



# Housing Authority of the City of Freeport

REQUEST FOR PROPOSALS  
for  
The Demolition of Three Buildings  
for  
The Housing Authority of the City of Freeport

RFP No. 09-27-2024

Issue Date: September 27, 2024  
Due Date: October 25, 2024



# Housing Authority of the City of Freeport

TO: Proposers  
FROM: Housing Authority of the City of Freeport  
DATE: September 27, 2024  
RE: Notice of Request for Proposals (RFP) Demolition of Three Buildings At Westview Property

The Housing Authority of the City of Freeport will accept quotes from experienced, qualified firms or individuals who specialize in Demolition of buildings for the following:

## Demolition of Three Buildings At Westview Property

Demolition quotes will be accepted until **Friday, October 25, 2024 at 3:00 P.M.** at:

Housing Authority of the City of Freeport  
1052 West Galena  
Freeport, Illinois 61032

Complete specifications and instructions are attached herewith.

The HACF plans to contract for Demolition of Three Buildings at The Westview Property of HACF. This RFP is for Demolition Services ONLY. We expect the selected Contractor to begin work on Monday, April 14, 2025.

The addresses for the three buildings are:

608 N Waddell Ave. Freeport IL, 61032  
616 N Waddell Ave. Freeport IL, 61032  
626 N Waddell Ave. Freeport IL, 61032

The proposed pricing will be accepted on standard forms furnished by the HACF and submitted by fax, in writing by email or by mail delivery only. The HACF will NOT accept proposed pricing verbally or by telephone.

By submitting a quote to the HACF, the firm or individual doing so (hereinafter, "the quoter") is automatically agreeing to abide by all terms and conditions listed herein, including those terms and conditions within the HUD documents, *Table 5.1, Mandatory Contract Clauses for Small Purchases Other than Construction*, and HUD 5370-C2 *General Conditions for Non-Construction Contracts Section II*, which are attached hereto.

Sincerely,

Rachel Greenwood  
Interim Executive Director

**General Information**

Housing Authority of the City of Freeport (hereinafter referred to as "HACF"), Illinois is a public corporation organized under the Housing Authorities Act of the State of Illinois and constitutes a body both corporate and politic exercising public and essential governmental functions to provide adequate housing at rents which person of low income can afford. Under the United States Housing Act of 1937, as amended, the U.S. Department of Housing and Urban Development (HUD) has direct responsibility for administeling low-income housing program in the United States. Accordingly, HUD contracts with HACF to administer certain HUD funds. The HACF owns and/or manages 181 conventional public housing units located within four communities in the Stephenson County.

HACF is governed by a 7-member Board of Commissioners, appointed by the Mayor of the City of Freeport. The Board hires the Chief Executive Officer, establishes policies, approves contracts, and sets the long-range goals for the authority.

**Information At a Glance**

<b>Date Issued</b>	
Agency Contact:	Rachel Greenwood, Interim Executive Director 815-232-4171 ext. 1018 <a href="mailto:rgreenwood@hacf.us">rgreenwood@hacf.us</a>
Last Day for Questions and Submittal Requirements	October 18, 2024, at 3:00 p.m.
RFP Due Date	October 25, 2024, at 3:00p.m.
Anticipated Board Approval	TBD
How to Obtain the RFP Documents	<a href="http://www.freeporthousing.org">www.freeporthousing.org</a>

**General Requirements**

Quotes or responses will be accepted by HACF no later than **3:00 p.m.** (local time), **Friday, October 25, 2024**. Every mailed RFP must be enclosed in an envelope clearly marked Demolition of Buildings proposal. All RFPs shall be submitted to the following address:

**Housing Authority of the City of Freeport  
1052 West Galena Avenue  
Freeport, IL 61032**

All questions shall be directed to: **James Palermo (815) 232-4171 Ext. 1061**

**Timeframe**

Each firm or individual shall submit his/her proposed costs, prior to the posted deadline, as provided for herein. Whereas this is an informal solicitation process, the HACF reserves the right to extend the posted deadline at any time prior to the deadline, if it is in the best interests of the HACF to do so. Your quote will be valid for 90 days. Any response, bid, or proposal received after the above deadline shall be considered late, and will not be considered.

Friday September 27st, 2024	RFP requests e-mailed and mailed to potential Proposers.
Friday October 25th, 2024 3:00 P.M.	RFP receipt deadline. Proposers will be reviewed at an unspecified time <u>after</u> the 3:00 P.M. deadline. No late quotes will be accepted.
Friday November 1, 2024	Proposers are notified by mail of award decision.
Monday April 14, 2025	Contract term begins
Friday October 31, 2025	Contract term ends

**Approval**

The actual acceptance of any quote may be delayed. Therefore, all responses must remain valid for a period of no less than ninety (90) days.

**Insurance Requirements and Liability**

Each respondent to the RFP, who may have employees, contractors, or agents working on HACF properties, shall provide copies of current certificates for general, as well as professional liability insurance, and workers' compensation of minimum of \$1,000,000.00. Said insurance must be valid for the duration of the contract. The owner or principal of each respondent must also be insured by workers' compensation if they perform any of the services on HACF properties. **There will be no exceptions to the insurance requirement.**

**Contract Nullification**

HACF may, at any time, nullify the agreement if, in the judgment of Stephenson County, the firm or individual quoter(s) has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the firm or individual quoter(s) but no further sums shall be owed to the firm or individual quoter(s). The agreement between HACF and the firm or individual quoter(s) is contingent upon approved annual budget allotments, and is subject, within thirty (30) days notification, to restrictions, or cancellation if budget adjustments are deemed necessary by HACF.

**Payments**

Invoices that are submitted by the awarded firm or individual quoter(s) are required to provide accurate and current addresses. The HACF discourages the practice of picking up checks in person unless there is an emergency. Invoices are paid bi-weekly. Please bill by the separate five (5) locations as listed on page 6 of this packet. Bills are to be submitted the Friday before Account Payables week; the schedule will be provided upon awarded bid. Invoices are to be submitted to:

**Housing Authority of the City of Freeport  
Attention: Rachel Greenwood  
1052 West Galena Avenue  
Freeport, IL 61032**

**Proposal Specifications**

Respondents shall be capable of providing the highest quality level of service, performed by personnel who are capable of mowing, trimming, mulching of leaves, fertilizing, and other lawn care requirements as needed. Additionally, respondents shall accept the responsibility for any damage to government property.

**Proposal Details**

This includes, but not limited to the following information. Any alternative recommendations may be so noted and priced separately.  
Work may commence as early as April 14, 2025, and end as late as October 31, 2025 for the Demolition of Buildings.

**Contractor will:**

1. Furnish Demolition equipment, heavy machinery etc.
2. Furnish all gasoline required to perform the work.
3. Furnish all labor to perform the work.
4. Demolition will be conducted in a safe manner as not to endanger any passers-by.
5. All hazards shall be identified and if needing repair, brought to the HACF's attention.
6. The contractor should report problem areas to HACF maintenance staff.
7. Disconnect Utilities
8. Install 6' high temporary fence
9. Abate all Asbestos from the buildings
10. Demolish (3) buildings, remove all debris
11. Remove all concrete foundations and slabs
12. Remove sidewalks leading to buildings
13. Backfill foundation voids and grade for proper drainage
14. Place 6" of topsoil
15. Seed disturbed areas
16. HACF realizes weather may cause interruptions in the schedule and will allow the following exceptions to regain said schedule:
  - a. Contractor may be on sight to work as early as 7:00 a.m.
  - b. Contractor may finish mowing a development as late as 7:00 p.m.
  - c. Saturday Work only by prior HACF approval.
  - d. No work on Sundays or HACF's Holidays as listed below:
    - i. May 26, 2025                      Memorial Day
    - ii. June 19, 2025                     Juneteenth
    - iii. July 4, 2025                      Independence Day
    - iv. September 1, 2025                Labor Day
    - v. November 11, 2025                Veteran's Day
    - vi. November 27 & 28, 2025        Thanksgiving Day & day after
17. Refuse collection days cause mowing problems and should be considered when scheduling. They are as follows:
  - i. Westview            -      Thursday
  - ii. Willow             -      Wednesday
  - b. This does not pertain to the Administrative Office sites.
18. All workers shall be in an acceptable state of dress. No vulgar shirts, insignia, holy short/shirts etc.
19. All workers must be courteous and conscientious for the safety of all.

### **Completion Time and Liquidated Damages**

The Contractor agrees to complete the Project, commencing on the contract execution date and further agree to liquidated damages of \$100 per day for any work not completed on time.

### **Quote Requirements**

- Contractor is required to provide valid evidence of a State of Illinois Business License
- Contractor is required to provide evidence that you meet the Stephenson County Government Insurance Requirements
- Contractor is required to provide a reference list of clients that have a current contract for services with their company
- Contractor shall provide evidence of a company safety program and, if supported, a drug testing program
- Contractor must comply with Section 3 hiring requirements.

**The entity responsible for fulfilling this agreement shall be identified in the RFP response.**

### **Right to Seek a New Proposals**

**HACF reserves the right to receive, accept, or reject any and all proposals for any, or all, reasons.** Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of HACF.

In comparing the responses to this RFP and making awards, HACF may consider such factors as quality and thoroughness of a quote, the record of experience, the references of the respondents, and the integrity, performance, and assurances in the quote in addition to that of the proposal price.

### **Applicable Law**

HACF is an equal opportunity employer. HACF does not discriminate on the basis of race, sex, color, age, religion, national origin, disability or veteran status.

The successful Contractor(s) agrees that they shall comply with all local, state, and federal laws, statutes, rules, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act. If any claims should arise with regards to this contract, for a violation of any such local, state, or federal law, statues, rules, or regulations, the provider will indemnify and hold HACF harmless for any damages, including court costs or attorney fees which might be incurred. Any contract will be interpreted under the laws and statutes of the state of Illinois. HACF does not enter contracts which provide for mediation or arbitration.

Therefore, any action arising from any contract made from these specifications shall be brought in the state courts in Stephenson County, Illinois.

Name of Proposer/Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

**HACF:** I have received the Request for Proposal Packet prepared by the HACF or its Authorized Representative. I have also received Addenda(s) A through C and have included their provisions in my proposal. I have visited the sites and examined all conditions affecting the cost of the work. I have also read the proposal package and examined site maps.

**I therefore agree:**

- A. To hold this proposal open until ninety (90) consecutive calendar days after the deadline date.
- B. To enter and execute a contract with the HACF using the Form of Agreement included in the project manual, if awarded based on this bid and in connection therewith to:
  - 1. Furnish proof of insurance in the amounts required by the proposal documents.
  - 2. Accomplish the work in accordance with the terms of the contract.

**Base Proposal** – To furnish all labor and all equipment for Demolition Services as specified in the contract documents for we offer the following cost proposal:

**Demolition of Buildings at Westview Property:**

The undersigned quoter hereby quotes the above amounts to complete the required work (print clearly and legibly). Further, by submitting this quote, the undersigned quoter agrees to abide by all terms and conditions listed within any document issued by the HACF pertaining to this issue.

\_\_\_\_\_  
 Date                      Proposer/Business Name

By: \_\_\_\_\_                      Title: \_\_\_\_\_  
     Signature

By: \_\_\_\_\_                      Phone: \_\_\_\_\_  
     Printed Name

**HOUSING AUTHORITY OF THE CITY OF FREEPORT  
EQUIPMENT LIST**

**PART I** – The Proposer currently owns the following Equipment that will be assigned to the Housing Authority’s Demolition work if awarded all or a portion of this contract.

---

---

---

---

---

Proposer shall attach additional sheets if needed.

**PART II** -- The Proposer plans to acquire the following Equipment that will be assigned to the Housing Authority’s Demolition work if awarded all or a portion of this contract.

---

---

---

---

Proposer shall attach additional sheets if needed.

**PART III** – The Proposer currently employees the following Workers that will be assigned to the Housing Authority’s Demolition work if awarded all or a portion of this contract.

---

---

---

**PART IV** – The Proposer would hire an additional \_\_\_\_\_ employees that will be assigned to the Housing Authority’s Demolition work if awarded all or a portion of this contract.

\_\_\_\_\_  
Date    Proposer/Firm Name

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
                        Signature

BY: \_\_\_\_\_  
                        Printed Name



**HOUSING AUTHORITY OF THE CITY OF FREEPORT  
NON-COLLUSIVE  
AFFIDAVIT**

State of: Illinois  
County of: Stephenson

\_\_\_\_\_ Being first duly sworn, deposes and says:

That he/she is \_\_\_\_\_ of the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said proposer or bidder has not colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication of conference, with any person to fix the proposal or bid price of affiant or any other proposer or bidder, or to fix any overhead, profit or cost element of proposal or bid price, or that of any other proposer or bidder, or to secure any advantage against the Housing Authority of the City of Freeport or any person interested in the proposed contract, and that all statements in said proposal or bid are true.

Signature of:

Proposer or Bidder if bidder is an individual \_\_\_\_\_

Partner, if Proposer or Bidder is partnership \_\_\_\_\_

Officer, if Proposer or Bidder is corporation \_\_\_\_\_  
Title \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_ day of October 2024.

My commission expires \_\_\_\_\_

**HOUSING AUTHORITY OF THE CITY OF FREEPORT  
CERTIFICATION OF NON-SEGREGATED FACILITIES**

The proposer or bidder certifies that they do not maintain or provide for his or her employees any segregated facilities at any of his or her establishments, and that they do not permit his or her employees to perform their services at any location, under their control, where segregated facilities are maintained. The Proposer or Bidder certifies further that he will not maintain or provide for his or her employees any segregated facilities at any of his or her establishments, and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Proposer or Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity Clause in any contract resulting from acceptance of this proposal or bid. As used in this certification, the term "Segregated Facilities" means any waiting rooms, work areas, restrooms and drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin, because of habit, local custom or otherwise. The proposer or bidder agrees that he or she will obtain identical certification from all of their subcontractors and material suppliers and that he or she will retain such certifications in his or her files.

\_\_\_\_\_ Date                                      Proposer/Firm Name \_\_\_\_\_

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
Signature

BY: \_\_\_\_\_  
Printed Name

**HUMAN RIGHTS NUMBER OR STATEMENT**

Our Illinois Department of Human Rights Number is \_\_\_\_\_.  
(or)

We do not have an Illinois Department of Human Rights Number. In lieu thereof, we will make application for it within thirty (30) calendar days from the date of this proposal or bid opening.

Sign line if applicable.

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
Signature

If you do not have a Human Rights Number, you may apply for one at the following address:  
Illinois Department of Human Rights  
100 West Randolph Street  
State of Illinois Center, Suite 10-100  
Chicago, IL 60601  
(312) 814-2432

You can download the application form IDHR PC-1 rev. 07/1998 from the WEB at:  
[http://www.state.il.us/dhr/Programs/DHR\\_PBCT.htm](http://www.state.il.us/dhr/Programs/DHR_PBCT.htm)

**HOUSING AUTHORITY OF THE CITY OF FREEPORT  
 MBE/DBE/WBE PARTICIPATION CERTIFICATION**

As Contractor of this project, we have established a goal of 20% MBE/DBE/WBE Participation on this project and attach any evidence of soliciting this participation as required by Section 3 of the Department of Housing and Urban Development Act of 1968 as amended.

Company Name & Address	Group MBE/DBE/WBE	Amount of Subcontract

**EQUAL EMPLOYMENT OPPORTUNITY  
 SMALL BUSINESS, MINORITY FIRMS AND WOMEN'S BUSINESS ENTERPRISES  
 AFFIRMATIVE ACTION PLAN STATEMENT OF POLICY**

**IT IS THE POLICY OF THIS COMPANY** to provide equal employment opportunity without regard to race, religion, color, national origin, handicap, age or sex through a program of positive action affecting all employees. In this program, our company carries out the requirements of Federal executive Orders 11246 and 11375, Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws and opportunity in employment. At present \_\_\_% of our workforce are minorities and \_\_\_% of our workforce are females, and we will attempt to utilize minorities and females through a positive, continuing program in all jobs for which we contract in the future. Our company will utilize referrals from the local sources for consideration of minorities and females regarding any future job vacancies.

It is also our intent to make efforts to purchase supplies or equipment from small business concerns located in Freeport, or Stephenson County, and to seek disadvantaged, minority and women business enterprises as subcontractors in the same geographical area in which we usually seek subcontractors and suppliers.

If we cannot meet our contract goal using Minority Business Enterprises and Women Business Enterprises from our geographical area we shall expand our search to a reasonably wider geographical area.

**GOAL REQUIREMENTS**

Minority Business Enterprise and Women Business Enterprise goals are set separately for this project. The Minority Business Enterprise goal is 20% and the Women Business Enterprise goal is 20%.

\_\_\_\_\_ is the official who will be responsible for implementing the above policy statement.

\_\_\_\_\_ Date \_\_\_\_\_ Proposer/Firm Name \_\_\_\_\_

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
 Signature

BY: \_\_\_\_\_  
 Printed Name

**HOUSING AUTHORITY OF THE CITY OF FREEPORT  
SECTION 3 AGREEMENT**

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended. 12 U.S.C. 1701U (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD assisted projects covered by Section 3 shall, to the greatest extent feasible be directed to low and very low-income persons, particularly persons who are recipients of HUD assistance for Housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implements Section 3, as evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- C. The Contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers representative of the contractor's commitments under this Section 3 Clause and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions, and the anticipated date the work shall begin.
- D. The Contractor agrees to include this Section 3 Clause in every subcontract subject to compliance with regulation in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 Clause, upon a finding that the subcontractor is in violation of the regulation in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- E. The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions; termination of this contract for default, debarment and/or suspension from future HUD assisted contracts.
- G. With respect to the work performed in connection with Section 3 covered Indian Housing Assistance, Section 7(b) of the Indian Self-determination, and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians and (ii) preference in the award of contracts and subcontracts shall be given to Indian Organizations and Indian Owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).
- H. By signing and submitting this proposal or bid packet, the contractor and their subcontractors agree to comply with HUD's regulation in 24 CFR Part 135, which implements Section 3.
- I. The above is respectfully submitted by:

Date \_\_\_\_\_ Proposer/Firm Name \_\_\_\_\_  
BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
Signature  
BY: \_\_\_\_\_ FED EMP ID# (FEIN): \_\_\_\_\_  
Printed Name  
ADDRESS, CITY, STATE, ZIP CODE \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_