



818 S. FLORES ST.

SAN ANTONIO, TEXAS 78204

www.saha.org

Procurement Department

## **REQUEST FOR QUOTATIONS**

**For**

**Install Window Air Conditioning Units at Various SAHA Properties**

**For**

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

**Date Issued: June 6, 2011**

**RFQ #: 1105-910-36-3532**

**Closes June 20, 2011 @ 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

June 2011

- 1.0 The Housing Authority of the City of San Antonio, Texas and its affiliated entities d/b/a San Antonio Housing Authority (“SAHA”) hereby invites independent Contractors to submit bids to install window Air Conditioning units in various SAHA properties. These window units are being installed as reasonable accommodations for the comfort of the residents.**
- 2.0 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).**
- 3.0 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 Handbook 7460.8 REV 2, Procurement Handbook for Public Housing Agencies, dated 2/2007, HUD Table 5.1, Mandatory Contract Clauses for Small Purchases Other Than Construction, HUD 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](mailto:carlton_bottoms@saha.org).**

**ATTACHMENT A: HUD Wage Decision**

**ATTACHMENT B: Specifications**

- 4.0 SAHA’s RESERVATION OF RIGHTS: SAHA reserves the right to:**
  - 4.1 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.**
  - 4.2 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.**
  - 4.3 Determine the days, hours and locations that the successful bidder shall provide the items or services called for in this Solicitation.**
  - 4.4 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.**
  - 4.5 SAHA reserves the right to:**
    - 4.5.1 To make an award to the same bidder (aggregate) for all items; or,**
    - 4.5.2 To make an award to multiple bidders for the same or different items.**

- 5.0 BIDDER'S RESPONSIBILITY:** Each bidder must carefully review and comply with all instructions provided herein, or provided within any named attachments.
- 6.0 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.
- 7.0 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 Ninety (90) days with no escalation. Quantities listed in this Solicitation are for the purpose of determining best pricing per line item.
- 8.0 Method of Award:** SAHA may, at its sole discretion, procure the applicable goods or services by issuance of a PO or execution of a Contract. By submitting a bid, the successful proposer agrees to accept the PO or execute the contract. All Purchase Order will be issued by SAHA Procurement.
- 9.0 Fees:** All fees are all-inclusive of all related costs that a proposer will incur to provide the noted services in compliance with this RFQ, including, but not limited to: employee wages and benefits, clerical support, travel and lodging, overhead, profit, licensing, insurance, materials, supplies, tools, equipment, long distance telephone calls, document copying and motor vehicle fuel, fully burdened.
- 10.0 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 Experience, days to complete the project, and cost
- 11.0 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.
- 12.0 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.
- 13.0 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.**

**14.0 LICENSING REQUIREMENTS:**

**14.1 Contractor(s) shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses or permits required to provide the services under this RFQ.**

**14.2 Licensing: Contractor shall be licensed as required by the jurisdiction in which the service is to be performed and the license shall be current and in good standing.**

**14.3 Contractor shall be responsible for obtaining any permits required to provide the services under this RFQ.**

**15.0 GENERAL CONDITIONS FOR THIS SOLICITATION:**

**15.1 Specifications are in ATTACHMENT B.**

**15.2 Contractor shall supply all material, equipment and labor to complete this project**

**15.3 REGULATORY:**

Contractor(s) shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses or permits required to provide the services under this RFQ.

**15.4 LICENSING:**

Contractor/s shall be licensed as required by the jurisdiction in which the project is to be performed and the license shall be current and in good standing.

**15.5 Contractor needs to pull permits if required by the City compliance office. Contractor shall comply with all federal, state and local laws, rules, regulations and Codes.**

**15.6 Responses may be hand delivered, e-mailed or faxed to:**

**San Antonio Housing Authority,  
Attn. Carl Bottoms, Procurement Supervisor,  
818 S. Flores, San Antonio, TX 78204  
Fax: Attn. Carl Bottoms at 210-477-6167  
Email: [carlton\\_bottoms@saha.org](mailto:carlton_bottoms@saha.org)**

**16.0 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.	\$1,000,000
Business Automobile Liability	Required Limits
SAHA and its affiliates must be named as an additional insured and as the certificate holder	\$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	Statutory \$500,000
A waiver of Subrogation in favor of SAHA must be included in the Workers' Compensation policy.	
SAHA and its affiliates must be named as a Certificate Holder on both.	
Commercial General Liability	Required Limits
This is required for any vendor who will be doing hands on work at SAHA properties.	\$1,000,000 per accident
SAHA and its affiliates must be named as an Additional Insured and as the Certificate Holder.	\$2,000,000 aggregate

- 17.0 **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. Upon the Award of Contract, Contractor shall receive a request from SAHA to process all payments electronically to insure prompt and efficient payment of all invoices.
- 18.0 **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 two (2) years.
- 19.0 **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).
- 20.0 **Training and Employment Opportunities for Residents in the Project Area (Section 3, HUD Act of 1968; 24 CFR 135)**  
 (a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

**(b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.**

**(c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.**

**(d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.**

**(e) The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.**

**(f) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.**

**The remainder of this page left blank intentionally**



### Proposers Certification

By signing below, Proposer certifies that the following statements are true and correct:

1. He/she has full authority to bind Proposer and that no member of Proposer's organization is disbarred, suspended or otherwise prohibited from contracting with any federal, state or local agency;
2. Items for which bids were provided herein will be delivered as specified in the bid,
3. Proposer proposes to furnish and deliver in accordance with the terms, conditions, and specifications embodied herein, all of which terms, conditions, and specifications are hereby accepted and made a part of this bid, all materials and supplies, which are described on the bid worksheets herein and opposite of which prices have been entered, at the price or prices quoted, subject to valid price reductions as hereafter defined, as ordered for delivery, by SAHA,
4. Proposer agrees that this bid shall remain open and valid for at least a period of 90 days from the date of the Bid Opening and that this bid shall constitute an offer, which, if accepted by SAHA and subject to the terms and conditions of such acceptance, shall result in a contract between SAHA and the undersigned Proposer,
5. He/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this bid,
6. Proposer, nor the firm, corporation, partnership, or institution represented by the Proposer, or anyone acting for such firm, corporation or institution has violated the antitrust laws of the State of Texas or the Federal Antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business,
7. Proposer has not received compensation for participation in the preparation of the specifications for this RFQ, and
8. The individual or business entity named in this bid is eligible to receive the specified payment and acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate,

SIGNED: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Company Name)

\_\_\_\_\_  
(Company Phone & Fax & Email Address)

\_\_\_\_\_  
(Date)

# **ATTACHMENT A**

## **HUD Wage Decision**

<b>Maintenance Wage Rate Determination</b>	<b>U.S. Department of Housing and Urban Development Office of Labor Relations</b>	<b>HUD FORM 52158 (06/2006)</b>
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Agency Name:  <b>San Antonio Housing Authority</b>	LR 2000 Agency ID No:  <b>TX006A</b>	Wage Decision Type: <input checked="" type="checkbox"/> Routine Maintenance <input type="checkbox"/> Nonroutine Maintenance
	Effective Date:  <b>7/1/2010</b>	Expiration Date:  <b>6/30/2011</b>

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 1996, 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.

*Karen Clark*  
**Karen Clark, Labor Relations Specialist** Date **3/24/10**

WORK CLASSIFICATION(S)	HOURLY WAGE RATES	
	BASIC WAGE	FRINGE BENEFIT(S) (if any)
Broiler Mechanic	\$15.35	\$4.61
Carpenter	\$14.20	\$4.26
Construction Inspector	\$15.35	\$4.61
Custodian Lead	\$10.09	\$3.03
Custodian	\$9.36	\$2.81
Electrician	\$15.35	\$4.61
HQ Inspector	\$13.16	\$3.94
HVAC Mechanic	\$15.35	\$4.61
Plumber	\$14.80	\$5.03
Maintenance Tech	\$10.95	\$3.28
Landscaper	\$10.95	\$3.65

	<b>FOR HUD USE ONLY</b> LR2000: Log in: <b>OMW5411</b>
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# **ATTACHMENT B**

## **Specifications**

## **SCOPE OF WORK**

- **Measure your windows for proper installation to ensure the unit will fit the bottom section of the glass.**
- **Insure A/C is level, if not use wood shims, cut to the correct size on the sill, providing a tilt, enabling the water to drain into to proper drainage. Use screws to attach the unit.**
- **For units that include an accordion flap, fit it to the frame. Be sure to install any included metal brackets as well. Fasten the brackets and/or flap to the window frame with nails, or screws, and then close the window onto the unit.**
- **Cover or fill any and all sections which do not have an airtight seal through the use of weather stripping.**
- **Plug in and turn on.**

**The Contractor shall prevent damage to the existing adjacent work. If any damage is caused as a result of the execution of the works, Contractor shall make repair / restorations to the satisfaction of the SAHA.  
Contractor to provide all tools necessary to complete work.**

**A/C WINDOW UNITS TO BE PROVIDED BY SAHA, any additional materials must be provided by contractor.**

**The final number of units will be determined by property. There are currently 70 units scheduled to be installed. The maximum quantity that may be installed is 200 units.**

**Final approval will be made by on site SAHA Supervisor/Management.**