



360M-25-IFB-991
Invitation for Bids

Marshal Services

Issue Date: February 26, 2025

Shenae Draughn
President



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Part I. Cover Page

A. Overview

360 Management Group is seeking the services of a qualified contractor to provide professional marshal services. The selected contractor will be responsible for executing eviction notices, serving legal documents, and ensuring compliance with all relevant regulations and procedures. The contractor must have experience in law enforcement or civil process service and demonstrate a strong understanding of housing-related legal matters..

B. Important Due Dates/ Locations/ Time

Schedule	
Event	Date
IFB Issued	February 26, 2025, at 3:00 P.M
Pre-Bid Conference	March 12, 2025, at 11:30 A.M.
Questions Due	March 14, 2025, at 12:00 P.M.
IFB Submittal Deadline	March 19, 2025, at 3:00 P.M.
Public Bid Opening	March 19, 2025, at 3:15 P.M.

A Pre-Bid Conference is scheduled for March 12, 2025, at 11:30 a.m. EST ONLY via conference call. Link is attached as a separate document in Cobblestone. Attendance is not mandatory but is recommended.

All questions concerning this IFB must be submitted in writing no later than March 14, 2025 at 12:00 p.m. EST and submitted via 360 Management's Vendor/Contractor Collaboration Portal, <https://newhavenhousing.cobblestonesystems.com/gateway>.

Answers to questions will be responded to after the close of the questions period and answered via an Addendum posted on 360 Management's Vendor/Contractor Collaboration Portal. Prior to submission of bid, please check the Vendor/ Client Collaboration Portal for any addendums posted. All Addenda's must be acknowledged with a signature and timely submitted as part of this solicitation. Bids will be rejected if the addendum is not timely submitted as stated.



A bid opening is scheduled for March 19, 2025, at 3:15 p.m. EST via video conference call. Attendance is not mandatory. Conference call link is attached in a separate document.

C. *Preparation of Submission:*

The bids must substantially conform to the IFB checklist.

Sealed Bids must be uploaded via 360 Management's Collaboration Portal website: <https://newhavenhousing.cobblestonesystems.com/gateway>.

YOU MUST BE A REGISTER VENDOR TO SUBMIT A BID

Caution: Late Proposal submission will be handled in accordance with the provisions contained in HUD Form HUD 5369-B Titled "LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF OFFERS".

By submission of a bid, the bidder agrees, if its bid is accepted, to enter into a contract with 360 Management in the form included in the contract documents to complete all work specified or indicated in the contract documents for the contract price and within the contract time indicated in the attached IFB.

The bid shall remain valid for the period specified in the IFB, must be independently arrived at, and shall be prepared in accordance with the Instructions to Bidders (HUD Form HUD-5369). Additionally, all required certifications and other applicable documents, as shown on the "Index of Submittal Documents Required for Sealed Bids," must be completed and submitted as part of the bid.

The bid prices shall be included as provided for in the attached IFB. Unless otherwise specified in the IFB, all prices shall be on a firm-fixed-price basis and are not subject to adjustment based on costs incurred.

Unless indicated otherwise, Bidders must submit a lump sum firm-fixed-price bid



consistent with a cost/price analysis prepared by 360 Management. Price bids that are inconsistent with the 360 Management cost/price analysis may be deemed non-responsive.

Bidders must provide 360 Management with the appropriate discount percentage that would apply, if applicable, to prompt payments and the number of days 360 Management must make those prompt payments to be able to take advantage of the discount.

360 Management reserves the right to reject any and all submitted bids or to waive any informality in the solicitation process.

No bid shall be withdrawn for a period of **One Hundred and Twenty (120) calendar days** subsequent to the opening of the submittals without the consent of 360 Management.

Bidders should be advised that, prior to the award of any contract, 360 Management reserves the right to conduct a pre-award survey for the purpose of determining the bidder's responsibility and capacity to perform the contract. This survey may include review of subcontracting agreements, financial capacity, and quality of work performed on other contracts.

The following information is vital to the submission process and should be read through carefully.

RELEVANT AND PAST EXPERIENCE

Bidder(s) must complete the Contractor's Bid Qualification Form, Reference and Past Performance Form, HUD Form HUD-2530 (Previous Participation Certification), and HUD Form HUD 50071 (Certification of Payments to Influence Federal Transactions) if applicable. NOTE: The Contractor's Bid Qualification Form must be notarized.

EMPLOYMENT AND CONTRACTING ACTION PLAN

Bidder(s) should review 360 Management's Bid Conditions For Equal Opportunity in Employment, Section 3 Clause (Qualification Information), Federal Executive Order 11246 Compliance Requirements, and Clause 40 (Employment, Training, and Contracting Opportunities for Low-income Persons, Section 3 of the Housing and Urban Development Act of 1968) of HUD Form HUD-5370-C (General



Conditions of the Contract for Non-Construction).

Bidder(s) must complete and sign the following documents:

- 360 Management Section 3 Form of Certification
- 360 Management Section 3 MBE/WBE Plan

REQUIRED CERTIFICATIONS

All Certification documents shown on the “Index of Submittal Documents Required for Sealed Bids” must be prepared and submitted with Bidder’s proposal for the bid to be considered responsive to 360 Management’s Invitation for Bid (Sealed Bid)/Solicitation requirements. **The minimum amount of time that Bidder’s proposal must remain valid is ONE HUNDRED AND TWENTY (120) calendar days from the bid submittal date.**

MANDATORY CLAUSES

HUD FORM HUD-5370-C (General Conditions of the Contract for Non-Construction) and 360 Management’s Supplemental Conditions to HUD Form HUD-5370-C and 360 Management’s Special Conditions to the HUD General Conditions include all clauses mandated by 24 CFR 85.36.



Part II. Bid Protest

Disagreements over the award of a 360 Management's contract, referred to as protests, may occasionally arise between the PHA and an offeror. Usually, the protestor asserts that he/she should have received the contract award and alleges that 360 Management did not conduct the competition appropriately. (Note: While protests are commonly referred to as bid protests, any type of contract award, including small purchase, competitive proposal, or sealed bid, may be protested by an unsuccessful offeror.) 360 Management, in accordance with sound business judgment, is responsible for the settlement of protests arising from the procurement process.

1. **Designation of Protest Officials.** The Contracting Officer shall be responsible for the receipt of any form bid protest in writing and with conducting the initial bid protest hearing. Bid protest must be submitted within ten (10) days of the award of contract by the Authority.

The Contracting Officer shall render an impartial decision regarding any bid protest.

2. **Appeal of Initial Bid Protest Decision.** If the Contracting Officer denies the bid offeror's bid protest, the protestor must request an appeal of said finding in writing no later than ten (10) days of the date of receipt of the decision of the Contracting Officer. The appeal hearing will be conducted by no less than two (2) members of the Board of Commissioners (i.e., the Service Committee or the Planning and Development Committee.) The request for an appeal hearing shall be directed to the Contracting Officer.

3. **Requirements for Written Protests.** Protestors shall submit a bid protest in writing to the Contracting Officer within ten (10) days of the award of the subject contract by the Authority to the following address. **Protest against terms of the solicitation must be made prior to the due date of solicitation.**

Contracting Officer
360 Orange Street
3rd Floor
New Haven, CT 06511



The bid protest must clearly state the basis for the protest. Protests should include, at a minimum, the following information:

- a. Name, address, and phone number(s) of the protestor;
- b. Solicitation number and project title;
- c. A detailed statement of the basis for the protest;
- d. Supporting evidence or documents to substantiate any arguments;
and
- e. The form of relief requested (e.g., reconsideration of their offer).

4. Submission Time Period. Generally, the offeror shall submit bid protest no later than ten (10) days of date the award of subject contract is made by the Board of Commissioners. **Protests against the terms of a solicitation should be considered late if submitted after the due date for offers.**

5. Time Period for Formal Protest Hearing. The Contracting Officer, or his/her designee, shall conduct a protest hearing, if the written request warrants within ten (10) calendar days of receipt of the writing request by the protestor. The Contracting Officer may deem, based upon the evidence presented by the protestor, that a hearing is not warranted, and that an unbiased and impartial initial decision can be rendered without the need of a face to face hearing.

6. Remedial Action. If a protest is decided in favor of the protestor, 360 Management may consider, inter alia, the following remedies:

If the contract has not been awarded, the 360 Management may cancel or revise the solicitation or proposed contract award, or

If the contract has been awarded, the contract may be terminated for convenience and awarded to the protestor, or the procurement may be canceled and offers re-solicited.

7. Emergencies or Unusual and Compelling Circumstances. 360 Management may allow a contract to remain in place despite a successful protest in cases of emergency or unusual or compelling need for the supplies or services.



However, if the 360 Management determines, based on compelling circumstances such as an emergency or serious disruption of its operations, that termination or re-solicitation would not be in the best interest of 360 Management, then 360 Management may allow the award to stand and pay the successful protestor costs associated with preparing the bid along with the cost of filing and pursuing the protest and other damages determined.

8. **Denials.** 360 Management shall notify the protestor in writing of its decision and state the basis for the denial. The notification shall apprise the protestor of any appeal rights in accordance with our protest procedures.

9. **Appeal Procedures.** As stated above, appeal of the Contracting Officer's initial decision shall be heard by no fewer than two members of the Board of Commissioners (i.e., the Service Committee or the Planning and Development Committee). The request for an appeal must be made in writing as stated above and must include, but not be limited to:

1. A statement of the factual and legal grounds on which reversal or modification of the decision is deemed warranted, specifying any errors of law made or information not previously considered.

10. **Documentation.** The Contracting Officer shall fully document the protest decision in writing in the contract file. Documentation shall include but not be limited to:

1. A copy of the subject solicitation and supporting documentation, including the copy of the advertisement of the bid.
2. A copy of the protestor's written protest.
3. A copy of the written finding of the Contracting Officer and that of any appeal officer(s).
4. Copy of documentation used by 360 Management to make its decisions that was protested by the protestor.

11. **Informal Resolution Processes.** Protestor may request an informal review of their protest either in writing or by phone.



EQUAL EMPLOYMENT OPPORTUNITIES REQUIREMENTS

All Equal Employment Opportunities including Section 3 (EEO) forms are provided in this package. The contractor/vendor must review all EEO forms, complete and submit the required EEO forms at the time of submission of bid or proposal. Bids/Contracts at all dollar values are subject to Section 3/MBE/WBE requirements.

After a Contract has been awarded, the contractor must attend a mandatory meeting with 360 Management's Director of Procurement. If there are any questions regarding the completion of the EEO forms please contact the Director of Procurement, at 203-498-8800 ext 1200.

Staff is available at 360 Orange Street, 3rd floor, to assist persons with disabilities. The TTY/TDD number is (203) 497-8434. 360 Management is an equal opportunity housing agency.
360 MANAGEMENT GROUP CO.

Shenae Draughn

By:
Shenae Draughn
President

Date: 2/25/2025 12:45:31 PM



Part III. Index of Submittal Documents

The INDEX OF SUBMITTAL DOCUMENTS shown below is provided to assist all Bidders in correctly preparing and submitting a responsive Bid to 360 Management in accordance with the requirements of the Invitation for Bid (Sealed Bid). The Index contains a listing of all required submittal items.

Please review this index and submit all documents that are checked “**REQUIRED SUBMITTAL**” with your sealed bid. Documents that are checked “**SIGNATURE REQUIRED**” must be properly executed. Documents that are checked “**NOTARY/CORPORATE SEAL REQUIRED**” must be notarized and/or have the Bidder’s corporate seal affixed.

Please view/ download the below listed documents from:

<https://newhavenhousing.cobblestonesystems.com/gateway/DocumentLibrary.aspx>

INDEX OF SUBMITTAL DOCUMENTS				
DOCUMENT	REQUIRED SUBMITTAL	SIGNATURE REQUIRED	NOTARY/ CORPORATE SEAL REQUIRED AS APPLICABLE	FOR YOUR REVIEW
ALL PROJECTS				
Cover Sheet (Attached)	X			
Bid Sheet (Attached)	X	X		
Required Acknowledgements and Certifications:				
<i>HUD-5369 Instructions to Bidders</i>				X
<i>HUD-5369-B-Instructions to Offerors Non-Construction</i>				X
<i>Non-Collusive Affidavit</i>	X	X	X	
<i>HUD-50071- Certification of Payments to Influence Federal Transactions</i>	X	X		
<i>Reference and Past Performance Form</i>	X			
<i>Acknowledgement of Addenda Form</i>	X	X		
<i>Section 3 Contractor Guide 2021</i>				X
<i>Contractor Highlight Section 3</i>				X
<i>360 Mgmt Bid Conditions for Equal Opportunity in Employment</i>				X
<i>HUD 5370-C – General Conditions for Non-Construction</i>				X
<i>360 Mgmt Section 3 Clause</i>				X
<i>Federal Executive Order 11246</i>				X



Part IV. Specifications



Part IV. Scope of Services

1. The Marshal shall successfully perform service of process in accordance with Connecticut state laws. This includes, but is not limited to, serving notices, summonses, complaints, and subpoenas related to the summary process (evictions) and various civil actions.

2. The Marshal will be responsible for initiating and completing all eviction-related procedures, including:
 - Serving notices to quit, summonses, complaints, and execution orders for possession.
 - Prepared and executed returns of service and military affidavits.
 - Providing testimony at hearings and trials.
 - Collecting rent when applicable.
 - Filing documents with the appropriate court.
 - Coordinating and scheduling evictions with 360 Management staff and its designated moving and storage contractors.
 - Conducting evictions in compliance with legal and procedural requirements.
 -

3. Expected Workload:
 - Approximately 600 notices to quit per year.
 - Approximately 300 summonses and complaints per year.
 - Approximately 200 executions for possession per month.

4. The Marshal must be available to meet with 360 Management Group staff as needed and retrieve documents from the 360 Management Group Main Office when required.

5. The Marshal shall supply all necessary materials, equipment, and resources to perform services, except for court fees, moving costs, and storage fees. Additionally, the Marshal must adhere to 360 Management Group's invoicing requirements.

6. Contract Terms

The contract will have an initial term of three (3) years, with an option to renew for an additional two (1) years at the discretion of the President/Contracting Officer. 360 Management reserves the right to award the contract to one or more contractors in the best interest of 360 Management.



Part V. Procurement Process

1. Bid Evaluation/Contract Award

The low bid will be evaluated in accordance with the requirements of the IFB. The low bid will be evaluated to determine the responsiveness to the requirements of the IFB. If the bid does not conform to the solicitation, it must be rejected, and bid will be examined for responsiveness.

The contract will be awarded based on the best interest of 360 Management.

360 Management will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to 360 Management, cost or price and other factors, specified elsewhere in this solicitation, considered. 360 Management reserves the right to request additional information which may include an interview.

360 Management may

1. Reject any or all offers if such actions are in 360 Management's interest,
2. Accept other than the lowest offer,
3. Waive informalities and minor irregularities in offers received, and Award more than one contract for all or part of the requirements stated

Marshal Services ICE



	Anticipated Yearly Volume	Cost Per Service		Total Cost- YR 1	YR 2	YR 3	YR 4	YR 5
Flat Rate for Evictions	150			\$	\$	\$	\$	\$
Service of Eviction Execution Notice	200			\$	\$	\$	\$	\$
Service of Notice to Quit	600			\$	\$	\$	\$	\$
Service of Summons and Complaints	300			\$	\$	\$	\$	\$
Services of of miscellaneous legal documents such as subpoenas, tresspass notices etc.	140			\$	\$	\$	\$	\$
			Total Cost:	\$	\$	\$	\$	\$

Vendor Name: _____

Email Address: _____

Phone Number: _____



Invitation for BID

360M-25-IFB-991
Marshal Services

Company Name: _____

Address: _____

City, State & Zip Code: _____

Telephone: _____

Fax Number: _____

Contact Person Name: _____

Email Address: _____

Date Submitted: _____

Shenae Draughn
President