



818 S. FLORES ST. ① SAN ANTONIO, TEXAS 78204 ① www.saha.org

Procurement Department

**REQUEST FOR QUOTATIONS
For
Homestead Apartments Pool Repair
For**

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

IFB #: 1003-912-63-3159

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

March 2010

Request for Quotes 1003-912-63-3159

- 1.0 SAN ANTONIO HOUSING AUTHORITY (SAHA) CONTACT:** All questions pertaining this quotation shall be addressed to Charles Bode, Asst. Director of Procurement, telephone 210-477-6703, fax 210-477-6167 or e-mail at charles_bode@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 *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, HUD document 5370 C Section II (10-2006), and SAHA's General Terms and Conditions which are incorporated by reference.
- 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, 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 sixty (60) days with no escalation. Quantities listed in this Solicitation are for the purpose of determining best pricing per 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 based on the "best value" to SAHA. The "best value" is based on cost and the bidders experience in pool repairs and estimated repair time.
- 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/or certification of the following: (Refer to table in Section 14 for limits)
- 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 naming SAHA as a certificate holder.
- 13.0 SPECIFICATIONS /SCOPE OF WORK FOR THIS SOLICITATION:**
- 13.1** SAHA requires the repair of pool at the Homestead Apartments, 5800 Medina Base Road, San Antonio, Texas 78242.

- 13.2** Response must be received no later than 12:00 Noon April 12, 2010.
Responses may be hand delivered to:
San Antonio Housing Authority,
attn. Charles Bode, Asst Director of Procurement,
818 S. Flores, San Antonio, TX 78204.
- Faxed to: Attn. Charles Bode at 210-477-6167
Emailed to: charles_bode@saha.org
- 13.3** Response shall include the following:
- 13.3.1 Pool**-Remove old plaster under the tile line and around fittings and drains and resurface.
 - 13.3.2** Replace the main drain covers with Virginia Gramme Baker Act approved covers.
 - 13.3.3 Spa**-Remove old plaster below the tile line and resurface.
 - 13.3.4** Remove and replace all top edge tile in the main pool area.
 - 13.3.5** Replace all depth markers in pool shell with full 4 inch markers and “**FT**” markers per applicable code.
 - 13.3.6** Repair damage to the pool shell behind the corner tiles.
 - 13.3.7** Install step tile on entry steps as required by applicable code.
 - 13.3.8** Add Grab-Rail at entry steps as required by code.
 - 13.3.9** Clean and reseal expansion joints on the main pool deck.
 - 13.3.10** Replace and modify as required the main drains to comply with the Virginia Gramme Baker code restrictions.
- 13.4** Inspections shall be completed by a SAHA Project Manager for acceptance and payment authorization.
- 13.5** All debris created by the repairs shall be disposed of off-site.
- 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.
- 13.8** Repairs to be completed and pool operational and open to the residents by May 31, 2010.

Remainder of this page left blank intentionally.

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 to do work on SAHA properties. Coverage is required for both owned and non-owned vehicles.	\$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

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 90 days after the delivery of the goods or service. If contractor fails to invoice within 90 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 Purchase Order 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

Item 1: Repair of the pool at the Homestead Apartments as specified herein.

\$ _____ delivery in _____ days
(Failure to enter a delivery time shall subject bidder to 30 calendar days for completion.)

In submitting this bid, it is understood if written notice of the acceptance of this bid is mailed, telegraphed, 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)