



## Request for Services: Handyperson Services

### CENTRAL CITY CONCERN

#### Multiple locations

#### About CCC

CCC is a 501(c)(3) nonprofit agency serving single adults and families in the Portland metro area who are impacted by homelessness, poverty and addictions. Founded in 1979, the agency has developed a comprehensive continuum of affordable housing options integrated with direct social services including healthcare, recovery and employment. CCC currently has a staff of 1000+, an annual operating budget of over \$100 million and serves more than 13,500 individuals annually.

#### Summary of Project:

Central City Concern has a growing and changing workforce which requires internal department movement often there is scope of time-consuming work around furniture dismantling/assembly and other tasks associated with moving. The agency needs support to help streamline our internal movement process.

#### Scope of Work

Central City Concern is looking for handyperson type support services to assist primarily with internal department moves. Services needed include but not limited to dismantling furniture, assembling furniture, hanging white/cork boards, hanging wall mounted TVs, light furniture moving, shelf installation, packing/unpacking, and other services associated with project needs. It's possible that the services listed previously will not be associated with an internal move.

#### Assumptions, Exclusions and Expectations

1. Vendor will carry necessary insurance requirements
2. Vendor will provide transportation to and from requested sites
3. This work excludes daily maintenance operations and janitorial work of CCC's portfolio

#### Submittal Detail

1. This request is open will open till filled
2. Questions pertaining to request can be submitted via email to, [heather.hollingsworth@ccconcern.org](mailto:heather.hollingsworth@ccconcern.org), or by phone, 503-702-7953
3. Submittals should be emailed to: [heather.hollingsworth@ccconcern.org](mailto:heather.hollingsworth@ccconcern.org)



4. All bid submittals should include:
  - a. Inclusive pricing – hourly rate and minimum hour requirements
  - b. Qualifications of proposed staff
  - c. Ability to expedite service in a timely manor
  - d. Process of obtaining service (web based, email, call, etc.)
  - e. Payment expectations
  - f. Ability to obtain certificates of insurance
  - g. References and/or relevant client list

**Insurance Requirements**

Contractor shall, at its own expense, maintain and carry insurance in full force and effect, as indicated below, with financially sound and reputable insurers. All insurance policies required pursuant to this Agreement shall:

- a. provide that insurance carriers give CCC at least thirty (30) days’ prior written notice of cancellation or non-renewal of policy coverage; provided that, prior to such cancellation, Contractor shall have new insurance policies in place that meet the requirements of this Agreement;
- b. waive any right of subrogation of the insurers against CCC or any of its affiliates;
- c. provide that such insurance be primary insurance and any similar insurance in the name of and/or for the benefit of CCC and shall be excess and non-contributory; and
- d. include by endorsement as Additional Insureds: Central City Concern, its agents, officers, directors, officials, and employees.

Commercial General Liability:

General Aggregate (other than Prod/Comp Ops Liability)	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Each Occurrence	\$1,000,000
Workers’ Compensation:	State Statutory Limits
Automobile Liability:	
Owned, Hired and Non-Owned Vehicle	\$1,000,000

*\*Any requested changes to these limits are considered on a case-by-case basis.*