



Procurement Department

**REQUEST FOR QUOTATIONS
For**

Repairs at 9354 Yett Street

For

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

IFB #: 0906-909-62-2956

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 0906-909-62-2956

- 1.0 **SAN ANTONIO HOUSING AUTHORITY (SAHA) CONTACT:** All questions pertaining to 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 the HUD document, *Table 5.1, Mandatory Contract Clauses for Small Purchases Other Than Construction*, HUD Form 5370-C Sections I & II, *General Contract Conditions for Non-Construction Contracts*, which are incorporated by reference and SAHA's General Terms and Conditions which are attached. Copies of Table 5.1 and HUD Form 5370-C sections I & II may be obtained by contacting Charles Bode, Asst. Director of Procurement, telephone 210-477-6703, fax 210-477-6167 or e-mail at charles_bode@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 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, 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 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, award shall be made to the responsive and responsible bidder that submits the lowest cost.**
- 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/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 SAHA requires the repair and/or installation of items shown on the quote form contained in this proposal.**
 - 13.2 The property is located at 9354 Yett Street, San Antonio, Texas 78221-4157. The agency contact to gain access to the property is Erasmo (Eddie) Martinez 210-477-6494 or cell 210-559-2802.**
 - 13.3 It is the contractor's responsibility to view and inspect the property as needed for preparation of the quote.**
 - 13.4 Response must be received no later than 12:00 Noon June 11, 2009. 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

- 13.5 Response shall include the rate, hours, and material cost (where required) for each item listed on the quote form. All materials denoted with an “X” on the quote form will be provided by the Contractor, all other materials will be provided by SAHA.**
- 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.**

- 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.**

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.	\$300,000
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

Remainder of this page left blank intentionally

Quote Form – Return by June 11, 2009 12:00 Noon.

Quote Form Page 1

	Rate	HRS	Materials	Contractor Supplied Material
Plumbing-				
· Replace showerheads (2)				
· Replace cut offs (8)				
Replace drainage for kit.and Lav sink				
· Replace supply lines (8)				
· Install new kitchen faucet with single handle Moen				
Install new SS kitchen sink 33x22				
· Install SH Moen Lav faucet (2)				
· Replace washer connections and box				
· Replace commode seat (2)				
Replace bath tub and drain in hall bath				
Replace shower valves (2)				
Flooring-				X
· Install ceramic tile 17"x17" in all living areas including closets ceramic is to encase VCT for environmental reasons Approx 1014 sq. ft.				
Window Repair and Replacement-				
· Replace 11 windows similar to current windows use HR 300 Double insulated white colonial reframe if necessary				X
· Re caulk windows at structure (11)				
· Replace all window screens 11				X
Replace mini blinds				X
Structure Repair-				
Replace siding 120 sq. ft. where rotten around house				X
Replace 1x4 trim around door and shutters where rotting 60LF				X
Painting Interior-				
· Complete clean, prep, patch, texture and paint. Interior of house. including garage				X
· Re texture all walls and ceilings as necessary				X
Painting Exterior-				X
· Paint facia, wood trim and siding two colors as per sample				

Quote Form Page 2

Doors Interior-					
· Replace interior door hardware					
to include 5 passage door knobs					
and 1 privacy door knobs with new striker plates					
· Install spring type door stops 7					
Install new bi pass doors in bedrooms 3 sets					
Replace MBR door LH,BR #3 RH					X
Doors Exterior-					
· Replace all exterior door					
weather stripping and sweeps					
Replace front door w/ exterior metal					X
door w/ peep hole					
Replace back door and jamb					X
change swing to inside					
Replace garage entry door to garage					X
w/ steel 36x80 door w/ peep hole					
Sidewalk-					X
· Pressure wash and seal all cracks in					
driveway and sidewalk					
approx. 20 linear feet, remove all					
petroleum products from drive way					
Miscellaneous Repair work-					
· Remove all trash and debris,					
prior to, during, and at					
commencement of work					
· Install new dryer vent					
· Replace shower rod and bathroom					
accessory kits (toilet					
paper holder,2 towel bars, soap dish					
and tooth brush holder)					
· Install tile back splash 4x4					X
w/ 12x12 tile behind stove					
· Install new mail box and post					X
· Install new stove to be supplied by SAHA					
Install new refrigerator to be supplied by SAHA					
· Replace door bell chime					
Install new medicine cabinets (2)					
· Repaint all A/C vents					
Replace mirrors in bathrooms					
Retile hall shower w/ 12x12 tile as per					X
sample approx 65 sq. ft.					
Retile master shower w/ 12x12 ceramic					X
tile as per sample					
Remove fur downs above bathroom vanities					
Remove antenna attached to house					
in back yard and dispose of					

Quote Form Page 3

Drywall Replacement-					X
Replace drywall behind cabinets w/ water resistant green board 96 sq.ft.					
Replace drywall behind shower walls in hall and master bathrooms approx. 125 sq. ft.					
Electrical-					
· Replace all outlet covers, all switch plate covers, all phone jacks, and blanks					
· Replace (2) 9V battery operated smoke detectors					
· Replace all damaged or loose outlets and switches					
· Replace all exterior light fixtures with similar lighting					
· Replace all light fixture in hall and bedrooms with H.D. #325386 Satin Nickel 14" two bulb fixtures					
· Replace bathroom light fixture with Hollywood style 4 bulb fixtures					
Replace all GFI outlets					
Replace heater/vent in bathroom					
Cabinet Repairs Replacement-					
Remove and install new counter tops bar top and cabinets as per specs 4 lower,7 upper cabinets 2 sections of counter top					
· Replace vanity and sink top in hall and master baths					X
Fencing-					
Repair chain link fence where damaged in back yard including gate 67 LF					X
Contractor will supply Material noted w/X					
Contractor must verify all deminsions and quantities					
Labor Total					
Material Total					
Handling Fee %					
Grand Total					

Quote Form Page 4

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)