



818 S. FLORES ST. ① SAN ANTONIO, TEXAS 78204 ① [www.saha.org](http://www.saha.org)

Procurement Department

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## **REQUEST FOR QUOTATIONS**

**For**

### **MARKETING MATERIALS**

**For**

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

**RFQ #: 1008-037-52-3272**

**Closes September 30, 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

August 2010

## Request for Quotes 1008-037-52-3272

- 1.0 **SAN ANTONIO HOUSING AUTHORITY (SAHA) CONTACT:** All questions pertaining to this quotation shall be addressed to Patti Earnest, Purchasing Agent, telephone 210-477-6170, fax 210-477-6167 or e-mail at [patti\\_earnest@saha.org](mailto:patti_earnest@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. These documents may be obtained by contacting Patti Earnest, Purchasing Agent, telephone 210-477-6170, fax 210-477-6167 or e-mail at [patti\\_earnest@saha.org](mailto:patti_earnest@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 quantities, 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:
- Cost
  - In Stock availability
  - Catalog with pricing or on-line website
- 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 retains 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 SAHA is seeking independent contractors to supply Marketing Materials to include Balloons, Helium, Helium Tanks, Flags, Flagpoles, Banners, and Amenity Signs, as listed.**

**13.2 Contractor shall be capable of receiving requests/orders for items via e-mail, phone, fax or on-line.**

**13.3 All quotes must be priced as individual unit costs.**

**13.4 Minimum quantities will not be accepted.**

**13.5 Contractor shall not process orders without first receiving a Purchase Order.**

**13.6 Orders will be shipped to the property placing the order, on an as needed basis, after receipt of a Purchase Order, for the items being requested.**

**13.7 The delivery ticket and invoice for each order shall include:**

**13.7.1 The name of the property and the address of delivery.**

**13.7.2 The name of the person that placed the order.**

**13.7.3 The Purchase Order Number.**

**13.7.4 A list of all items being delivered.**

**13.8 A legible signature is required as proof of delivery.**

**13.9 Prices will be honored for a term of 1 (one) year from the date of award.**

**13.10 Responses may be hand delivered to:**

**San Antonio Housing Authority  
attn. Patti Earnest, Purchasing Agent  
818 S. Flores  
San Antonio, TX 78204**

**Faxed to: Attn. Patti Earnest at 210-477-6167  
Emailed to: [patti\\_earnest@saha.org](mailto:patti_earnest@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.**

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

**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).**

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**Quote Form**  
**RFQ Closes on September 30, 2010 at 11:00AM**

**1. Unit Prices for Marketing Materials**

(These unit prices will include all costs associated with the requested item)

Marketing Materials - Balloons	Unit of measure	Total Price
1. 12" Balloon Primary (thick texture) All Colors	Each	\$
2. 12" Balloon Primary (thick texture) All Colors -Single Print	Each	\$
3. 12" Balloon Primary (thick texture) All Colors -Two Sided Print	Each	\$
4. 12" Balloon Primary (thick texture) All Colors -All Over Print	Each	\$
5. 14" Balloon Primary (thick texture) All Colors	Each	\$
6. 14" Balloon Primary (thick texture) All Colors -Single Print	Each	\$
7. 14" Balloon Primary (thick texture) All Colors -Two Sided Print	Each	\$
8. 14" Balloon Primary (thick texture) All Colors -All Over Print	Each	\$
9. 17" Balloon Primary (thick texture) All Colors	Each	\$
10. 17" Balloon Primary (thick texture) All Colors -Single Print	Each	\$
11. 17" Balloon Primary (thick texture) All Colors -Two Sided Print	Each	\$
12. 17" Balloon Primary (thick texture) All Colors -All Over Print	Each	\$
13. 3/16" Ribbed Curling Ribbon 500 yards - All colors	Roll	\$
14. "K" size Helium Tank - Initial FULL tank delivered	Tank	\$
15. Helium Tank regulator with gauges (cost)	Each	\$
16. Helium Tank Regulator with gauges (rental)	Month	\$
17. "K" size Helium Tank - Refill	Refill	\$
18. Tank Rental (per Month)	Month	\$
19. Delivery Fee	Trip	\$
Marketing Materials - Outdoor Quality Flags and Pennants	Unit of measure	Total Price
1. 3' x 8' Flag, Assorted Colors, Designs and Slogans	Each	\$
2. 3' X 8' Sail Flag, Assorted Colors	Each	\$
3. 5' X 3' Flag, Assorted Colors, Designs and Slogans	Each	\$
4. 12' Flutter Flag, Assorted Colors, Designs and Slogans	Each	\$
5. 3' X 8' Vertical Patriotic Flag with brass grommets	Each	\$
6. 5' X 3' Nylon American Flag with brass grommets	Each	\$
7. 5' X 3' Nylon State of Texas Flag with brass grommets	Each	\$
8. 6' X 4' Nylon American Flag with brass grommets	Each	\$
9. 6' X 4' Nylon State of Texas Flag with brass grommets	Each	\$
10. 8' X 5' Nylon American Flag with brass grommets	Each	\$
11. 8' X 5' Nylon State of Texas Flag with brass grommets	Each	\$
12. 10' X 6' Nylon American Flag with brass grommets	Each	\$
13. 10' X 6' Nylon State of Texas Flag with brass grommets	Each	\$
14. 5' X 3' Pennant, Assorted Colors, Designs and Slogans	Each	\$
15. 105" String of 72 - 12" X 18" Pennants sided	String	\$
16. Delivery Fee	Trip	\$

Marketing Materials - Flagpoles with Hardware	Unit of measure	Total Price
1. 10' Anodized Aluminum Flagpole 2" base, 2 section	Each	
2. 15' Anodized Aluminum Flagpole 2" base, 3 section	Each	
3. 20' Anodized Aluminum Flagpole 2" base, 4 section	Each	
4. 20' Anodized Aluminum Flagpole 3" base, 5 section-TAPERED	Each	
5. 25' Anodized Aluminum Flagpole 2 1/2" base, 6 section	Each	
6. 12' Aluminum White Flagpole 1 3/8" base, 3 section	Each	
7. 18' Aluminum White Flagpole 1 5/8" base, 4 sections	Each	
8. 22' Aluminum White Flagpole 1 3/4" base, 4 sections	Each	
9. 12' White Steel Flagpole 1 3/8" base, 3 sections	Each	
10. 18' White Steel Flagpole 1 5/8" base, 4 sections	Each	
11. 22' White Steel Flagpole 1 3/4" base, 5 section	Each	
12. 25' Aluminum Flagpole 3 1/2" base, One Piece	Each	
13. 30' Aluminum Flagpole 4" base, One Piece	Each	
14. Installation of Flagpole	Each	
15. Delivery Fee	Trip	
Marketing Materials - Banners	Unit of measure	Total Price
1. 5' X 3' Horizontal Banner-Assorted Colors, Designs and Slogans	Each	
2. 6' X 4' Horizontal Banner-Assorted Colors, Designs and Slogans	Each	
3. 8' X 4' Horizontal Banner-Assorted Colors, Designs and Slogans	Each	
4. 10' X 3' Horizontal Banner-Assorted Colors, Designs and Slogans	Each	
5. 15' X 4' Horizontal Banner-Assorted Colors, Designs and Slogans	Each	
6. 20' X 4' Horizontal Banner-Assorted Colors, Designs and Slogans	Each	
7. 5' X 3' Banner Frame	Each	
8. 6' X 4' Banner Frame	Each	
9. 8' X 4' Banner Frame	Each	
10. 10' X 3' Banner Frame	Each	
11. 15' X 4' Banner Frame	Each	
12. 20' X 4' Banner Frame	Each	
13. 3' X 10' Vertical Banner-Assorted Colors, Designs and Slogans	Each	
14. 4' X 15' Vertical Banner-Assorted Colors, Designs and Slogans	Each	
15. 4' X 20' Vertical Banner-Assorted Colors, Designs and Slogans	Each	
16. 15" X 32" Lawn Banner-Assorted Colors, Designs and Slogans	Each	
17. 15" X 32" Banner Lawn Frame	Each	
18. 15" X 32" Banner Wall Frame	Each	
19. Delivery Fee	Trip	

Marketing Materials - Amenity Signs	Unit of measure	Total Price
1. 24" X 18" Coroplast Vertical Amenity Sign, Assorted Colors, Designs and Slogans	Each	\$
2. 24" X 18" .080" Aluminum Vertical Amenity Sign, Assorted Colors, Designs and Slogans	Each	\$
3. 32" X 32" Coroplast Vertical Amenity Sign, Assorted Colors, Designs and Slogans	Each	\$
4. 32" X 32" .080" Aluminum Vertical Amenity Sign, Assorted Colors, Designs and Slogans	Each	\$
5. 18" X 24" Coroplast Vertical Amenity Sign, Assorted Colors, Designs and Slogans	Each	\$
6. 18" X 24" Frame	Each	\$
7. 32" X 32" Frame	Each	\$
8. 24" X 18" Frame	Each	\$
9. 32" X 21" Coroplast Oval Amenity Sign, Assorted Colors, Designs and Slogans	Each	\$
10. Frame for Coroplast Oval Sign	Each	\$
11. 12" X 18" .080" Aluminum Oval Signs	Each	\$
12. Delivery Fee	Trip	\$

**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)