

ATTACHMENT A

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**RFP NO: 2021-1013**

**Statement of Work: Residential Moving Services**

**SCOPE OF SERVICES**

The Housing Authority of Covington (HAC) is seeking proposals from qualified entities to meet the following requirements in providing residential moving services to HAC's City Heights' community, located adjacent to the property management office at 2500 Todd, Covington, KY 41011. City Heights consists of 366 apartments, 289 of which are occupied.

HAC is seeking proposals from qualified, licensed Contractor(s) with demonstrated professional competence and experience to provide all labor, equipment, and supplies necessary to complete all tenant relocations following HUD approval for disposal of the property. Tenant relocations are anticipated to commence 1/2022 and be completed by 6/2025.

HAC reserves the right to award multiple contracts to create a "pool" of contractors.

**PROJECT DETAILS:**

Responsible contractors may expect the following:

- HAC's Relocation Specialist will initiate moving services and coordinate payment arrangements for eligible tenants.
- The contractor is expected to schedule moves directly with HAC's Relocation Specialist, who will coordinate the move between the contractor and tenant.
- Tenants will be required to cooperate with a pest inspection prior to move. Households that are pest-free will be scheduled for moving services. Households found to have pests, will be delayed a minimum of 30 days and re-inspected prior to their move.
- Tenants will be required to pack and unpack themselves, unless a request for a reasonable accommodation is made for these services and approved by HAC.
- Boxes and supplies will be purchased directly by HAC and stocked for tenant use. HAC staff will track types and quantities of boxes and supplies that are provided to each tenant.
- All invoices to HAC must itemize boxes and supplies on a monthly basis.
- All invoices to HAC must itemize labor hours and mileage for each tenant's move.
- All moves are limited to within a 20-mile radius from City Heights. Moves beyond 20-miles may be made, on a case by case basis, if agreed to in writing, in advance, by HAC and the moving contractor.

## **PERFORMANCE EXPECTATIONS:**

- **Performance and Reliability** – All moves are to be scheduled and completed according to the tenants' needs, between the hours of 8am-8pm, Monday – Saturday. Moving staff are expected to be professional, courteous, and wear company attire or badges. They are also expected to adhere to any state and federal COVID-19 safety protocols in effect at the time of tenant relocation.
- **Handling and Transport** – Contractors must ensure the timely, safe handling and transport of all resident belongings, and provide an updated / current copy of their Certificate of Insurance for the work performed.

## **RFP RESPONSE REQUIREMENTS:**

Potential Contractors must submit a summary proposal for moving services performed, fee structure and complete all required HUD forms.

## **GENERAL REQUIREMENTS:**

The contract will be awarded only to a responsible Contractor. To qualify, a prospective Contractor must meet the following standards, as they pertain to this Request for Proposal.

- The Contractor must have adequate labor, equipment and financial resources to perform the duties required.
- The Contractor must have the necessary experience, qualifications, skills and facilities, or have the ability to obtain and manage them.
- All persons employed by the Contractor must be able to pass a criminal background check.

## **CONTRACT TERMS**

The successful Proposer shall be expected to execute HAC's standard professional service contract. The term of the contract shall be effective when executed by HAC for a period of time negotiated between the two parties but at no time shall the contract exceed five (5) years. Contract negotiations will be discussed, if applicable, with selected candidate(s).

**Please note: HAC reserves the right to engage multiple service providers, as needed.**