

1. Based on the requirements and provider qualifications please provide one copy of the proposal to the Athens Land Trust.
2. Complete Proposal Form and Signature Page
3. Complete Worker's Compensation Certificate
4. Complete Independent Contractor Statement
5. Complete Reference Form

If delivered via mail or in person, vendor shall include items 1-5 in a sealed envelope. All proposals should be clearly labeled on the outside of the envelope: **Request for Proposal for Maintenance and Turnkey Services.**

If delivered via email, please include as subject line: "Request for Proposal for Maintenance and Turnkey Services."

Proposals should be mailed or delivered in person to:

Athens Land Trust

Attn: Request for Proposal for Maintenance and Turnkey Services

685 N. Pope Street Athens, GA 30601

Proposals shall be emailed to: housing@athenslandtrust.org

Proposals must be received no later than 4:00PM on October 29, 2021

Proposal Form
Request for Proposals for Cleaning Services

The undersigned hereby submits the following proposal for the following services:

Service	Description	Estimate
Basic Turnkey service for a 3 bed, 2 bath 1200 sq ft house	<p>Assess condition and prepare line-item scope of work to staff.</p> <p>Procure sub-contractors as needed.</p> <p>Services to include:</p> <ul style="list-style-type: none"> ● Clean house and yard, removing all possessions left by tenant(s) ● Repaint walls, ceilings, and trim ● Deep clean floors, surfaces, interior of cabinets, and appliances ● Minor carpentry repairs ● Assess condition of appliances, HVAC system, water heater, and plumbing ● Pressure wash exterior 	
Additional Turnkey Service	<p>Services to be included if needed:</p> <ul style="list-style-type: none"> ● Repaint exterior ● Sand and refinish floors ● Repair or replace appliances ● Remit invoice to staff for appliances 	
Maintenance Calls	<p>Respond to approximately 5 calls per week</p> <ul style="list-style-type: none"> ● Assess tenant concern ● Minor carpentry repairs ● Minor appliance repairs ● Coordinate appliance replacement ● Document each call as directed by staff ● Remit invoices to staff for materials and appliances 	

For additional service beyond the scope of work listed above, ALT staff will discuss prices with the contractor prior to commencing work.

Additional Comments

Please provide any additional information that you think will help us assess your proposal.

Signature Page
Request for Proposal for Cleaning Services

By: Name and Title (please print) _____

Signature _____

Vendor Address _____

Contact (please print) _____

Phone _____

Fax _____

E-mail _____

Worker's Compensation Certification

I hereby certify that effective the date of my Contract with the Athens Land Trust and at all times in the performance of such Contract that:

- I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Georgia with the following insurance company:

Company Name

Agent's Name, Address and Telephone Number

Policy Number and Effective Date OR

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the Athens Land Trust.

Date

Signature of Contractor

Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as

constituting the Contractor as the agent, representative or employee of the Athens Land Trust for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the Athens Land Trust, shall not be considered employees of the Athens Land Trust and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Georgia on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the Athens Land Trust; and the Contractor shall defend, indemnify and hold the Athens Land Trust, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Athens Land Trust, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, and severance pay.

Company/Individual Name: _____

Official Address: _____

Signature and Title: _____

Date: _____

Client References Request for Proposal for Cleaning Services Please list three (3) client references. It is preferred that those references are clients within the Athens Community. Athens Land Trust reserves the right to contact references other than, and/or in addition to, those being furnished below.

1. Name: _____

Address: _____

Phone Number: _____

2. Name: _____

Address: _____

Phone Number: _____

3. Name: _____

Address: _____

Phone Number: _____

PUBLIC NOTICE

Athens Land Trust, is seeking proposals from qualified individuals to secure a one-year contract for maintenance and turnkey services. ALT

Copies of the Proposal Forms are available at Athens Land Trust 685 N. Pope Street, Athens, GA, 30601, via e-mail: cary@athenslandtrust.org or via the Athens Land Trust website: www.athenslandtrust.org.

Proposals must be submitted to the Athens Land Trust at 685 N. Pope Street, Athens, GA, 30601 no later than 4:00PM, Friday October 29, 2021. Proposals must be clearly identified as "PROPOSALS FOR MAINTENANCE AND TURNKEY SERVICES" and show the name and address of the submitting individual. Late proposals will not be considered.

The Organization reserves the right to reject any and all proposals.

Athens Land Trust
Cary Ritzler
Housing Coordinator

Request for Proposal Period:
September 23, 2021 to October 29, 2021