



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

Procurement Department

**REQUEST FOR QUOTATIONS**  
**For**  
**Purchase and Installation of Blinds for Blanco Apartments**  
**For**  
**HOUSING AUTHORITY OF THE**  
**CITY OF SAN ANTONIO, TEXAS**  
**AND**  
**AFFILIATED ENTITIES**

**Quote #: 0906-870-50-2959**

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

June 2009

Request for Quotes 0906-870-50-2959

- 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](mailto: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 the HUD document, *Table 5.1, Mandatory Contract Clauses for Small Purchases Other Than Construction*, which is incorporated by reference and SAHA's General Terms and Conditions which are attached.
- 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 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, a award shall be made to the responsive and responsible bidder that submits the lowest cost meeting the advertised specifications.
- 9.0 BID COST S:** 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 P O by SAHA, present to SAHA, proof and/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,
  - 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.
- 13.0 SPECIFICATIONS /SCOPE OF WORK FOR THIS SOLICITATION:**
- 13.1 Location:** TX 6-29 Blanco Apartments, 906 West Huisache, San Antonio, TX 78201
  - 13.2 Contacts:** Procurement: Charles Bode 210-477-6703 charles\_bode@saha.org  
Property Manager: Dalia Fitzgerald (210) 477-6614  
SAHA Project Manager: Neville Blair (210) 669-6815 neville\_blair@saha.org  
SAHA Inspector: Douglas Peck (210) 389-0700 douglas\_peck@saha.org  
General Contractor/Remediation Contractor: PDG dba Flagship, Inc.:  
Project Manager: Buddy Scherer (832) 978-2419 bscherer@flagshippdg.com
- 13.3 Description of Work:**  
Blanco Apartments is a four story senior building. The building has open air double loaded corridors leading to the apartments. The building was vacated to accommodate a mold remediation construction project. The mold remediation contractor is PDG dba Flagship. Phases of the remediation construction work are expected to run concurrent with the work of this contract. Therefore, coordination between the PDG's project manager and the window blinds installation contractor's project manager will be required. See attachment "2" for drawings.
- 13.3.1** There are 100 apartments, four laundry rooms and two offices on this property:

- 13.3.2 Four (4) two-bedroom apartments: one window in the each bedroom, one window in the kitchen.
  - 13.3.3 Thirty-six (36) one-bedroom apartments: one window in the bedroom, one window in the kitchen.
  - 13.3.4 Sixty (60) studios (zero bedrooms): one window in the bedroom, one window in the kitchen.
  - 13.3.5 Each apartment has a sliding glass door, a total of 100 sliding glass doors.
  - 13.3.6 There are four laundry rooms with one sliding glass door each and two offices, each with one arched window.
- 13.4 **Response must be received no later than 12:00 Noon June 16, 2009.** Responses may be mailed/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](mailto:charles_bode@saha.org)

**13.5 Response shall include the following:**

- 13.5.1 The complete installed price for all blinds as specified on the bid sheet.
  - 13.5.2 The estimated time frame to complete the installation.
  - 13.5.3 The quantities shown herein are estimates, Contractor is responsible for verifying the exact quantities required.
  - 13.5.4 The length of the Contractors warranty on materials and installation.
- 13.6 The Contractor will be required to confirm all quantities and dimensions required for the installation of the blinds on the windows and sliding glass doors.
- 13.7 The Contractor will furnish all labor, materials, equipment, services, testing, transportation, insurance and daily expenses to meet the requirements of this Summary of Work and Specifications.
- 13.8 The contractor shall secure and pay for all permits, fees, and licenses required for the proper execution and completion of the work.
- 13.9 The contractor shall observe and comply with all federal, state, county, and city laws, codes, ordinances, rules and regulations in accomplishing the work.
- 13.10 The Contractor will coordinate the location of staging areas, parking of worker's cars, and use of utilities (water and electric) with the PDG Flagship's Project Manager and SAHA's Project Manager
- 13.11 The work area will be left broom clean at the end of each workday. All debris, related to the work, will be carted off site and properly disposed of by the Contractor. The floors have been freshly waxed and or painted. The installation contractor will protect all floors and leave them in the condition that they were found.
- 13.12 The Contractor shall not leave equipment, tools, debris, supplies or materials in the walkways where they would create tripping hazards or impede ingress and egress.
- 13.13 There are two window configurations per apartment, a rectangular window in the kitchens and arched windows in the bedroom and offices. In all cases, the window blinds will be mounted on the wall. The arch in the arched window will be covered by the rectangular vinyl blind. The color of all the blinds will be white. The window blinds will be 1" mini blinds, extending from head of window to sill. The vertical blinds will be 3 ½", extending from head of sliding glass doors to the floor.
- 13.13.1 Vertical Blinds: BALI Duralite or equal (Home Depot – SKU 908-188).

13.13.2 Horizontal Blinds: ML 3542 Pro 1” and ML3760 Pro 1” (Home Depot – SKU 505-351) or equal.

13.13.3 See photos in attachment “1

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

**Remainder of this page left blank intentionally**

**Quote Sheet**  
**Response Due 12:00 Noon, June 16, 2009**

The undersigned, having familiarized himself/herself with the local conditions affecting the cost of the work, Specifications and the Addenda, if any hereto, as prepared by and on file at the Procurement Department of SAHA, San Antonio, Texas 78204, hereby proposes to furnish all labor, materials, equipment and services required to install the blinds in accordance with these specifications for SAHA for the sums of:

Item	Description	Quantity	Delivery*	Total
1	Horizontal Mini-Blinds for 60 Studio Apartments (120 blinds)			\$
2	Horizontal Mini-Blinds for 36 One Bedroom Apartments (72 Blinds)			\$
3	Horizontal Mini-Blinds for 4 Two Bedroom Apartments (12 Blinds)			\$
4	Vertical Blinds for 100 Apartments (100 Blinds)			\$
5	Horizontal Mini-Blinds for two Offices (2 Blinds)			\$
6	Vertical Blinds for 100 Apartments (100 Blinds)			\$
7	Vertical Blinds for 4 (four) Laundry Rooms			\$
8	Warranty on materials and labor			

**\* Failure to specify the delivery shall subject the Contractor to completion in 30 days.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Attachment 1



# 1



#2



#3

## Attachment 2

