



818 S. FLORES ST.

... for the people
SAN ANTONIO, TEXAS 78204
Procurement Department

www.saha.org

REQUEST FOR QUOTATIONS

For

**Replacement of Pumps for the Aquavar Duplex Water
System at Fair Avenue**

For

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

RFQ #: 0912-936-63-3093

Closes: December 29, 2009 @ 11:00AM

Prepared by:

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

President and CEO..... Lourdes Castro Ramirez

December 2009

Request for Quotes 0912-936-63-3093

- 1.0 **SAN ANTONIO HOUSING AUTHORITY (SAHA) CONTACT:** All questions pertaining to this quotation shall be addressed to Carl Bottoms, Procurement Supervisor, telephone 210-477-6165, 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 Handbook 7460.8 REV 2, Procurement Handbook for Public housing Agencies, dated 2/2007 and SAHA General Terms and Conditions. Davis Bacon Wage Decision. These documents may be obtained by contacting Carl Bottoms, Procurement Supervisor, telephone 210-477-6165, 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 contractor that submits the best value to SAHA using price and other factors listed in the solicitation.
- 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 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.

13.0 SPECIFICATIONS /SCOPE OF WORK FOR THIS SOLICITATION:

13.1 Fair Avenue is an eleven (11) story apartment building for seniors. SAHA invites Contractors with competence and experience to bid on the replacement of two pumps for the Aquavar duplex domestic water system.

13.2 Property:

**13.2.1 Fair Avenue Apartments
1215 Fair Avenue
San Antonio, Texas 78223**

**13.3 Project Manager: Marvin Williams, Project Manager
(210) 477- 6534 –Office**

13.4 The Contractor will furnish all labor, materials, equipment, services, testing, transportation, insurance and daily expenses to meet the requirements of this Summary of Work and Specifications.

13.5 The Contractor must notify the Project Manager 48 hours in advance for any interruption of water to the residents.

13.6 The Contractor will inspect the inlet and outlet domestic water lines and determine the proper connection to eliminate the stress on the pumps.

13.7 The Contractor shall disconnect the inlet and outlet domestic water lines.

13.8 The Contractor shall remove both existing duplex pumps.

13.9 The Contractor shall install two (2) new duplex pumps per manufacture's instructions.

13.10 The Contractor shall re-connect the inlet and outlet domestic water lines per 13.5 above.

13.11 The Contractor shall test the system to insure proper operation.

13.12 The contractor shall secure and pay for all permits, fees, and licenses required for the proper execution and completion of the work.

13.13 Response must be received no later than 11:00AM December 29, 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

13.14 The contractor shall observe and comply with all federal, state, county, and city laws, codes, ordinances, rules and regulations in accomplishing the work. Any required permits are the responsibility of the Contractor.

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.

| 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/s 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 a Certificate Holder. | \$1,000,000 per accident \$2,000,000 aggregate |

15.0 Invoicing: Invoices shall be sent to: San Antonio Housing Authority, Accounts Payable, P.O. Box 830428, San Antonio, TX 78283-0428 or may be e-mailed to AccountsPayable@saha.org. Contractor shall invoice SAHA within 30 days after the delivery of the goods or service. If contractor fails to invoice within 30 days SAHA reserves the right to not pay the invoice.

16.0 WARRANTY: All services and goods provided pursuant to this RFQ and the resulting contract shall be covered by the most favorable commercial warranties given to any customer for same or similar supplies or services, but in any event such goods and services shall be warranted for at least a period of one (1) year.

- 17.0 Fair Labor Standards Act: Both parties hereby agree to comply with the provisions of the Fair Labor Standards Act (29 U.S.C. 201, et seq).**
- 18.0 Davis-Bacon Act: For all construction contracts awarded in excess of \$2,000 when required by Federal Grant Program legislation, both parties hereby agree to comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented in Department of Labor Regulations (29 CFR Part 5).**

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**Quote Form
Closes December 29, 2009 at 11:00AM**

**0912-936-63-3093 Replacement of two Pumps for the Aquavar Duplex Water System
at Fair Avenue**

1. Cost to replace two pumps for the Aquavar Duplex Water System at Fair Avenue

Labor \$ _____

Cost of Pumps \$ _____

Total Bid \$ _____

**Delivery in _____ days
(Failure to enter a delivery date shall subject bidder to 30 days for completion)**

Brand Name of Pumps _____

Model Number of Pumps _____

2. Sub-Contractors: Bidder shall identify his sub-contractors if any:

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 (60) days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver the products and/or services 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)

| | | |
|--|---|-------------------------------------|
| Maintenance Wage Rate Determination | U.S. Department of Housing and Urban Development Office of Labor Relations | HUD FORM 52158 (12/2007) |
|--|---|-------------------------------------|

| | | |
|--|--|--|
| Agency Name: San Antonio Housing Authority | LR 2000 Agency ID No: TX006A | Wage Decision Type: <input checked="" type="checkbox"/> Routine Maintenance <input type="checkbox"/> Nonroutine Maintenance |
| Effective Date: 7/1/2009 | | Expiration Date: 6/30/2010 |

"Corrected Copy"

The following wage rate determination is made pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended, (public housing agencies), or pursuant to Section 104(b) of the Native American Housing Assistance and Self-determination Act of 1988, as amended, (Indian housing agencies). The agency and its contractors may pay to maintenance laborers and mechanics no less than the wage rate(s) indicated for the type of work they actually perform.

| | |
|---|----------------------|
| <i>Karen Clark</i> Karen Clark, Labor Relations Specialist | Date 11/13/09 |
| HUD Labor Relations (Name, Title, Signature) | |

| WORK CLASSIFICATION(S) | HOURLY WAGE RATES | |
|------------------------|-------------------|---|
| | BASIC WAGE | FRINGE BENEFIT(S) (if any) |
| Broiler Mechanic | \$15.15 | \$4.55 |
| Carpenter | \$14.01 | \$4.20 |
| Construction Inspector | \$15.15 | \$4.55 |
| Custodian Lead | \$9.96 | \$2.99 |
| Custodian | \$9.24 | \$2.77 |
| Electrician | \$15.15 | \$4.55 |
| HQ Inspector | \$12.98 | \$3.89 |
| HVAC Mechanic | \$15.15 | \$4.55 |
| Maintenance Technician | \$10.80 | \$3.24 |
| Plumber | \$14.60 | \$4.96 |
| Landscaper | \$10.80 | \$3.60 |
| | | <input type="checkbox"/> The agency employee benefit program has been determined by HUD to be acceptable for meeting the prevailing fringe benefit requirements. (HUD Labor Relations: If applicable, check box and initial below.) _____ LR Staff Initial |

| | |
|--|--|
| | FOR HUD USE ONLY LR2000: Log in: log out: 11-13-09 |
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