



... for the people

818 S. FLORES ST.

SAN ANTONIO, TEXAS 78204

www.saha.org

Procurement Department

REQUEST FOR QUOTATIONS

For

Installation of Gate Operator at Villa Tranchese

For

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

RFQ #: 1001-936-37-3123

Closes March 15, 2010 @ 11:00 AM

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

February 2010

Request for Quotes 1001-936-37-3123

- 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 Form 5370EZ, Davis Bacon Wage Decision and SAHA General Terms and Conditions. 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 an award to the same bidder (aggregate) for all items; or,
 - 3.5.2 To make an 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, an award shall be made to the responsive and responsible contractor that submits the best value to SAHA using price and other factors listed below.
- Past Performance installing automatic gates
 - Experience with automatic gate systems
 - 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. SAHA will assign payment without consent as required by law. Contractor must notify SAHA when assignment of payment is required.
- 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/or 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 The property is located at 307 Marshall, San Antonio, TX 78212

13.2 Contractor shall comply with all Federal, State, and local laws, regulations, ordinances, and codes and have current licenses or permits required to perform the services under this quote.

13.3 All equipment and components must meet UL 325 and UL 991 Federal Safety Standards.

13.4 Contractor shall install 2 new 22 feet vehicular slide gate operators, model Door King 9100 or equal.

13.5 Installation will include all required hardware including but not limited to: brackets, anchors and galvanized mounting riser plate to support galvanized tamper proof controller box.

13.6 Contractor shall install new electric motor: 110 volt, 60Hz, 2.7 amp, ½ hp, single phase.

13.7 Installation shall include all wiring required to insure proper operation.

13.8 Contractor shall install new mechanical system. Single cog belt with #40 chain to insure full (open and close) operation of existing slide gates, plus new secondary detectors (sensors) for safety.

13.9 Contractor shall test and make any and all adjustments to the system to insure proper operation of all components.

13.10 Contractor shall demolish and install new vehicular asphalt loop detectors at designated parking areas to include a rectangular (24 feet X 5 feet) electric wire loop system, sensors and connectors to the main operator box.

13.11 Contractor must program, connect, adjust, calibrate, and epoxy seal all installed wire loop systems and insure proper operation.

13.12 Contractor shall install stand alone galvanized Knox Box, or equal. Access key must match the City of San Antonio emergency access key. Installation must include all required hardware including but not limited to:

brackets, anchors and galvanized mounting riser stand. Contractor must insure proper operation.

13.13 Contractor shall install 2 new electric pedestrian gate locks.

13.14 Contractor shall remove and install new heavy duty iron door closer on two 48 inch wide pedestrian metal gates.

13.15 Contractor shall remove and install three new stand alone scan card readers. One will operate the vehicular sliding gate and two will operate the two pedestrian metal gates. New scan card readers must be equivalent to existing readers on the building entrance sliding doors.

13.16 Contractor shall supply all materials and equipment.

13.17 Any and all debris created by the repairs shall be disposed of off-site and in accordance with applicable local, State, and Federal laws and regulations.

13.18 Agency Contact: David Trevino 210-559-1537

13.19 Response must be received no later than 11:00AM March 15, 2010. Responses may be delivered by the following methods:

**By hand or US Postal Service 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

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 sin 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.	Statutory \$500,000
SAHA and its affiliates must be a Certificate Holder.	
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

- 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 60 days after the delivery of the goods or service. If contractor fails to invoice within 60 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).

Quote Form

RFQ Closes at 11:00AM March 15, 2010

1001-936-37-3123 Installation of Gate Operator at Villa Tranchese

- 1. Cost to supply, install and test gate operator, pedestrian gate locks, and scan card readers per the specification detailed in this RFQ.**

\$ _____

Contractor shall complete this project within 60 days. Days are consecutive calendar days.

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

a) _____

b) _____

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)