



TIOGA COUNTY HOUSING AND REDEVELOPMENT AUTHORITIES
BRADFORD COUNTY HOUSING AUTHORITY

112 Dorsett Heights
Mansfield, PA. 16933

Fax: (570) 638-2156

(570) 638-2151
info@tbhra.org

TDD (570) 638-2227

Request for Proposals

HOMEMAKER SERVICES

April 2022

The Tioga/Bradford County Housing Authority will accept proposals from qualified providers for Homemaker Services for elderly, handicapped, and disabled tenants living in Housing Authority projects for a two-year contract beginning July 1, 2022 and ending June 30, 2024. Proposals may be emailed to cbarnard@tbhra.org; faxed to 570-638-2156, Attn: Crystal Barnard; or mailed to the Housing Authority Central Office, 112 Dorsett Heights, Mansfield, PA 16933, until Friday, May 13, 2022 by no later than 3:00 pm. Please contact Crystal Barnard at 570-638-2151, with any questions.

Referrals for services will be received from the Housing Authority staff indicating services requested, frequency, and duration, along with pertinent client information on standardized referral forms.

The scope of services required will include the following:

- Provider will assign Home Care Worker and service will be initiated within five (5) days of the referral, or as otherwise indicated. Provider will contact the Authority within these five (5) days with a specific date related to intake. Provider will convey a completed disposition to the Housing Authority with the date they will start actual physical services; this date should not exceed ten (10) days from the date the referral was made.
- Provider will maintain a client file on the services provided.
- Changes in the recommended service delivery pattern or other problems are to be communicated in writing between the Housing Authority and the Provider.
- The Homemaker Services definition will include routine housekeeping tasks such as:
 - Laundry
 - Dusting
 - Mopping and vacuuming floors
 - Making beds and changing linen
 - Washing dishes
 - Cleaning out refrigerator
 - Washing windows
 - Ironing
 - Instruction in home management
- Provider is required to contact the Housing Authority if the Home Care Worker notices an issue with the overall condition of the client's apartment such as clutter, infestation, or cleanliness.
- Provider must maintain liability and worker's compensation insurance on their employees in sufficient amounts as requested by law. Contract will be awarded based on price, ability to meet scope of work, demonstrated technical ability, qualifications/expertise of staff, and references.
- Annual review of services will be done by the Housing Authority and results shared with the provider.
- Provider must have sufficient Home Care Workers available to cover all sites.
- Home Care Worker should not enter any buildings if they are ill or if they have bed bugs.

Tioga County locations are in Blossburg, Mansfield, Wellsboro, Lawrenceville, Nelson, Elkland, Liberty, and Westfield. Bradford County locations are in Canton, Towanda, Wyalusing, Athens, and Sayre.

Interested providers should submit information on provider qualifications and experience in Homemaker Services with this proposal form. The Housing Authority will evaluate the proposals submitted and will select a provider of Homemaker Services based on qualifications, experience, cost, and proposal most advantageous to Housing Authority needs. Current performance of contract service with Authority will also be considered, if applicable. Please submit proposal on the form below.

Thank you for your interest.

TIOGA AND/OR BRADFORD COUNTY HOUSING AUTHORITIES

PROPOSAL FORM

HOMEMAKER SERVICES, JULY 1, 2022 – JUNE 30, 2024

PROPOSED COST PER HOUR PER CLIENT, TIOGA COUNTY: \$ _____

Riverside Park, Blossburg
Sherwood Manor, Mansfield
Park Hill Manor, Wellsboro
Pinnacle Towers, Wellsboro
Fellows Town Apartments, Wellsboro
Forestview Manor, Elkland
Riverside Manor, Westfield
Beecher Square, Nelson
Lawrenceville Apartments, Lawrenceville
Liberty Cottages, Liberty

PROPOSED COST PER HOUR PER CLIENT, BRADFORD COUNTY: \$ _____

McCallum Manor, Canton
Colonial Towers, Towanda
Colonial Terrace, Towanda
Park Place, Wyalusing
Page Manor, Athens
Keystone Manor, Sayre

COMPANY _____

CONTACT PERSON _____

MAILING ADDRESS _____

TELEPHONE _____ FAX _____

EMAIL _____

