



City of Auburn, Maine

Financial Services

Jill Eastman, Director

www.auburnmaine.gov | 207.333.6601

60 Court Street, Auburn, Maine 04210

Dec. 15th, 2021

Dear Bidder,

The City of Auburn is accepting written proposals for the Community Development Department's **LEAD Education & Outreach Provider**. The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality the City may determine necessary. The City also reserves to itself the exclusive right to accept any proposal when deemed by the City to be in its best interest. The City of Auburn is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. In awarding any proposal, the City may consider, but not be limited to, any of the following factors: Bidder qualifications, price, experience, financial standing with the City, warranties, references, bonding, delivery date, and service of Bidder. Vendors/Contractors shall be current on all amounts due to the City of Auburn prior to the City entering into any contract agreement.

Proposals will not receive consideration unless submitted in accordance with the following instructions to bidders.

Please mark sealed envelopes plainly: **LEAD Education & Outreach Provider 2022-017**

Questions regarding this Request for Bids should be directed to Zakk W. Maher, Community Development Manager, at (207) 333-6601 ext. 1336.

Please submit your proposal to the City of Auburn by 2:00 p.m. **Thursday, January 06, 2022**. Proposals will be opened at 2:00 p.m. Proposals must be delivered to **Derek Boulanger, Purchasing Agent, 60 Court Street, Auburn, Maine 04210** on or before the date and time appointed. No proposals will be accepted after the time and date listed above.

Sincerely,

Derek Boulanger

Facilities Manager/Purchasing Agent

Contents

<i>CONDITIONS AND INSTRUCTIONS TO BIDDERS</i>	3
<i>GENERAL CONDITIONS</i>	5
1. Equal Employment Opportunity	5
2. Save Harmless	5
3. Subcontracting.....	5
4. Warranty.....	5
5. Safety.....	5
<i>SCOPE OF WORK</i>	6
<i>PROGRAM MANAGEMENT</i>	7
<i>PROPOSAL EVALUATION CRITERIA</i>	8
<i>BID PROPOSAL FORM</i>	10

CONDITIONS AND INSTRUCTIONS TO BIDDERS

Conditions

All Contractors submitting proposals must be willing to adhere to the following conditions and must positively state this in the proposal:

1. Bidders shall use the enclosed bid form for quotations. Whenever, in bid forms, an article is defined by using a trade name or catalog number, the term “or approved equal”, if not inserted, shall be implied.
2. Submit a separate unit price for each item unless otherwise specified in the bid request. Award will be made on a basis of each item, or as a group, whichever is in the best interest of the City. Prices stated are to be “delivered to destination”.
3. Bids will be opened publicly. Bidders or representatives may be present at bid opening.
4. Awards will be made to the lowest responsible bidder, considering the quality of the materials, date of delivery, cost which meets specification and is in the best interest to the City of Auburn.
5. All transportation charges, including expense for freight, transfer express, mail, etc. shall be prepaid and be at the expense of the vendor unless otherwise specified in the bid.
6. The terms and cash discounts shall be specified. Time, in connection with discount offered, will be computed from date of delivery at destination after final inspection and acceptance or from date of correct invoice, whichever is later.
7. The City is exempt from payment of Federal Excise Taxes on the articles not for resale, Federal Transportation Tax on all shipments and Maine Sales Tax and Use Taxes. Please quote less these taxes. Upon application, exemption certificate will be furnished with the Purchase Order when required.
8. Time of delivery shall be stated. If time is of the essence, the earliest date may be a factor in the bid award.
9. No contract may be assigned without the written consent of the Finance Director or a designate. The contract shall not be considered valid until a purchase order has been issued to the successful bidder.
10. Please state **LEAD Education & Outreach Provider** on submitted, sealed envelope.
11. The City of Auburn reserves the right to waive any formality and technicality in bids whichever is deemed best for the interest of the City of Auburn.
12. The City of Auburn may reduce the number of units purchased pursuant to overall prices.
13. Bidder will clearly outline all options that are included in the bid price.
14. All proposals in response to this RFP are to be the sole property of the City of Auburn. Proposers are encouraged **not** to include in their proposals any information which is proprietary. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.
15. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP is to be the sole property of the City.
16. The timing and sequence of events resulting from this RFP will ultimately be determined by the City.
17. The proposer agrees that the proposal will remain valid for a period of thirty (**30**) days after the closing date for the submission and may be extended beyond that time by mutual agreement.
18. The City may amend the terms or cancel this RFP any time prior to the execution of a contract or purchase order for these services if the City deems it to be necessary, appropriate or otherwise in the best interests of the City. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a proposal not being considered. At his option, the City’s Director of Purchasing may provide all proposers with a limited opportunity to remedy any technical deficiencies identified by the City in their initial review of proposals.
19. The proposer must certify that the personnel identified in its response to this RFP will be the persons assigned to the project. Any additions, deletions or changes in personnel from the proposal during

the course of the agreement period must be approved by the City, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the City. At its discretion, the City may require the removal and replacement of any of the proposer's personnel who do not perform adequately, regardless of whether they were previously approved by the City.

20. All subcontractors hired by the proposer awarded a contract or purchase order as a result of this RFP must have prior approval of the City prior to and during the agreement period.
21. Any costs and expenses incurred by proposers in preparing or submitting proposals are the sole responsibility of the proposer.
22. A proposer must be prepared to present evidence of experience, ability, financial standing, and any other information deemed necessary by the City to satisfactorily meet the requirements set forth or implied in the proposal.
23. No additions or changes to the original proposal will be allowed after submittal, except as may be allowed by the City, at its option, in accordance with Section G.5. of this RFP. While changes are not permitted, clarification of proposals may be required by the City at the proposer's sole cost and expense. The final price and scope of services of any contract or purchase order resulting from this RFP may be negotiated with the responsible proposers.
24. The proposer may be required to give presentations to the extent necessary to satisfy the City's requirements or needs. In some cases, proposers may have to give presentations or further explanation to any RFP selection committee established by the City.
25. The proposer represents and warrants that the proposal is not made in connection with any other proposer and is in all respects fair and without collusion or fraud. The proposer further represents and warrants that it did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative or employee of the City participated directly in the proposer's proposal preparation.
26. All responses to the RFP must conform to instruction. Failure to include any required signatures, provide the required number of copies, to meet deadlines, answer all questions, follow the requested format, or failure to comply with any other requirements of this RFP may be considered appropriate cause for rejection of the response.
27. Any contract or purchase order resulting from this RFP process will represent the entire agreement between the proposer and the City and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The City shall assume no liability for payment of services under the terms of the contract or purchase order until the successful proposer is notified that the contract or purchase order has been accepted and approved by the City. Any contract resulting from this RFP may be amended only by means of a written instrument signed by the proposer and signed by the responsible agent for the City.

GENERAL CONDITIONS

1. Equal Employment Opportunity

The City of Auburn is an Equal Opportunity Employer and shall not discriminate against an applicant for employment, and employee or a citizen because of race, color, sex, marital status, physical and/or mental handicap, religion, age, ancestry or natural origin, unless based upon a bona-fide occupation qualification. Vendors and contractor or their agents doing business with the City shall not violate the above clause or the Civil Rights Acts of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract or service to the City of Auburn.

2. Save Harmless

The Bidder agrees to protect and save harmless the owner from all costs, expenses or damages that may arise out of alleged infringement of patents of materials used.

3. Subcontracting

The Bidder shall not subcontract any part of the work or materials or assign any monies due it without first obtaining the written consent of the municipality. Neither party shall assign or transfer its interest in the contract without the written consent of the other party.

4. Warranty

The Bidder warrants that all work will be of good quality and free from faults and defects, and in conformance with the specifications. All work not so conforming to these standards may be considered defective. The Bidder agrees to be responsible for the acts and omissions of all of its employees and all subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Bidder.

5. Safety

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work.

The contractor shall comply with MUTCD standards for work signs and with OSHA for employee highway safety equipment.

The Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury, or loss to:

- All employees and others on or near the work site.
- Materials and equipment, whether in storage on or off the site, under the care, custody or control of the Contractor or any of its subcontractors.

The Contractor shall give all notices and comply with all applicable laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the safety of persons or property of their protection from damage, injury, or loss.

The Contractor shall promptly remedy all damages or loss to property of anyone caused in whole or in part by the Contractor, its representatives, agents, employees or subcontractors, regardless of fault. Failure of the Contractor to remedy the damage or loss promptly shall entitle the Town, to remedy the damage or loss, and to obtain reimbursement for said costs of remedying, and to obtain all costs of collection for reimbursements including, but not limited to, attorneys' fees directly from the Contractor, or by reducing payment by the amount of damage costs caused by the Contractor.

SCOPE OF WORK

Background and Intent: The United States Department of Housing and Urban Development, Office of Lead Hazard Control & Healthy Homes has awarded the City of Auburn Community Development Department to carry out activities associated with a Lead Based Paint Hazard Control Program. HUD's "Lead Safe Housing Rule" (24 CFR Part 35) requires that certain federally funded projects include Lead Risk Assessments, Lead Hazard Reduction Plans, Lead Abatement Plans and Lead Management.

Since the projects are federally funded, contractors and subcontractors must at all times be in full compliance with all applicable statutes, acts, ordinances, guidelines, resolutions, orders, judgements, decrees, injunctions, rules and regulations of all government authorities applicable to performance by the provider of services hereunder, including those having jurisdiction over their registration and licensing to perform services hereunder; including but not limited to the following: The Equal Employment Opportunity Act; the Copeland Anti-Kickback Act, as supplemented in the Department of Labor Regulations (29 CFR Part3); the Davis-Bacon Act as supplemented by the Department of Labor Regulations (29 CFR part 5); section 103 and 107 of the Contract Work Hours and Safety Standards Act, as supplemented by the Department of Labor Regulations (29 CFR part 5); and the Cranston-Gonzalez National Affordable Housing Act, as amended. All applicable sections of the City Charter and Code of Ordinances are incorporated by reference and made a part hereof.

The City of Auburn, Maine, is seeking proposals from a qualified Contractor experienced in performing in home resident education visits within the city, to provide lead paint poisoning education, information about lead safe cleaning methods, and cleaning demonstrations. Contractor will also refer at risk children for blood screening and gather pre and post lead work resident health assessments in accordance with industry standards and all applicable state and federal laws. Conducting community outreach events and tracking resident contacts will also be part of the agency responsibilities with the goal of increasing enrollment in the City's Lead & Healthy Homes hazard remediation program. Priority will be provided to the Downtown, Union St and New Auburn census tracts with a target benchmark of 40-50 units served.

To successfully compete on this project, the Contractor must demonstrate a strong knowledge of lead poisoning prevention, the ability to collect and track health assessment data in compliance with any federal and state laws, a good working relationship with the State of Maine Child Lead Poisoning Prevention Program and demonstrate the ability to communicate well with residents that have a multi-cultural background and who may not speak English.

Scope of Services: The successful bidder shall provide the following services at a minimum. The selected firm will meet with project management staff and review and/or provide cost estimates for Community Development Office projects. The selected firm will be contracted on an established quality rate per project. The contractor will be expected to have appropriate professional staffing to accomplish the scope of work within the specified time required by the Community Development Office based on the project needs. The bidder will:

- 1. Resident Education Methods and Protocol Development and Application**

A standardized method of resident education and cleaning kit demonstration, that can be adjusted case by case, is to be employed with all residents in Lead Program assisted units. Unit is to be assisted prior to Lead Hazard Control work.

- 2. Pre and Post Hazard Work Resident Health Assessments**

The standardized Lead Program Health Assessment form will be used to get a baseline for each family in a Lead Program unit. Health Assessments will be conducted pre hazard control work. Post work follow-ups with a repeat Health Assessment will be done 6 months to 1 year after the hazard control project has been completed. Awareness and compliance with HIPAA security will apply to this data management.

3. **Conduct Community Outreach Events**

Contractor is to promote the lead program's hazard reduction services, educate the target communities on the dangers of lead-based paint hazards and engage the communities in how to create access and maintain greener, healthier, and lead safe housing. Through trainings, presentations, and outreach events to parents, community organizations, health care providers, realtor associations, rental property owner associations, faith-based organizations, and parent groups, the program will reach a broad segment of residents in the Auburn with lead poisoning prevention information and services targeted to low income families with children under age 6.

4. **Financial Match for Services**

Due to the federal grant program match requirements, successful candidates are encouraged to bring a level of match funding for these activities equal to or greater than \$12,000. Match may be in the form of in-kind services, products, discounts and or other non-federal funding sources that are pre-approved by the program director.

Schedule

Schedules for individual cost estimating projects will vary depending on project scope and schedule. The Community Development Office and the selected firm will agree to a schedule prior to commencement of work on any individual project.

Agreement Period

The agreement period for any contract or purchase order resulting from this RFP is anticipated to be one (1) year.

The CONTRACTOR shall provide all labor, materials and equipment necessary to complete the job in a timely fashion. All costs associated with the performance of the contract shall be the sole responsibility of the CONTRACTOR.

Work to be Performed

All work shall be done at such times as the Contractor and Community Development Office shall deem appropriate. Work schedule will be coordinated by the Community Development Department as projects are approved. Work shall not begin in any area without specific notification of, and approval by the Community Development Office.

PROGRAM MANAGEMENT

The **LEAD Education & Outreach Provider** Contract shall be managed by the Community Development Department of the City of Auburn. It is expected that invoices for services rendered will be itemized and submitted no less than monthly.

Schedule

The City of Auburn intends to have this work performed from January 10, 2022 to December 31, 2022. These services are for ongoing grant funded work and the city of Auburn will put these services out to bid each year for the duration of the grant.

PROPOSAL EVALUATION CRITERIA

The Community Development Office will evaluate proposals and select a contractor based on a combination of the following factors:

- Qualifications and relevant experience of the firm, including knowledge of federal and State laws and regulations governing the services outlined in the scope of services including but not limited to HUD's Lead safe housing rule 24 CFR part 35, Subpart R-Methods and Standards for Lead-Based Paint Hazard Evaluation and Hazard Reduction Activities, HUD's Lead Based Paint Guidelines, the EPA's rule on Lead Based Paint Poisoning Prevention in certain residential structures 40 CFR part 745 subparts D, E and L, and Maine's Lead Poisoning Prevention and Control regulations.
- Qualifications and relevant experience of the firm's proposed staff including but not limited to providing these types, or similar services as those outlined in the Scope of Services in this RFP
- Quality of references from similar work completed recently, with a proven track record in providing these types, or similar services for municipal governments or agencies involved with Lead Hazard Control and Healthy Homes Grant programs.
- The extent to which the proposed solution matches the needs of the Community Development Office.
- Review of a sample scope of work/cost itemization.
- Reasonableness of cost of associated services requested.

REQUIREMENTS AND FORMAT OF THE PROPOSAL

Contractors responding to this RFP shall submit their proposals, organized and presented as outlined below. Accuracy and completeness are essential. Since the successful proposal will be incorporated into the contract, contractors are cautioned not to make claims or statements to which they are not prepared to commit to contractually.

The Contractor must provide the following with the proposal:

- Business Name, Contact Information, Owner(s)
- Short History of Business (existing customers, experience, specialties, etc.)
- A sample scope of work/cost itemization
- Proof of Commercial Liability Insurance (listing of City as additional insured will be required)

Letter of Transmittal

The Proposal must consist of a letter of transmittal signed by an individual authorized to bind the Contractor contractually. **It shall:**

- Concisely identify the services offered in the proposal.
- State that the proposal will remain in effect for a period of thirty (30) calendar days after the deadline for submission of proposals.
- Include the name, title, address, telephone number and email address of one or more contact individuals.
- Include the name, title, address, telephone number and email address of one or more individuals who are authorized to sign a contract.

Understanding of the Scope of Work

In this section, Contractor should notify the City of Auburn of any potential difficulties that might arise in implementing the work making sure to include any expected solutions.

Relevant Experience and Client References

In this section, a description of relevant work experience is to be provided, detailing the timeframe over which services were provided to specific clients. Contractors should provide a minimum of three (3) references and indicate the name of company, contact person, address, telephone number and role of the contact person in relation to the services provided. Information of relevance to the Scope of Work should be presented to allow the City of Auburn to assess Contractor's experience.

Qualifications

- Qualifications - For **each** item listed under **Proposal and Evaluation Criteria**, please describe your firm's qualifications, experience and capabilities as they pertain to each of the areas of qualifications listed, as well as those of the personnel to be assigned to this project.
- Work-Plan - For **each** item listed in **Scope of Work - Scope of Services**, please describe the approach that would be generally followed in undertaking these tasks. A sample copy of the proposer's risk assessment report, including floor plans, photographs, lead hazard reduction plan and /or abatement plan, as well as a management plan. These documents should be representative of the proposer's completed product. These items must be submitted for review with the proposal.
- Services Expected of the City - Identify the nature and scope of the services that would be generally required of the City in undertaking these projects

Cost Schedule

Proposals shall include a cost per unit price for work to be performed in accordance with this RFP, inclusive of all personnel and non-personnel expenses. Proposers should include any cost adjustments relating to the number of units per building. This price should encompass the entire Scope of Services in this RFP. The City reserves the right to negotiate costs, scope of services, and key personnel based on provider proposals. For the City to evaluate the proposed cost, proposers must include for each element in the Work Plan outlined under, Work-Plan section above, the staff, hours, hourly rates and the total cost. Include details generally associated with non-personnel costs as an additional cost section.

Since the City may desire to consider the proposer's experience, qualifications, statement of work, and other aspects of the RFP prior to the Cost Proposal, the Cost Proposal shall be sealed in a separate envelop marked "Confidential: Cost Proposal".

Note: The City is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in prices.

Exceptions and Alternatives

Proposers wishing to take any exceptions to any requirement in the RFP shall state and explain such exceptions. The City may accept proposals which take exception to any requirements in this RFP, or which offer any alternative to a requirement herein, as well as consider such exceptions and alternatives in evaluating responses. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this Request for Proposals.

BID PROPOSAL FORM - LEAD Education & Outreach Provider 2022-017

Due: Thursday, January 6, 2022

To: Derek Boulanger, Purchasing Agent
60 Court Street
Auburn, ME 04210

The undersigned individual/firm/business guarantees the attached pricing for Thirty days (30) from the bid due date. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn, Maine. By signing this bid form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature _____ Name (print) _____

Title _____ Company _____

Address _____

Telephone No. _____ Fax No. _____

Email Address: _____

STATE OF MAINE, County of _____, SS. Date: _____

_____ personally appeared and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

Notary Public

Print Name

Commission Expires