



**REQUEST FOR PROPOSAL**

**PAINTING SERVICES**

**FOR**

**THE HOUSING AUTHORITY OF THE CITY OF**

**BOSSIER CITY**

**Issued By:**  
**The Housing Authority of the City of Bossier City**  
**2500 Line Avenue**  
**Shreveport, LA 71104**

**Proposal Due Date: April 27, 2022**

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## 1. Intent

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The Housing Authority of the City of Bossier City is soliciting proposals from highly qualified vendors to paint designated properties for HABC. The vendor qualification should indicate the ability to perform the work required in a timely and sufficient manner.

The overall goal of this RFP is to procure long-term, reliable, timely, proactive painting service that will promote the mission of HABC.

## 2. Background

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The Housing Authority of the City of Bossier City (HABC) is a public body corporate and politic, duly created and organized pursuant to and in accordance with the provisions of the laws of the state of Louisiana and the United States of America, Secretary of Housing and Urban Development (herein called HUD) pursuant to the United States Housing Act of 1937 (42 U. S. C. 1437, et seq.) and the Department of Housing and Urban Development Act (5 U. S. C. 624). The HABC provides affordable housing to low to moderate-income households in neighborhoods throughout Bossier City, Louisiana.

## 3. Submission Deadline

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To receive consideration, responses to the RFP must be received no later than 4:00 p.m. on April 27, 2022.

One unbound original and four copies of the proposal should be delivered to:

The Housing Authority of the City of Bossier City  
2500 Line Avenue  
Shreveport, Louisiana 71104  
Attention: Nanette Iverson  
Administrative Assistant

Facsimile or electronic proposals will not be accepted. Courier or hand delivered proposals should be dropped off at the address listed above.

Late proposals will not be considered and will be returned unopened. There will not be a public opening.

Prior to the submission deadline, HABC may amend or clarify the RFP in the case of any discrepancies or omissions. Any changes will be posted to [www.thehabc.org](http://www.thehabc.org) as a formal written addendum. In the event HABC revises the RFP after the closing date, Proponents will then have an opportunity to refine, submit or resubmit their proposals.

## 4. Project Contact

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Proponents are encouraged to obtain a clear understanding of the proposal requirements prior to submission.

At all times, the Proponent has the responsibility to notify HABC, in writing, of any error or omission contained within the document; or request a clarification which may be required to prepare proposal. HABC will provide written responses to all queries received from Proponents.

Inquires, arrangements for site visits and questions regarding the procurement process, or the scope of work are to be directed to:

Nanette Iverson  
Administrative Assistant  
2500 Line Avenue  
Shreveport, LA 71104  
Phone: (318) 6998-3643  
Email: [niverson@hacsla.com](mailto:niverson@hacsla.com)

Verbal responses to any inquiry are not binding on either party. Contacts are restricted to the person identified above. Contact with individuals other than those listed above may result in proposal disqualification.

## 5. General Information and Requirements

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### 1. Incurred Costs

HABC will not be liable in any way for costs incurred by Proponents in replying to this RFP.

### 2. Innovative Proposals

Proponents are required to base their proposal submission, and all pricing contained therein, on the requirements set out in this RFP. Notwithstanding these requirements, Proponents are encouraged to provide innovative ideas and suggestions which they feel will improve upon the requirements set out in this document.

### 3. Reservations

HABC reserves the right to:

- Reject any or all proposals received in response to this RFP;
- Seek clarification from Proponents who respond to this RFP;
- Verify the validity of the information supplied in any proposal;
- Waive or modify procedural and administrative irregularities due to honest or unintentional mistakes as identified in proposals received, after discussion with the Proponent;
- Negotiate with the Proponent(s) responding to this RFP, consistent with the objectives stated;
- Cancel this RFP at any time for any or no reason. If cancelled, HABC is not responsible for any costs incurred by the Proponent(s); and
- Accept the proposal that appears to be in the best interest of HABC.

### 4. Proposal Property

Once opened, proposals and accompanying documentation become the property of HABC and will not be returned.

### 5. Collusion

Proposals shall be made without any connection, comparison of figures, or arrangements with or knowledge of any other person or persons making a proposal under this RFP and shall be in all respects fair and without collusion or fraud.

6. Proposal Acceptance Period

By submitting a proposal, each Proponent agrees that their proposal may be subject to acceptance by HABC.

7. News Release

Proponents must not make public announcements or news releases regarding this RFP or any subsequent award of contract without the prior written approval of HABC.

8. Conflict of Interest

Each Proponent must make full disclosure of any relationship with any employee of HABC who makes recommendations concerning the selection of a successful proposal or any employee who may allot work to or order supplies from the successful Proponent.

9. Proposal Prices

All prices proposed must be in American currency. If not stated otherwise, HABC will assume prices quoted are in American funds. The prices proposed shall include all costs associated with providing the service.

Whenever the amount proposed for an item in the proposal does not agree with the extension of the estimated quantity and the proposed unit price, the unit price shall govern, and the extended amount proposed for that item shall be corrected accordingly.

10. Execution of Formal Contract

The successful Proponent shall enter into a formal, written agreement(s) with HABC in such form as may be acceptable to HABC, in its sole discretion.

HABC and the successful Proponent agree to incorporate the salient description and elements from this RFP and the Proponent's proposal that identify how the Proponent will provide painting services in accordance with the terms of this RFP. In the event of any inconsistency between the accepted proposal, the RFP, and the Contract, the latter shall supersede the former.

The successful Proponent will endeavor in good faith and in a timely manner to finalize and execute the agreement(s) without delay.

In the event that HABC and the successful Proponent are unable to successfully negotiate agreement(s), HABC reserves the right, in its sole discretion, to disqualify the Proponent and to commence negotiations with the next highest ranked Proponent who provided a compliant response to this RFP. All Proponents acknowledge and agree that HABC is not obligated to enter into any agreement or to retain the successful Proponent for the services

outlined in this RFP, unless in the sole discretion of HABC, a satisfactory agreement or agreements can be reached.

#### 11. Unacceptable Performance

Should a Proponent's performance be deemed unacceptable, HABC reserves the right to cancel any agreement(s) or contract(s) executed under this proposal with thirty (30) days' notice.

#### 12. Permits, Licenses and Worker's Compensation

The Proponent and any sub-contractors used by the Proponent is responsible for obtaining and paying for all necessary permits and licenses required to the performance of the services. The Proponents are responsible for registering with the Louisiana Worker's Compensation Board and paying premiums for workers' compensation coverage.

#### 13. Applicable Laws

The Proponent is responsible for adhering to all applicable laws in performing the services. This includes all health and safety requirements.

#### 14. Insurance

The successful Proponent will need to provide HABC with proof of professional liability. Minimum coverage of \$1,000,000 is required for comprehensive general liability. HABC shall be included as insured parties.

#### 15. Confidentiality

HABC anticipates the Proponents may wish to treat certain elements of their submissions as confidential or proprietary. Proponents are advised, however, that freedom of information requirements in force may afford rights of production or inspection at the application of third parties. Further, the contract entered into by the successful Proponent will, by law, be available for inspection by members of the public.

#### 16. Governing Law

This RFP process shall be governed by and construed in accordance with the laws of Louisiana and the federal laws of United States applicable therein.

#### 17. Terms and Conditions

Any terms and conditions proposed by the Proponent inconsistent with, or in addition to, this RFP or the schedules and appendices attached shall be void and have no effect. All terms and conditions of this RFP are deemed to be accepted by the Proponent and incorporated by reference in their proposal, except for those that are expressly challenged by the Proponent in their proposal.

## 6. Schedule of Events

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The following is a schedule of events and project milestones, which is subject to change. All bidders will be provided with notice of any change to these scheduled dates.

- April 6, 2022 RFP Issued/1<sup>st</sup> Advertisement
- April 13, 2022 2<sup>nd</sup> Advertisement
- April 19, 2022 Walk-through
- April 20, 2022 3<sup>rd</sup> Advertisement
- April 21, 2022 Deadline for questions
- April 27, 2022 Issue Addendum, if required
- May 4, 2022 Proponents' responses to RFP due

## 7. Walk - through

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To facilitate Proponent's understanding of the project, HABC has scheduled a walk-through to view properties in need of painting services. While this walk-through is not mandatory for Proponents, HABC strongly suggests that all Proponents attend.

The walk-through is scheduled for April 19, 2022. Registered attendees are asked to meet at 1325 Hamilton Circle, Bossier City, Louisiana at 9:00 a.m.

Registration is required to participate in the walk-through. Please indicate your intent to participate by providing the name and contact information of those planned to attend, to:

Nanette Iverson  
Administrative Assistant  
2500 Line Avenue  
Shreveport, LA 71104  
Phone: (318) 698-3643  
Email: [niverson@hacsla.com](mailto:niverson@hacsla.com)

## 8. Project Scope

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The successful Proponent will be required to undertake the following activity:

1. **Areas of Work:** all walls, skirting, ceilings, ceiling vents, interior/exterior doors, and door frames throughout the house including but not limited to:

Entrance and Hallways; Living Room; Dining room; Kitchen; Study; Laundry; Storage room; Master bedroom; 2<sup>nd</sup> bedroom; 3<sup>rd</sup> bedroom; 4<sup>th</sup> bedroom; Master bathroom; 2<sup>nd</sup> bathroom

2. The Property Manager or his/her designee shall provide the paint. Any unused paint should be returned to the management office.
3. All work will be done in a neat and clean manner by experienced, capable workers. All repairs must meet industry standards and be approved by HABC.
4. All surfaces specified to be painted shall be dry and free of all dirt, grit, nails, stickers, borders, grease, and foreign substances.
5. Any cracked, bulging, or gouged wall or ceiling surfaces shall be filled with spackle and sanded smooth. Loose, peeling, blistering and scaling paint shall be removed and patched properly.
6. All rough edges will be feathered into smooth wall or ceiling surfaces. All filled, scraped and sanded areas will be spot primed before painting.
7. Contractor shall repair any holes or cracks found in walls or ceilings. Large areas of damage shall be reported immediately to the Property Manager or his/her designee, before beginning painting.
8. Contractor shall be responsible for protection from painting of switch plates, receptacles, light fixtures, mirrors, doorknobs and locks.
9. Drop cloths must be used to cover floors, base molding, windows, appliances; drips and spills must be cleaned up. Sinks and countertops will be left as found prior to work.
10. Use anti mildew paint specifically intended for bathrooms in all bathrooms.
11. All exterior doors shall be painted to match existing color using a high-quality exterior paint.
12. All interior walls, ceilings, doors (interior/exterior), trim, woodwork, baseboard, banisters (if already painted) and cover base, if needed, are to be painted using a high-quality interior paint.
13. Finish coat or coats of paint will be of the exact shade or shades, texture and consistency as approved by HABC. The Contractor shall not change the color of any paint that has already been approved by HABC.
14. The finished work shall be free from runs, sags, and defective brushing, rolling and spraying.

15. The Contractor shall clean-up; remove all rubbish, surplus and scrap material and debris resulting from contracted services at the end of each workday and after completion of all work. All material removed as part of clean up shall be completely removed from the properties. No washing or dumping paint materials in drains or on grounds. Cleaning of tools must not be done on the lawn, shrubs or buildings.
16. The Contractor must notify the HABC Management Office when scheduled work is completed. The assigned personnel will inspect immediately upon completion.

## 9. Proposal Format

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Proponents must follow the proposal format outlined below. Additional information thought to be relevant, other than the categories listed below, should be provided as an appendix to the proposal.

Failure to comply with these requirements may result in a rejected proposal.

1. Letter of Transmittal

Provide a Letter of Transmittal or covering letter dated and signed by an official authorized to negotiate and make commitments on behalf of the company. The letter should indicate the contact name, title, email address, office location and telephone number of the individual who can provide any clarifications with respect to your proposal. The letter should also identify the company's website where a business description and summary information about the company's track record and accomplishments may be found.

2. References

Provide the contact information for three (3) companies that you have provided similar services to within the last five (5) years. Please highlight your experience with at least one reference.

Please note, HABC reserves the right to check the references of any and all Proponents at any time during the evaluation process at HABC's discretion. References may be contacted by phone and/or in writing and any information received will be used to assist the evaluation committee in assessing a Proponent's capacity and capability to provide the services as outlined in their proposal.

HABC may use its own experience with this Proponent, through previous interactions, to assess the Proponent's past performance.

HABC reserves the right to disqualify any Proponent whose references, in the opinion of the evaluation committee, are found to be unsatisfactory.

3. Qualifications

Describe the company qualifications and experience with the type of work being requested clearly identifying your experience with providing painting services.

Describe the qualifications, expertise and role of the personnel including the number of personnel who will be assigned to this project.

4. Approach and Response Time

Describe your company's approach and response time to satisfy all the requirements contained within this RFP including details of your approach to conduct review of the operations and services.

5. Timeline

Provide a proposed timeline for the activities undertaken for the project and a completion date.

6. Cost Proposal

Provide a quotation or fee schedule for the services requested, including all administration fees or charges, and any potential ancillary costs.

## 10. Evaluation of Submissions

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All proposals must be in reference to HABC's response requirements and the terms and conditions stated in this RFP. HABC will evaluate the proposals and will select the proposal that best meets the interests of HABC based on HABC's determination of the best scoring and most advantageous proposal, presentation/interview (if held), and completed reference checks. HABC shall be the sole judge of its own best interest, the proposal and the resulting contract. HABC decision is final.

The decision to request demonstrations, clarifications, or to request interviews/presentations is at HABC's discretion. The intent of the interviews/presentations, if held, will be to allow the selection committee an opportunity to clarify any questions resulting from an initial evaluation. No new information may be brought forward by the Proponent. Proponents are advised not to

prepare their proposal submission in anticipation they will be granted an interview/presentation. Please respond fully to the RFP at the time of proposal submission.

Proposal evaluation results are the property of HABC. HABC does not intend to disclose the evaluation results before, during or after the RFP process. The Selection Committee will consist of representatives from HABC's Administration team. Submissions will be evaluated based on the following criteria and point system:

Selection Criteria	Maximum Points
1. Painting service excellence, qualifications & experience	40
2. Approach	30
3. References	15
4. Cost Proposal	15
Total available points	100

## 11. Award

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HABC will either award an appointment in whole or in part or will announce that no appointment will be made. There is no implicit or explicit guarantee that the project will proceed. HABC reserves the right to accept or reject any or all proposals.

The successful Proponent's proposal will form part of the Contract and be incorporated by reference. Claims made in the proposal or in any subsequent verbal presentation shall constitute contractual warranties.

## 12. Terms and Conditions of the RFP

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All terms and conditions of this RFP are deemed to be accepted by the responding company and incorporated by reference in their proposal, except for those that are expressly challenged by the responding company in their proposal.



## Proposal Form

### Capacity

Description of staff and equipment available to be assigned:

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Total number of staff available to be assigned? \_\_\_\_\_

### Touch Up Paint

Entire 1 Bedroom Unit: \$ \_\_\_\_\_  
Entire 2 Bedroom Unit: \$ \_\_\_\_\_  
Entire 3 Bedroom Unit: \$ \_\_\_\_\_  
Entire 4 Bedroom Unit: \$ \_\_\_\_\_

### Full Paint

Entire 1 Bedroom Unit: \$ \_\_\_\_\_  
Entire 2 Bedroom Unit: \$ \_\_\_\_\_  
Entire 3 Bedroom Unit: \$ \_\_\_\_\_  
Entire 4 Bedroom Unit: \$ \_\_\_\_\_

\*Please submit W-9, Proof of Insurance and three (3) references with signed proposal form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date