



... for the people

818 S. FLORES ST.

SAN ANTONIO, TEXAS 78204

www.saha.org

Procurement Department

## **REQUEST FOR QUOTATIONS**

**For**

**Repairs at 1523 Noble Oak**

**For**

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

**RFQ #: 1004-909-62-3173  
Closes June 25, 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

May 2010

### Request for Quotes 1004-909-62-3173

- 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](mailto: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, *HUD 5370 EZ*, HUD Handbook 7460.8 REV 2, Procurement Handbook for Public Housing Agencies, dated 2/2007, 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](mailto: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 sixty (60) 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  
Cost  
Experience
- 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/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 1523 Noble Oak, San Antonio, TX 78227**

**13.2 Pre bid meeting at 1523 Noble Oak at 10:00AM June 9, 2010.  
Contact: Ronny Badillo 210-559-2122.**

**13.3 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.**

**13.4 Contractor shall perform all tasks listed on the attached scope of work.**

**13.5 The Contractor shall supply all material, equipment and labor to complete this project.**

**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 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.**

**13.8 All material must meet or exceed HUD requirements.**

**13.9 Response must be received no later than 11:00AM June 25, 2010.  
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](mailto:carlton_bottoms@saha.org)**

**13.9 Contact: Ronny Badillo 210-559-2122**

**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.**

<b>Professional Liability</b>	<b>Required Limits</b>
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
<b>Business Automobile Liability</b>	<b>Required Limits</b>
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
<b>Workers Compensation and Employer's Liability</b>	<b>Required Limits</b>
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.	
<b>Commercial General Liability</b>	<b>Required Limits</b>
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](mailto: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, Contractor hereby agrees 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) and the wage decision enclosed herein or the latest revision in effect at wage decision lock-in date.
- 19.0** All products listed herein are to reference a known quality and level of performance. SAHA will consider alternate brands of equal quality and performance. The Proposer must indicate on the Proposal Fee Sheet if they are proposing alternate products, and provide complete manufacturer's specification. In all cases SAHA shall be the final determiner of equality. All substitutions will be approved in writing; no oral approvals shall be recognized.

**Quote Form**  
**RFQ Closes on June 25, 2010 at 11:00AM**

**1. Cost to complete all repairs in accordance with attached scope of work.**

\$ \_\_\_\_\_

**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) \_\_\_\_\_

Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such bid is genuine and not collusive and that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, to fix overhead, profit or cost element of said bid price, or that of any other bidder or to secure any advantage against the SAHA or any person interested in the proposed contract; and that all statements in said bid are true. **Initials** \_\_\_\_\_

In performing this contract, the contractor(s) shall comply with any and all applicable federal, state or local laws including but not limited to: Occupational Safety & Health, Equal Employment Opportunity, Immigration and Naturalization, The Americans with Disabilities Act, State Tax and Insurance Law, and the Fair Housing Act. **Initials** \_\_\_\_\_

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)

<b>Plumbing-</b>		
Replace shower head (1)		
Replace cut offs and escusions (5)		
Install new kitchen faucet with		
single handed moen.		
Replace (1) single handle Moen lavatory faucet		
Replace (2) washing machine hose bibbs		
Replace (2) exterior hose bibbs		
Replace (1) commode with low flow type		
Replace (1) toilet seat and fluid master		
Replace SS kitchen sink 33x22		
Replace (1) kitchen drainage kit		
Replace (1) bathroom drainage kit		
Replace (5) supply lines		
<b>Flooring-</b>		
Replace flooring with 18" x 18" Hacienda		
style color approx. 896 sq. ft.,grout and		
seal clean and wax.		
Contractor to incase new flooring over old		
VCT floor due to environmental reasons.		
<b>Structure Repair-</b>		
Replace 10 sheets of 4' x 8' siding in back		
and right side of house to match existing.		
Repair any wall framing as needed		
Paint siding to match existing color.		
<b>Painting Interior-</b>		
Complete paint, prep, patch, texture and paint		
interior of house and garage.		
Retexture all walls and necessary ceilings		
as needed to match existing.		
Paint color to be used (Parchment)		
<b>Painting Exterior-</b>		
Paint all fascia and all window trim		
and front metal screen door		
with new fresh coat to match existing paint		
<b>Doors Interior-</b>		
Replace interior door hardware to include		
(5) passage Knobs,(1) privacy Knob with		
(2) Dead bolts and (2) Keyed passage knobs		
all with new striker plates.		
Install (7) spring type door stops		
Replace (2) HC bedroom doors 30"x80"		
<b>Doors Exterior-</b>		
Replace 30"x80" patio screen door (1)		
check for proper operation of sliding door		
Replace hardware if needed.		

<b>Side Walks-</b>		
Pressure wash and seal all cracks in drive way and sidewalk approx. 15 LF remove all petroleum products from driveway.		
<b>HVAC-</b>		
Replace 15x25x1 a/c filter		
clean entire furnace; closet top and below return a/c grill. Service entire a/c unit;		
Work to be done by licensed HVAC vendor		
clean and repaint all a/c registers.		
<b>Windows -</b>		
Replace(3)bedroom windows with low E double pane colonial style white aluminum to match existing window opening.		
Replace(1) living room window with low E double pane colonial style white aluminum to match existing window opening.		
Caulk seal and repair any trim and brick as needed around window replacements.		
Install (4) mini-blinds to be provided by HD		
Install (1) vertical blind to be provided by HD		
<b>Miscellaneous Repair work-</b>		
Remove all trash and debris, prior to, during and at commencement of work from house and yard.		
Replace hall bath mirror (1)		
Replace medicine cabinet (1)		
Replace shower rod (1) and bathroom accessory kit (1).		
Install new stove Frigidaire 30" RB536DPWW White or equal		
Install new Refrigerator Frigidaire HTH17CBTWW White or equal		
Repair spalling foundation where exposed or cracked.		
Fill in erosion areas around foundation and patio with top soil approx. 2 yds		
<b>Roofing-</b>		
Repair 3'x5' area approx.of roof shingles and felt under linen if needed to match existing.		
<b>Drywall Replacement-</b>		
Repair 2'x2' area approx.in living room area		
<b>Electrical-</b>		
Replace all electrical outlets, switches, cover plates and phone jacks.		
Replace (1) 9 volt battery operated smoke alarm in hallway.		
Replace all GFCI's		
Install new 30" vent-a-hood		

Replace interior light fixtures (6)		
with Satin Nickel 14" two bulb fixtures		
Replace (1) bathroom light fixtures w/Hollywood		
style 4 bulb fixtures		
<b>Cabinet Replacement -</b>		
Replace (6) upper cabinets ,(4) lower cabinets		
(1) Pantry as per layout		
Replace (3) sections of counter tops as per		
layout.		
Replace (1) vanity and counter top as per		
layout.		