



SOMERVILLE HOUSING AUTHORITY

30 Memorial Road, Somerville, MA 02145

Telephone (617) 625-1152

Bid Documents

**Laundry Equipment Kiosk Purchase and Maintenance Contract
at various Somerville Housing Developments
in Somerville, Massachusetts**

Specification prepared by
Somerville Housing Authority
Purchasing/IT Manager

May 2023

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ADVERTISEMENT

The Somerville Housing Authority invites Request for Proposals for Laundry Equipment Kiosk Purchase, Set -up, and Maintenance at various State and Federally aided elderly housing developments owned and operated by the Somerville Housing Authority in Somerville, Massachusetts, in accordance with the documents prepared by the Somerville Housing Authority's Purchasing Manager.

The contract term is 3 years and are subject to the provisions of M.G.L. c.30B, inclusive.

General Bids will be received until 11:00 A.M., May 24, 2023

Bid forms and Contract Documents will be available for download from our web site www.sha-web.org under our Bid opportunities tab. There will be no charge for these documents. If bidding, you must email\register with Anthony Crespo, at tonyc@sha-web.org and leave contact information. Identify the email as Laundry Equipment Kiosk RFP # P-RFP-LKIOSK23. Addendums will be posted on the website and will become part of the contract documents; the bidder shall be responsible to download and include in with bid.

Bids can be mailed, or dropped off to Somerville Housing Authority, Attn.: Anthony Crespo, Laundry Equipment Kiosk RFP #P-RFP-LKIOSK23 at 30 Memorial Road, Somerville, MA 01245 and must be received by the time and date specified.

A Non-Mandatory walk through is scheduled for 9:00 A.M., May 17, 2023. All shall meet at SHA Administrative Offices, 30 Memorial Road, Somerville, MA 01245. Please contact Anthony Crespo at 617/625-1152 Extension 336 if you plan on attending.

INTRODUCTION

Request for Proposal "RFP"

The SHA seeks proposals that provides the best value for the SHA, with price and all evaluation factors considered.

Submission Deadline and Contact Information

The RFP bid documents may be obtained by downloading the documents on SHA's Web site, www.sha-web.org, under our Bid opportunities tab at or after 11:00 a.m., May 10, 2023. Responses will be received until 11:00 A.M., May 24, 2023. If bidding, you must contact Anthony Crespo by email at Tonyc@sha-web.org and register\leave contact information including an email. You will receive a reply that your email has been received. Proposers are responsible for ensuring that their email and bids are received. Addendum's will be posted on the website and shall be the bidder's responsibility to include in bid.

Due Date and Place for Submissions of Proposals:

Respondents must submit a sealed envelope with qualification proposal in one sealed envelope and another sealed envelope with price proposal no later than 11:00 A.M. on May 24, 2023, to Somerville Housing Authority, Anthony Crespo, Purchasing/IT Manager, 30 Memorial Road, Somerville, MA 02145, and mark the outer envelope Laundry Equipment Kiosk RFP #P-RFP-LKIOSK23. When dropping off the proposal to our Administrative Office at 30 Memorial Road, Somerville, MA 02145, it will be the Respondents responsibility to ask the person (SHA receptionist) receiving the information to date/time stamp the package. NOTE: *A faxed or e-mailed proposal is not acceptable.*

Somerville Housing Authority will not consider any proposal received after the deadline, such proposals will not be used or opened.

All proposals received on time will become the property of the SHA and will not be returned to the Respondent.

Questions due date: Technical questions regarding this RFP or requests for further information must be submitted in writing\email no later than 11:00 A.M. by May 19, 2023, to Anthony Crespo, Purchasing/IT Manager at Tonyc@sha-web.org. Please check with recipient to ensure email was received. The SHA is not responsible for emails not received.

Required Number of Copies: Applicants responding to this RFP shall submit one (1) original, Three (3) copies of the Qualifications Proposal and one (1) original Price Proposal.

Right to waive informality: The Somerville Housing Authority (SHA) reserves the right to waive as informality any irregularities in proposals, and/or to reject any or all proposals. SHA will generally not disclose the status of negotiations until SHA's Board has approved the award of a Contract for service.

RULE FOR AWARD

The SHA will select the responsive and responsible respondent submitting the most advantageous proposal to the SHA, taking into consideration the respondent's experience, capacity, references, ability to provide the RFP requirements, as well as an acceptable price proposal.

CONTRACT TERMS AND CONDITIONS

Contract Effective Start Date. Notwithstanding verbal or other representations by the parties, the effective start date of performance under a Contract shall be the later of the date the Contract was executed by an authorized signatory of the Respondent, the date the Contract was executed by an authorized signatory of the SHA, the date specified in the Contract, or the date of any approvals required by law or regulation.

SECTION I.

PURPOSE

The Somerville Housing Authority (“SHA”), seeks to purchase, have installed, and serviced a kiosk system to their existing laundry equipment.

RATIONALE

The RFP process will enable the SHA tenants to use multiple sources to utilize Landry machines and provide the SHA accurate reporting, and better cash collecting system.

QUALIFICATIONS PROPOSAL INSTRUCTION

The Respondent will provide a “Qualification proposal” and a “Price proposal” each in a sealed envelope.

The Respondent is to provide a proposal narrative marked “Qualifications Proposal” that encompasses the following:

1. **A written information with qualifications that includes the following:**
 - a. **Company:**
 - i. Business background
 - ii. Years in business
 - b. **Key Personnel:**
 - i. Name of the Project Lead persons Sales representative and General Manager.
 - c. **Experience and Capacity:**
 - i. Number of years selling equipment being proposed
 - ii. Number of years installing Speed Queen and Maytag laundry machines
 - d. **Remote Business Process:**
 - i. Description of support for software and equipment
 - e. **Product information**
 - i. Provide Documentation including images, specifications, and features of product.
2. **References:**
 - a. Provide three (3) business references.

PRICE PROPOSAL

The Respondent is to provide a (second) separate and sealed price proposal marked “Price Proposal” which includes price proposal for the Scope of Services herein.

This is an outright purchase of equipment and monthly fee for portal, web app management, and phone support. The contract cost is the cost for equipment plus recurring monthly fee for portal, web app management, and phone support for year 1, and for monthly fee for portal, web app management, and phone support years-2 and year-3.

Section II.

Evaluation Process/Schedule of Activities

A. EVALUATION OF PROPOSALS

Proposals will be evaluated based on qualifications as indicated below. Proposals shall be rated as:

“Highly Advantageous” (HA);
“Advantageous” (A); or
“Not Advantageous” (NA) for each criterion

B. QUALITY REQUIREMENTS

- The proposer, in the SHA’s opinion, has the capability, integrity, and reliability to perform under the contract.
- The proposer has provided acceptable components for providing services.
- The proposer has submitted all the required information and forms are properly completed.

C. EVALUATION PROCESS OVERVIEW

SHA staff will review proposals as follows:

- (1) All eligible proposals will be reviewed for compliance with Minimum Eligibility Requirements
- (2) All proposals satisfying Minimum Eligibility Requirements shall be evaluated based on the Comparative Evaluation Criteria;
- (3) SHA staff will rank and compose a short list of Respondents based on the Comparative Evaluation Criteria ranking;
- (4) Price Proposals shall be opened and evaluated;
- (5) Short-listed Respondents may be interviewed by SHA staff.
- (6) The proposal that provides the best value for the SHA, with price and all evaluation factors considered, including proposed revisions, shall be recommended to the Executive Director and Board of Commissioners for contract award.

**Contract award shall be conditioned on successful negotiation of the revisions specified in the evaluation. The SHA expressly acknowledges that the contract may be awarded to the Respondent who does not submit the lowest Price Proposal.

D. EVALUATION CRITERIA

Respondents must submit responses that meet all the submission requirements of the RFP. Only responsive proposals that meet the submission requirements will be evaluated, scored, and ranked by the evaluation team according to the evaluation criteria. Additional information may be requested for evaluation purposes. The Respondent with the best qualified background providing proposals that demonstrate the ability to accomplish the goals and fulfill the requirements of this RFP shall be selected for this Project.

1. Minimum Eligibility Requirements

- a) The Respondent must be able to do business in the State of Massachusetts and provide the equipment and services herein.
- b) The respondent must not be debarred, suspended, or otherwise ineligible to contract with SHA, and must not be included on the General Services Administration’s “List of Parties Excluded From Federal Procurement and Non-Procurement Programs” or the Department of Housing and Urban Development’s “Limited Denial of Participation” list.
- c) The Respondent must be in business for a minimum of Five (5) years
- d) The Respondent has submitted all necessary information required by this RFP.

2. Comparative Evaluation Criteria

The following are the criteria that will be used in evaluating the submitted proposals.

Industry Experience

-Highly Advantageous *The Respondent has ten (10) or more years' experience installing Kiosk systems on Laundry equipment*

-Advantageous *The Respondent has five (5) or more years' experience installing Kiosk systems on Laundry equipment*

-Not Advantageous *The Respondent has fewer than five (5) years' experience installing Kiosk systems on Laundry equipment*

Knowledge of SHA Equipment

-Highly Advantageous *The Respondent has five (5) or more years servicing Speed Queen and Maytag Laundry machines and the Kiosk system being sold to the SHA.*

-Advantageous *The Respondent has three (3) or more years servicing Speed Queen and Maytag Laundry machines and the Kiosk system being sold to the SHA.*

-Not Advantageous *The Respondent has less than 3 years servicing Speed Queen and Maytag Laundry machines and the Kiosk system being sold to the SHA.*

Support

-Highly Advantageous *The Respondent will provide in person and remote support after installed if needed.*

-Advantageous *The Respondent will provide only remote support after installed if needed.*

-Not Advantageous *The Respondent will provide third party remote support after installed if needed.*

Schedule of Activities

The following schedule outlines the approximate time frame of the activities that will be followed for selection. The schedule, except for the deadline for receiving proposals, is subject to change. SHA may also deem some of the activities to be unnecessary and may choose not to conduct some or all of the activities below:

RFP issued	May 10, 2023, 11:00 AM
RFP questions due	May 17, 2023, 11:00 AM
Proposals due	May 24, 2023, 11:00 AM
Estimated Start Date	June 1, 2023

Section III. General and Technical Requirements

Acceptance of RFP and Contract Terms

Respondent's submission of a proposal in response to the RFP shall constitute acceptance by the Respondent of the terms and conditions of this RFP. In the event that a proposal is accepted for Contract award, the Respondent agrees to enter into a contract with the SHA.

No Warranty

Respondents shall examine the RFP, specifications, and instructions pertaining to the services. Failure to do so shall be at the Respondent's own risk. It is assumed that the Respondent has made full investigation as to be fully informed as to the extent and character of the services and of the requirements of the specifications. No warranty is made or implied as to the information contained in the RFP, specifications, and/or instructions.

Expense of RFP Submission

All expenses incurred in the preparation and submission to the SHA of proposals in response to this RFP shall be borne by the Respondent.

Compliance with Applicable Laws and Regulations

The Respondent agrees to comply with the provisions of all relevant State, Local, or Federal applicable laws and/or regulations.

SHA Reservation of Rights

The SHA reserves the right to cancel this RFP, or to reject, in whole or in part, any and all proposals received in response to this RFP, upon its determination that such cancellation, or rejection is in the best interests of the SHA. The SHA further reserves the right to waive any minor informality in any proposals received if it is in the public interest to do so.

The determination of the criteria and process whereby proposals are evaluated, the decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFP, shall be at the sole and absolute discretion of the SHA.

A proposal may be corrected, modified, or withdrawn, provided that the correction, modification, or request for withdrawal is made by the respondent in writing and is received at the place and prior to the date and time designated in the RFP for receipt of proposals. After such date and time, the Respondent may not change the fee proposal or any other provision of its proposal in a manner prejudicial to the interests of the SHA and/or fair competition.

The SHA shall waive minor informalities or allow the respondent to correct them. If a mistake and the intended fee proposal are clearly evident on the face of the proposal, the SHA shall correct the mistake to reflect the intended correct fee proposal and shall so notify the respondent in writing and the respondent may not withdraw its proposal. A respondent may withdraw its proposal if a mistake is clearly evident on the face of the proposal, but the intended fee proposal is not similarly evident.

Insurance Requirements

The Respondent must be willing and able to carry and maintain the required insurance as set forth and to name the SHA as an additional insured on any required policy.

Debarment and Conflict of Interest Certification

The undersigned, a Respondent to the Request for Responses ("RFP") issued by the Somerville Housing Authority ("SHA"), hereby certifies to the SHA on behalf of itself and each member of Respondent's team, as follows:

(1) In accordance with 24 CFR 85.35, Respondent certifies that neither Respondent, nor any member of Respondent's team is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension"; and

(2) In accordance with M.G.L. C. 30B, §10, the undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Non-Collusive

The party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Somerville Housing Authority or any person interested in the proposed contact; and that all statements in said proposal or bid are true.

Tax Compliance

Pursuant to M.G.L. c 62C, § 49A, I certify under penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the commonwealth relating to taxes.

General Indemnification

The Contractor shall indemnify, defend, and save harmless the SHA and its administrator, officers, representatives, agents, attorneys, and employees, in both individual and official capacities, against all suits, claims, damages, losses, and expenses, including but not limited to, attorney's fees, caused by;-arising out of, resulting from, or incidental to the performance of the work and/or services provided under this Contract by the Contractor or its agents, employees, servants, or contractors to the full extent allowed by the laws of the Commonwealth of Massachusetts and not beyond any extent that would render these provisions void or unenforceable, provided that such suit, claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom; and is caused in whole or in part by any default, negligence, act, or omission of the Contractor, the Contractor's agent, employee, servant, contractor, and/or anyone for whose acts the Contractor may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Defense of the SHA under this Section shall utilize counsel acceptable to the SHA. Indemnification as provided in this Section shall survive termination of this Contract.

The Contractor shall give prompt notice to the SHA in the event of any such injury (including death), loss, or damage if the Contractor's agreement to indemnify, defend, and save harmless the SHA and the indemnities referred to above as provided herein, shall to any extent be or be determined to be void or unenforceable, it is the intention of the Parties that such circumstance shall not otherwise affect the validity, or enforceability of the Contractor's agreement to indemnify, defend; and save harmless the SHA and such other indemnities, as provided herein. In the case of any such suits, claims damages, losses,- or expenses caused in part by the default, negligence, act, or omission of the Contractor, the Contractor's agent, employee, servant, contractor, and/or anyone directly or indirectly employed by any of them or anyone for whose acts any of them might be liable, and in part by the SHA or its representatives, or any-other such indemnities, the Contractor shall be and remain fully liable on its agreements and obligations under this Section to the full extent permitted by law.

In any and all claims against the SHA and its administrator, officers, representatives, agents, attorneys and/or employees by the Contractor, its agents, employees, servants, contractors, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the Contractor's indemnification obligation under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any agent, employee, servant, or contractor under worker's or workmen's compensation acts, disability benefits acts, or other employee benefit acts.

Governing Law; Jurisdiction.

This Contract is subject to M.G.L c. 30B, et seq. and 24 CFR part 85.36 and shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts. The federal and state courts located shall have jurisdiction to hear any dispute under this Contract.

Specification and Conditions

SPECIFICATIONS AND CONDITIONS

- SHA currently has mostly new Speed Queen laundry machines. Capen Court, one of the SHA's properties, has several Maytag machines and older Speed Queen machines. All are front load and commercial grade.
- The contractor must supply product information with Bid proposal. Product information shall include a picture of Kiosk and card reader and information on how to use and equipment capability.
- Product must be of good quality, secure and esthetically pleasing. Decision on the meaning of what is "good quality, secure and esthetically pleasing" at the sole discretion of the SHA.
- The contractor shall maintain equipment in working order, including keeping software up to date.
- In the event of equipment failure, the contractor shall come on site within 48 hours to examine the equipment diagnoses and attempt to repair. If the product cannot be repaired contact SHA with an estimated repair date.
- All equipment must be non-proprietary and made available to multiple vendors.
- All equipment must be factory new, not reconditioned, or remanufactured.
- The same model equipment will be used throughout all sites.
- Kiosk shall be front loading.
- Kiosk shall have the capability to add value to laundry cards via cash, credit cards, phone application, apple pay, Android pay, and programed to merchant account. A minimum of \$5.00 will be set for those using cash to add value to the laundry card if loading at the Kiosk. No coins will be accepted at the kiosk or machines.
- A router will be installed and programmed for kiosk cloud connectivity.
- Kiosk and readers are programmed to work with a merchant's account, kiosk portal, and accessible remotely.
- Multiple SHA staff will have access to data server and merchant accounts.
- Cloud based control shall allow for real-time equipment diagnostics of equipment, machine activity report, detailed usage report on cards, cash, and application collection through a cloud portal.
- Card readers shall be securely attached to laundry equipment and programmed.
- Coin box on laundry machines shall be covered as no coins will be accepted.
- Items shall be delivered, put in place, and set up by August 31, 2023. Date is negotiable.
- SHA will negotiate percentage paid for credit card acceptance with merchant account company.

1. Kiosk Transaction and easy interaction shall include

Loading laundry card at Kiosk; Users would add value to their laundry cards at the Kiosk via cash, credit card, or Apple pay/ Android mobile app. The user takes the valued card to the washing machine/dryer, placing card on specified location, taps, swipes, or use phone app at the kiosk and completes transaction. Dollar bills will be allowed in amounts of \$5.00, \$10.00, and \$20.00 at the Kiosk. Contactless tap required at the laundry machines shall accept laundry card and Apple pay/ Android mobile app.

2. Kiosk will disburse cards. The cost of the card must be programable. Kiosk must have the ability to allow the end user to view the balance on the card.
3. NO credit card at laundry equipment.
4. Features indicated in bid documents.
5. **Warranty Equipment** Warranty shall be 1 years on parts and 90 days on labor.
6. **Master Merchant (cloud based)** one account for all equipment. Will record, accept, and deposit all non-cash transactions into a single bank account.

7. **Cloud server\software** will retain all the data input and be capable to reporting usage , price changes, etc.

8. Payment

- All invoices shall be mailed to Somerville Housing Authority, 30 Memorial Road, Somerville, MA 02145 or emailed to multiple SHA staff. Invoices shall indicate property, dates for service and service description.
- Payment for equipment and initial set up will be made net30 from the day the equipment is installed to the SHA's satisfaction. 100 % of the equipment cloud\software services must be operational.
- Payments for data storage\software\ handling fees will be as bid on the Form for bid.

9. Recording of Transactions

2023

Laundry Equipment Kiosk RFP

Transactions shall be recorded on software and data shall be accessible by SHA over the internet.

10. Contractor Experience

The awarded contractor must have provided satisfactory services for installation of laundry equipment kiosk for at least Three (3) years. At a minimum 3 business references shall be provided.

11. Installation Subcontracting

Vendor shall not subcontract the work unless approved by the SHA.

12. Supports and Conditions

Vendor shall update software throughout the life of the contract. Help setting up and using the software will be ongoing and provided at no cost. Two 4-hour days of training on how to use the cloud\software shall be included as part of the installation.

13. Standard Work Hours

Work shall be scheduled between 8:00 A.M. and 4:00 P.M., Monday through Friday, excluding SHA holidays. If any work needs to take place outside the hours listed above, approval shall be obtained from the Owner.

CERTIFICATE OF VOTE OF AUTHORIZATION

_____ 2023

I hereby certify that a meeting of the Board of Directors of the:

Name of Corporation

duly called and held at _____ on the _____ day of _____, 2023,
City or Town

at which a quorum was present and acting, it was voted that _____ ,
Name of Corporate Officer

of the _____ be and hereby is authorized to execute and deliver for
Name of Corporation

and on behalf of the Corporation a Contract with the Somerville Housing Authority, for work to be done at State/Federally Aided Housing Project No. P-RFP-LKIOSK23 in the City/Town of Somerville, and to act as Principal to execute Bid.

I further certify that _____ is duly qualified and acting
Name of Corporate Officer

_____ of the Corporation and that
Officer Title

said vote has not been repealed, rescinded, or amended.

A true copy of the record,

ATTEST:

(CORPORATE SEAL)

Subscribed and Sworn to this _____ day of _____, before me, the undersigned Notary Public, personally appeared _____, and proved to me, through satisfactory evidence of identification, which was _____, that he/she is the person whose name is signed on the foregoing certificate and acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public

My Commission Expires: _____

BIDDER'S REFERENCE FORM

Provide with Form for Quotes

Company Name _____ Phone: () _____

Contact _____ Email: _____

The bidder must provide Three (3) business references in which the proposed system is installed and the client can provide a good or better evaluation on the product and services provided.

(1) Company Name: _____ Phone: () _____

Contact _____ Email: _____

Description and date(s) of work: _____

(2) Company Name: _____ Phone: () _____

Contact: _____ Email: _____

Description and date(s) of work: _____

(3) Company Name: _____ Phone: () _____

Contact: _____ Email: _____

Description and date(s) of work: _____

Description and date(s) of work: _____

References will be contacted to confirm the bidder's skills, abilities, and qualifications to faithfully perform the work as specified. The Authority reserves the right to contact references not listed above. The Bidder will be given the opportunity to explain any unfavorable references received from such outreach. Unfavorable or no references may eliminate you from being awarded the contract.

PRICE PROPOSAL- BID FORMS

TO THE AWARDING AUTHORITY:

A. The undersigned proposes to furnish all labor and materials required for The Somerville Housing Authority Laundry Equipment Kiosk Purchase and Maintenance Contract, in various housing developments for the Somerville Housing Authority in Somerville, Massachusetts, in accordance with the documents prepared by the Somerville Housing Authority's Purchasing Manager for the contract price specified below.

The proposed contract price

Equipment, plus installation, plus Year-1 for recurring items \$ _____

Year-2 for recurring items \$ _____

Year-3 for recurring items \$ _____

*** Total years 1 +2+3 equal the Contract Amount is \$ _____

Total Amount in writing

C. The undersigned agrees that, if selected as a contractor/vendor will within five days after presentation of a contract by the housing authority, Saturday, Sunday, or Legal Holiday excluded, execute a contract, and furnish certificate of insurance satisfactory to the awarding authority in accordance with the terms and conditions of this bid.

D. The undersigned hereby certifies that they are able to furnish labor that can work in harmony with all the other elements of labor employed or to be employed on the Work and that they will comply fully with all laws and regulations applicable to awards made subject to M.G.L. c.30B.

The undersigned further certifies under the penalties of perjury that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. The undersigned further certifies under the penalty of perjury that the undersigned is not debarred from doing public construction work in the Commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any other rule or regulation promulgated thereunder. As used in this certification the word "person" shall mean natural person, joint venture, partnership, corporation, or other business or legal entity.

Name of Company/Bidder

By:

Signature + Title of person signing Bid

Business Address

City and State

Note: If the bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of general partners if different from business address.

Date:

Kiosk Form for Bid	Year 1				
Property Name	Equipment	Qty.	Device	Unit Price	Extended price
31-2 Highland Gardens 114 Highland Ave 1 floor	washers 3 dryers 3	6	Card Reader on Machines		\$
		1	Kiosk price	\$	
		1	Router	\$	
Monthly Recurring cost		1		Monthly	Yearly/ Monthly x 12 \$
Other cost					\$
Total					\$
Property Name	Equipment	Qty.	Device	Unit Price	Extended price
31-3 Brady Tower 252 Medford Street 1 floor	Elec. Washer 4 Elec. Dryer 4	8	Card Reader on Machines	\$	\$
		1	Kiosk price		\$
		1	Router		\$
Monthly Recurring cost		1		Monthly	Yearly/ Monthly x 12 \$
Other cost					
Total					\$
Property Name	Equipment	Qty.	Device	Unit price	Extended price
667-4 Bryant Manor 75 Myrtle Street 1 floor	Elec. Washer 5 Elec. Dryer 5	10	Card Reader on Machines		\$
		1	Kiosk price		\$
		1	Router		\$
Monthly Recurring cost		1		Monthly	Yearly/ Monthly x 12 \$
Other cost					
Total					\$
Property Name	Equipment	Qty.	Device	Unit price	Extended price
667-5 Ciampa Manor 27 College Avenue 1 floor	Elec. Washer 3 Elec. Dryer 3	6	Card Reader on Machines		\$
		1	Kiosk price		\$
		1	Router		\$
Monthly Recurring cost		1		Monthly	Yearly/ Monthly x 12 \$
Other cost					
Total					\$

Property Name	Equipment	Qty.	Device	Unit price	Extended price
667-1 Corbett Apts. 1 32 Jaques Street 2 Floors	Elec. Washer 3 Elec. Dryer 3	6	Card Reader on Machines		\$
		1	Kiosk price		\$
		2	Router		\$
Monthly Recurring cost				Monthly	Yearly/ Monthly x 12 \$
Other cost					
Total					\$

Property Name	Equipment	Qty.	Device	Unit price	Extended price
667-2 Corbett Apts. 125 Jaques Street 2 Floors	Elec. Washer 3 Elec. Dryer 3	6	Card Reader on Machines		\$
		1	Kiosk price		\$
		1	Router		\$
Monthly Recurring cost				Monthly	Yearly/ Monthly x 12 \$
Other cost					
Total					\$

Property Name	Equipment	Qty.	Device	Unit price	Extended price
689-2 Hagan Manor 268 Washington St. 1 Floors	Elec. Washer 3 Elec. Dryer 3	6	Card Reader on Machines		\$
		1	Kiosk price		\$
		1	Router		\$
Monthly Recurring cost				Monthly	Yearly/ Monthly x 12 \$
Other cost					
Total					\$

Property Name	Equipment	Qty.	Device	Unit price	Extended price
667-3 Properzi Manor 13-25 Warren Avenue 1 Floor	Elec. Washer 4 Elec. Dryer 4	8	Card Reader on Machines		\$
		1	Kiosk price		\$
		1	Router		\$
Monthly Recurring cost		1		Monthly	Yearly/ Monthly x 12 \$
Other cost					
Total					\$

Property Name	Equipment	Qty.	Device	Unit price	Extended price
31-7 Weston Manor 15 Weston Avenue 1 Floor	Elec. Washer 3 Elec. Dryer 3	6	Card Reader on Machines		\$
		1	Kiosk price		\$
		1	Router		\$
Monthly Recurring cost				Monthly	Yearly/ Monthly x 12 \$
Other cost					
				Total	\$

Property Name	Equipment	Qty.	Device	Unit price	Extended price
Capen Court 1 Capen Court 4 Floors	Elec. Washer 11 Elec. Dryer 11	22	Card Reader on Machines		\$
		1	Kiosk price		\$
		4	Router		\$
Monthly Recurring cost				Monthly	Yearly/ Monthly x 12 \$
Other					
				Total	\$

Property Name	Equipment	Qty.	Device	Unit price	Extended price
Water Works 485 Mystic Valley Pwy 1 Floor	Elec. Washer 2 Elec. Dryer 2	4	Card Reader on Machines		\$
		1	Kiosk price		\$
		1	Router		\$
Monthly Recurring cost				Monthly	Yearly/ Monthly x 12 \$
Other cost					
				Total	\$

Description	Qty	Unit price	Extended price
Programable Laundry Cards	1500	\$	\$
		Total	
Recurring Charges, Credit card use is estimated at \$55,000.00 year			Est. percent charge = % x \$55,000.00
	Total		
Total of items 1-13 for year 1			

Kiosk Form for Bid Year 2			
1	Property Name	Monthly	Yearly/ Monthly x 12
	31-2 Highland Gardens 114 Highland Ave		
	Monthly Recurring cost		
	Other cost		
*	Total		\$
2	Property Name	Monthly	Yearly/ Monthly x 12
	31-3 Brady Tower 252 Medford Street		
	Monthly Recurring cost		
	Other cost		
*	Total	\$	
3	Property Name	Monthly	Yearly/ Monthly x 12
	667-4 Bryant Manor 75 Myrtle Street		
	Monthly Recurring cost		
	Other cost		
*	Total		\$
4	Property Name	Monthly	Yearly/ Monthly x 12
	667-5 Ciampa Manor 27 College Avenue		
	Monthly Recurring cost		
	Other cost		
*	Total		
5	Property Name	Monthly	Yearly/ Monthly x 12
	667-1 Corbett Apts. 32 Jaques Street		
	Monthly Recurring cost		
	Other cost		
*	Total		
6	Property Name	Monthly	Yearly/ Monthly x 12
	667-2 Corbett Apts. 125 Jaques Street		
	Monthly Recurring cost		
	Other cost		
*	Total		
7	Property Name	Monthly	Yearly/ Monthly x 12
	689-2 Hagan Manor 268 Washington St. 1 Floors		
	Monthly Recurring cost		
	Other cost		

*	Total		
8	Property Name	Monthly	Yearly/ Monthly x 12
	667-3 Properzi Manor 13-25 Warren Avenue		
	Monthly Recurring cost		
	Other cost		
*	Total		
9	Property Name	Monthly	Yearly/ Monthly x 12
	31-7 Weston Manor 15 Weston Avenue		
	Monthly Recurring cost		
	Other cost		
*	Total		
10	Property Name	Monthly	Yearly/ Monthly x 12
	Capen Court 1 Capen Court		
	Monthly Recurring cost		
	Other cost		
*	Total		
11	Property Name	Monthly	Extended Price
	Water Works 485 Mystic Valley Parkway		
	Monthly Recurring cost		
	Other cost		
*	Total		
12	Recurring Charges, Credit card use is estimated at \$55,000.00 year	Percentage	= % x \$55,000.00
*	Total		
**	Total of items 1-12 for year 2 \$		
* Add totals of 12 lines insert to **. Then add the totals (**) of years 1+2+3 to *** on the last page of year 3.			

Kiosk Form for Bid Year 3			
1	Property Name	Monthly	Yearly/ Monthly x 12
	31-2 Highland Gardens 114 Highland Ave		
	Monthly Recurring cost		
	Other cost		
*			Total
2	Property Name	Monthly	Yearly/ Monthly x 12
	31-3 Brady Tower 252 Medford Street		
	Monthly Recurring cost		
	Other cost		
*			Total
3	Property Name	Monthly	Yearly/ Monthly x 12
	667-4 Bryant Manor 75 Myrtle Street		
	Monthly Recurring cost		
	Other cost		
*			Total
4	Property Name	Monthly	Yearly/ Monthly x 12
	667-5 Ciampa Manor 27 College Avenue		
	Monthly Recurring cost		
	Other cost		
*			Total\$
5	Property Name	Monthly	Yearly/ Monthly x 12
	667-1 Corbett Apts. 32 Jaques Street		
	Monthly Recurring cost		
	Other cost		
*			Total\$
6	Property Name	Monthly	Yearly/ Monthly x 12
	667-2 Corbett Apts. 125 Jaques Street		
	Monthly Recurring cost		
	Other cost		
*			Total\$
7	Property Name	Monthly	Yearly/ Monthly x 12
	689-2 Hagan Manor 268 Washington St.		
	Monthly Recurring cost		

	Other cost		
*			Total \$
8	Property Name	Monthly	Extended Price
	667-3 Properzi Manor 13-25 Warren Avenue		
	Monthly Recurring cost		
	Other cost		
*			Total \$
9	Property Name	Monthly	Yearly/ Monthly x 12
	31-7 Weston Manor 15 Weston Avenue		
	Monthly Recurring cost		
	Other cost		
*			Total \$
10	Property Name	Monthly	Yearly/ Monthly x 12
	Capen Court 1 Capen Court		
	Monthly Recurring cost		
	Other cost		
*			Total \$
11	Property Name	Monthly	Yearly/ Monthly x 12
	Water Works 485 Mystic Valley Parkway		
	Monthly Recurring cost		
	Other cost		
*			Total \$
12	Recurring Charges, Credit card use is estimated at \$55,000.00 year	Est. Percentage	= % x \$55,000.00
*			Total
**	Total of items 1-12 for year 3		

* Add totals of 12 lines insert to **. Then add the totals (**)for each year, 1+2+3 total to *** below and on page 1 of Bid form

*** Total for all years 1+2+3 \$_____.

***Also enter on totals on page 1 of Form for Bid

**Owner Contractor Contract
For Laundry Equipment Kiosk Purchase and Maintenance**

This Agreement, made this _____ day of _____, 2023, by and between the Somerville Housing Authority (SHA) hereinafter called the "Owner", _____

Witnesseth, that the Owner and the Contractor, for the consideration hereinunder named, agree as follows:

Article 1 - Scope of Work

The Contractor shall perform all the Work required by the Contract Documents prepared the by Purchasing Agent for the Somerville Housing Authority identified as Project No.P-RFP-LKIOSK23, Laundry Equipment Kiosk Contract at Various Somerville Housing Authority Developments, dated May 2023. The work includes but is not limited to providing, programming, delivering, servicing, and maintaining equipment.

Article 2 - Term of Contract

The Contractor shall commence work under this Contract on the day indicated on the "Notice to Proceed" form. This Owner-Contractor Contract shall be signed by both parties and shall automatically terminate in Three (3) years from its effective date.

Article 3 - Termination for Cause and Convenience

The Authority may terminate this contract in whole, or from time to time in part, for the Authority's convenience or the failure of the Contractor to fulfill the contract obligations (cause/default). The Authority shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the Authority all information, reports, papers, and other materials accumulated or generated in performing the contract, whether completed or in process. If the termination is for the convenience of the Authority, the Authority shall be liable only for payment for services rendered before the effective date of the termination. If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (cause/default), the Authority may (1) require the Contractor to deliver to it, in the manner and to the extent directed by the Authority, any work described in the Notice of Termination; (2) take over the work and prosecute the same to completion by contract of otherwise, and the Contractor shall be liable for any additional cost incurred by the Authority; and (3) withhold any payments to the Contractor, for the purpose of set-off or partial payment, as the case may be, of amounts owned by the Authority by the Contractor. In the event of termination for cause/default, the Authority shall be liable to the Contractor for reasonable cost incurred by the Contractor before the effective date of the termination. Any dispute shall be decided by the Contracting Officer.

- I. The contractor fails to deliver, set up and put in place, to the SHA's satisfaction, the equipment by August 30, 2023.
- II. The Contractor is adjudged bankrupt or has made a general assignment for the benefit of its creditors.
- III. A receiver has been appointed over the Contractor's property.
- IV. The Contractor has sublet or assigned all or any portion of the Work, the Contract, or claims thereunder, without the prior written consent of the Owner, except as provided in the Contract Documents.
- V. The Owner has determined that the rate of progress required on the project is not being met.
- VI. The Contractor has substantially violated any provisions of this Contract.
- VII. Unauthorized Sub-Contracting Prohibited: The successful contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling, or transferring the contract) without the prior written consent of the Authority. The contractor requesting such written consent must do so at the time of bid submission and within 5 calendar days after the receipt of bid shall provide to the Authority with the

company name, address, and principal of such company. If this information is not provided within such time, the contractor shall be deemed unresponsive and such bid shall be rejected. Any purported assignment of interest or delegations of duty, without the prior written consent of the Authority, shall be void and may result in cancellation of the contract with the Contractor, or may result in the full or partial forfeiture of the funds paid to the successful bidder as a result of the proposed contract: either, as determined by the Authority.

Article 4 - Contract Sum

The proposed contract price is on the Bid form plus or minus any labor and parts to repair and subject to a monthly fee as so indicated on the bid form.

Article 5 - Insurance Requirements

The Contractor shall provide insurance coverage general liability, vehicle liability, and workers' compensation in amounts acceptable to the housing authority or required by statute.

CONTRACTORS COMMERCIAL GENERAL LIABILITY

1. Provide the following minimum coverage with respect to the operations performed by any employee or supplier:

Bodily Injury & Property Damage	\$1,000,000. each occurrence
Products & Completed Operations	\$1,000,000. general aggregate
Personal & Advertising Injury	\$1,000,000. aggregate
	\$1,000,000. each occurrence

VEHICLE LIABILITY

Provide the following minimum coverage with respect to the operations of any employee, including coverage for owned, non-owned, and hired vehicles. The Owner shall be named as additional insured on the Contractor's Commercial Liability Policies.

Bodily Injury and Property Damage	\$1,000,000. each person
	\$1,000,000. each accident

WORKER'S COMPENSATION

1. Provide the following coverage in accordance with M.G.L. c. 149 ss34A and c. 152 as amended.

Worker's Compensation Coverage A	Provide Statutory Minimum
Employer's Liability	\$500,000 each accident
Coverage B	\$500,000 disease per employee
	\$500,000 disease policy

Article 6 - Conflict of Interest

The Contractor covenants, that (1) presently, there is no financial interest and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement or which would violate M.G.L. c.268A, as amended; (2) in the performance of this Contract, no person having any such interest shall be employed the Contractor; and (3) no partner or employee of the firm is related by blood or marriage to any Board Member or employee of the Awarding Authority.

Article 7 - The Contract Documents

The following, together with this Agreement form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein: Request for Proposal, the Bidding Documents, the Contractor's Bid Submission, and any amendments or addenda issued prior to award and any modification agreed to after the award.

No contract amendments shall be made except in writing upon the express agreement of the parties, approved by SHA and in accordance with the provisions of M.G.L. c.30B.

Article 8 - REAP Certification

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under the penalties of perjury that to the best of his/her knowledge and belief I am in compliance with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Article 9 - Certification of Non-Collusion

The undersigned certifies under penalties of perjury that their bid/proposal has been made in and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Article 10 - Worker documentation certification

In accordance with Executive Order 481 the undersigned further certifies under the penalties of perjury that the Contractor shall not knowingly use undocumented workers in connection with the performance of this contract; that pursuant to federal requirements, the Contractor shall verify the immigration status of all workers assigned to such contract without engaging in unlawful discrimination; and the it shall not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker(s). The Contractor understands and agrees that breach of any of these terms during the contract period may be regarded as a material breach, subjecting the Contractor to sanctions, including but not limited to monetary penalties, withholding of payments, contract suspension or termination.

Article 11 - Validation

This Contract will not be valid until signed by the SHA Executive Director or his/her designee.

Article 12 – Indemnification

The Contractor shall indemnify and hold harmless the Authority from and against any and all claims, damages, losses, and expenses, including attorney's fees, arising out of the performance of this Agreement when such claims, damages, losses, and expenses are caused, in whole or in part, by the acts, errors, or omissions of the Contractor or Contractor’s employees, agents, subcontractors or representatives.

In Witness Whereof, the Parties Hereto Cause This Instrument to be Executed Under Seal.

CONTRACTOR

AWARDING AUTHORITY

Company

Somerville Housing Authority
30 Memorial Road, Somerville, MA 02152

Address

Joseph Macaluso, *Executive Director*

Name

Title

*If a corporation, attach a notarized copy of the corporate vote authorizing signatory to sign Contract.

Attest