



... for the people

818 S. FLORES ST.

SAN ANTONIO, TEXAS 78204

www.saha.org

Procurement Department

REQUEST FOR QUOTATIONS For

Repairs at 4907 Southwood

For

HOUSING AUTHORITY OF THE CITY OF SAN ANTONIO, TEXAS AND AFFILIATED ENTITIES

IFB #: 0906-909-62-2969

Prepared by:

Department of Procurement
of the
The San Antonio Housing Authority
818 South Flores Street
San Antonio, Texas 78204

President and CEO..... Lourdes Castro Ramirez

June 2009

Request for Quotes 0901-909-62-2969

- 1.0 SAN ANTONIO HOUSING AUTHORITY (SAHA) CONTACT:** All questions pertaining to this quotation shall be addressed to Carl Bottoms, Procurement Supervisor, telephone 210-477-6178, fax 210-477-6167 or e-mail at carlton_bottoms@saha.org.
- 2.0 APPLICABILITY:** By submitting a quote (hereinafter referred to as "bid") to SAHA, the firm or individual doing so (hereinafter, "the bidder") is automatically agreeing to abide by all terms and conditions listed herein, including those terms and conditions within the HUD document, *Table 5.1, Mandatory Contract Clauses for Small Purchases Other Than Construction*, HUD Form 5370-C Section I and II *General Contract Conditions for Non-Construction Contracts*, which are incorporated by reference and SAHA's General Terms and Conditions which are attached. Copies of Table 5.1 and HUD Form 5370-C may be obtained by contacting Carl Bottoms, Procurement Supervisor, telephone 210-477-61783, fax 210-477-6167 or e-mail at carlton_bottoms@saha.org.
- 3.0 SAHA's RESERVATION OF RIGHTS:** SAHA reserves the right to:
 - 3.1** Reject any or all bids, to waive any informalities in the Solicitation process, or to terminate the Solicitation process at any time, if deemed by SAHA to be in the best interest of SAHA;
 - 3.2** Terminate a contract awarded pursuant to this Solicitation at any time for its convenience upon delivery of a 14-day written notice to the apparent or successful bidder;
 - 3.3** Determine the days, hours and locations that the successful bidder shall provide the items or services called for in this Solicitation;
 - 3.4** Reject and not consider any bid that does not, in the opinion of SAHA, meet the requirements of this Solicitation, including but not necessarily limited to incomplete bids and/or bids offering alternate (not including "or equal" items) or non-requested items or services;
 - 3.5** SAHA reserves the right to:
 - 3.5.1** To make award to the same bidder (aggregate) for all items; or,
 - 3.5.2** To make award to multiple bidders for the same or different items.
- 4.0 BIDDER'S RESPONSIBILITY:** Each bidder must carefully review and comply with all instructions provided herein, or provided within any named attachments.
- 5.0 DEADLINE:** Each bidder shall submit his/her proposed costs, prior to the posted deadline, where provided herein. Whereas this is an informal solicitation process, SAHA reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of SAHA, it is in the best interests of SAHA.
- 6.0 HOLD PRICES/NON-ESCALATION:** By submitting a bid, each bidder thereby agrees to "hold" or not increase the proposed bid prices for a minimum period of thirty (30) days with no escalation. Quantities listed in this Solicitation are for the purpose of determining best pricing per line item.

- 7.0 PURCHASE ORDER (PO): SAHA will procure the applicable goods or services by issuance of a PO. PO's will be issued on an as-needed basis only. By submitting a bid, the successful bidder thereby agrees to confirm receipt of the PO in the manner directed by SAHA.**
- 8.0 AWARD CRITERIA: If an award is completed pursuant to this Solicitation, and unless otherwise instructed by SAHA, award shall be made to the responsive and responsible bidder that submits the lowest cost.**
- 9.0 BID COSTS: There shall be no obligation for SAHA to compensate any bidder or prospective bidder for any costs that he/she may incur in responding to this Solicitation.**
- 10.0 ASSIGNMENT OF PERSONNEL: SAHA shall retain the right to demand and receive a change in personnel assigned by the successful bidder to provide services to SAHA if SAHA believes that such change is in the best interest of SAHA and the completion of the work or provision of the items.**
- 11.0 UNAUTHORIZED SUB-CONTRACTING PROHIBITED: The successful bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this Solicitation (including, but not limited to, selling or transferring the ensuing PO or contract) without the prior written consent of SAHA. Any purported assignment of interest or delegation of duty, without the prior written consent of SAHA shall be void and may result in the cancellation of the PO or contract with SAHA.**
- 12.0 LICENSING AND INSURANCE REQUIREMENTS: By submitting a bid the successful bidder thereby certifies that he/she possess and will, prior to issuance of a PO by SAHA, present to SAHA, proof and/certification of the following:**
- 12.1 If applicable, local business license or permit issued by the City of San Antonio,**
 - 12.2 If applicable, a copy of the bidder's license issued by the State of Texas licensing authority allowing the bidder to provide the services or products as detailed herein,**
 - 12.3 General liability insurance coverage (naming SAHA as an additional insured, and certificate holder along with the applicable endorsement), automobile insurance coverage (naming SAHA as an additional insured, and certificate holder along with the applicable endorsement), in amounts designated by SAHA,**
 - 12.4 Appropriate worker's compensation insurance coverage.**
- 13.0 SPECIFICATIONS /SCOPE OF WORK FOR THIS SOLICITATION:**
- 13.1 SAHA requires the repair and/or installation of items shown on the quote form contained in this proposal.**
 - 13.2 The property is located at 4907 Southwood, San Antonio, Texas 78220-1839. The agency contact to gain access to the property is Erasmo (Eddie) Martinez Office 210-477-6494 Cell Phone 210-559-2802**
 - 13.3 It is the contractor's responsibility to view and inspect the property as needed for preparation of the quote.**
 - 13.4 Response must be received no later than 12:00 Noon June 18, 2009. Responses may be hand delivered to:
San Antonio Housing Authority,
attn. Carl Bottoms, Procurement Supervisor,
818 S. Flores, San Antonio, TX 78204.**

Faxed to: Attn. Carl Bottoms at 210-477-6167

Emailed to: carlton_bottoms@saha.org

- 13.5 Response shall include the rate, hours, and material cost (where required) for each item listed on the quote form.**
- 13.6 The contractor shall secure and pay for all permits, fees, and licenses required for the proper execution and completion of the work.**
- 13.7 The contractor shall observe and comply with all federal, state, county, and city laws, codes, ordinances, rules and regulations in accomplishing the work.**

- 14.0 INSURANCE: The following table details the standard liability policies with the required limits and waivers of subrogation required by SAHA of all contractors performing work on SAHA property.**

Professional Liability	Required Limits
SAHA and its affiliates must be named as an Additional Insured and be a Certificate Holder. This is required for vendors who render observational services to SAHA such as appraisers, inspectors, attorneys, engineers or consultants.	\$300,000
Business Automobile Liability	Required Limits
SAHA and its affiliates must be named as an additional insured and as the certificate holder. This is required for any vendor that will be using their vehicle to do work on SAHA properties.	\$500,000 combined single limit, per occurrence
Workers Compensation and Employer's Liability	Required Limits
Workers' Compensation coverage is Statutory and has no pre-set limits. Employer's Liability limit is \$500,000. Workers' Compensation is required for any vendor made up of more than one person. A Waiver of Subrogation in favor of SAHA must be included in the Workers' Compensation policy. SAHA and its affiliates must be a Certificate Holder.	Statutory \$500,000
Commercial General Liability	Required Limits
This is required for any vendor who will be doing hands on work at SAHA properties. SAHA and its affiliates must be named as an Additional Insured and as the Certificate Holder.	\$1,000,000 per accident \$2,000,000 aggregate

Remainder of this page left blank intentionally.

Quote Form**Reponses are due no later than 12:00 Noon, June18, 2009**

Plumbing-	Rate	HRS	Materials
<input type="checkbox"/> Replace showerheads (1)			
<input type="checkbox"/> Replace cut offs (5)			
Replace drainage for kit.and Lav sink			
<input type="checkbox"/> Replace supply lines (5)			
<input type="checkbox"/> Install new kitchen faucet with single handle Moen			
Install new SS kitchen sink 33x22			
<input type="checkbox"/> Install new SH Moen shower valve in bathroom			
<input type="checkbox"/> Install SH Moen Lav faucet in Bathroom			
<input type="checkbox"/> Replace washer connections and box			
<input type="checkbox"/> Replace commode with low flow type round, Toilet seat and fluid master			
Replace tub and drainage LH			
Flooring-			
<input type="checkbox"/> Install ceramic tile 17"x17" in ceramic is to encase VCT for environmental reasons. As per sample.			X
Approx 930 sq. ft.			
Window Repair and Replacement-			
<input type="checkbox"/> Replace 6 windows similar to current windows use HR 300 Double insulated white colonial			X
<input type="checkbox"/> Re caulk windows at structure (6)			
<input type="checkbox"/> Replace all window screens 6			X
Replace mini blinds			X
Structure Repair-			
<input type="checkbox"/> Replace damaged siding around house approx 55 sq. ft.			X
Install 1x4 window trim around all windows			X

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Painting Interior-				X
<input type="checkbox"/> Complete clean, prep, patch, texture and paint. Interior of house. including garage				
Color sample available				
<input type="checkbox"/> Re texture all walls and necessary ceilings				
Painting Exterior-				X
<input type="checkbox"/> Paint fascia, wood trim and siding two colors as per sample				
Doors Interior-				
<input type="checkbox"/> Replace interior door hardware to include 6 passage door knobs and 2 privacy door knobs with new striker plates				
<input type="checkbox"/> Install spring type door stops 8				
Replace all bedroom doors bathroom door, and coset doors with similar				X
Repace BR# 3 closet jamb				X
Replace all damaged door trim				X
Doors Exterior-				X
<input type="checkbox"/> Replace all exterior door weather stripping and sweeps				
<input type="checkbox"/> Install new storm door at front entry				
Replace front entry door and jamb w/ 36x80 steel w/ peephole				
Replace back entry door w/ exterior ste w/ peep hole				
Sidewalk-				
<input type="checkbox"/> Pressure wash and seal all cracks in driveway and sidewalk approx. 10 linear feet, remove all petroleum products from drive way				

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Miscellaneous Repair work-				
<input type="checkbox"/> Remove all trash and debris, prior to, during, and at commencement of work				
Remove shutters from front window				
Rewire clothes line				X
<input type="checkbox"/> Install new dryer vent				
<input type="checkbox"/> Replace shower rod and bathroom accessory kit (toilet paper holder, towel bar, soap dish and tooth brush holder)				
<input type="checkbox"/> Install tile back splash 4x4 w/ 12x12 tile to match floor behind stove				X
<input type="checkbox"/> Install new mail box and post				X
<input type="checkbox"/> Install new stove to be supplied by SAHA				
Install new refrigerator to be supplied by SAHA				
<input type="checkbox"/> Replace door bell chime				
Install 12x12 ceramic tile in shower as per sample over new water resistant green board 65 sq. ft. in hall and master baths				X
Install new medicine cabinets (1)				
<input type="checkbox"/> Repaint all A/C vents				
Repalce all baseboard through- out house 275 LF				X
Replace window sill bedroom #3				X
Drywall Replacement-				X
<input type="checkbox"/> Remove and replace drywall in shower with water resistant green board 65 sq.ft. each				
Remove and replace sheet rock behind kitchen cabinets w/ water resistant green board 96 sq. ft.				
Replace sheetrock behind commode w/ water green board 9sq. Ft.				

Quote Form Page 4

Electrical-				
<input type="checkbox"/> Replace all outlet covers, all switch plate covers, all phone jacks, and blanks				
<input type="checkbox"/> Replace (2) 9V battery operated smoke detectors				
<input type="checkbox"/> Replace all damaged or loose outlets and switches				
<input type="checkbox"/> Install new vent-a-hood 30" vented to outside				X
<input type="checkbox"/> Replace all exterior light fixtures with similar lighting				
<input type="checkbox"/> Replace all light fixture in hall and bedrooms with H.D. #325386 Satin Nickel 14" two bulb fixtures				
<input type="checkbox"/> Replace bathroom light fixture with Hollywood style 4 bulb fixtures				
Replace all GFI outlets				
Cabinet Repairs Replacement-				
Replace counter tops 2 sections				
Replace cabinets 5 upper 4 lower as per specs.and lay out				
<input type="checkbox"/> Replace vanity and sink top in bathroom as per specs				X
Fencing-				X
Repair 25 LF of chain link fence where damaged including gate				
Contractor will supply Material Noted w/ X				
Contractor must verify all deminsion and quantities				
Labor Total				
Material Total				
Handling Fee ____%				
Grand Total				

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In submitting this bid, it is understood if written notice of the acceptance of this bid is mailed, e-mailed, or delivered to the undersigned within sixty days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver the products described herein. By signature hereon the bidder certifies he has the right and authority to bind the company.

Submitted by: _____ Date: _____
(Firm)

(Signature) (Printed name and title)

(Business address,)

(Phone)

(E-mail)