



... for the people

818 S. FLORES ST.

SAN ANTONIO, TEXAS 78204

www.saha.org

Procurement Department

**REQUEST FOR QUOTATIONS
For
Repairs at 4957 Champlain
For
HOUSING AUTHORITY OF THE
CITY OF SAN ANTONIO, TEXAS
AND
AFFILIATED ENTITIES**

IFB #: 0906-909-62-2975

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 0906-909-62-2975

- 1.0 **SAN ANTONIO HOUSING AUTHORITY (SAHA) CONTACT:** All questions pertaining to this quotation shall be addressed to Carl Bottoms, Procurement Supervisor, telephone 210-477-6178, fax 210-477-6167 or e-mail at 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, *Table 5.1, Mandatory Contract Clauses for Small Purchases Other Than Construction*, HUD Form 5370-C Section 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 may be obtained by contacting Carl Bottoms, Procurement Supervisor, telephone 210-477-61783, fax 210-477-6167 or e-mail at 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 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 4957 Champlain, San Antonio, Texas 78217-1269.**
 - 13.3 The agency contact to gain access to the property is Erasmo (Eddie) Martinez Office 210-477-6494 Cell Phone 210-559-2802**
 - 13.4 It is the contractor's responsibility to view and inspect the property as needed for preparation of the quote.**

13.5 Response must be received no later than 11:00AM July 2, 2009. 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

13.6 Response shall include the rate, hours, and material cost (where required) for each item listed on the quote form.

13.7 The contractor shall secure and pay for all permits, fees, and licenses required for the proper execution and completion of the work.

13.8 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

Response must be received no later than 11:00AM July 2, 2009

Quote Form

Plumbing-	Rate	HRS	Materials
· Replace showerheads (2)			
· Replace cut offs (8)			
Replace drainage for kitchen and Lavatory sinks			
· Replace supply lines (8)			
· Install new kitchen faucet with single handle Moen			
· Install SH Moen Lavatory faucet in master and hall Baths			
· Replace washer connections and box			
· Replace commode with low flow type round, Toilet seat, fluid master (2)			
Replace bath tub and drainage in hall bath			
Flooring-			X
· Install ceramic tile 17"x17" in all living areas including closets, ceramic is to encase VCT for environmental reasons Approx. 1283 sq. ft.			
Window Repair and Replacement-			
· Re caulk windows at structure			
· Replace all window screens 10			X
Install new mini blinds 10			X
Replace broken window in living area			X
Ensure all window function properly repair as needed			X
Structure Repair-			X
· Replace damaged siding 96sq. Ft.			
Replace damaged/missing 1x4 trim 60 LF			
Painting Interior-			X
· Complete clean, prep, patch, texture and paint. Interior of house.			
· Re texture all walls and necessary ceilings			
Remove back splash from above kitchen sink			

Quote Form Page 2

Painting Exterior-			X
· Paint facia, wood trim and siding two colors as per sample			
Doors Interior-			
· Replace interior door hardware to include 7 passage door knobs and 2 privacy door knobs with new striker plates			
· Install spring type door stops 10			
Replace closet door in BR #1			X
Replace missing garage door trim			X
Doors Exterior-			X
· Replace all exterior door weather stripping and sweeps			
Install new 36x80 ext. front door w/ peep hole, replace jamb			
· Install new storm door at front entry			
Remove sliding glass door, frame, sheetrock, interior, install siding exterior			
Install 36x80 ext. steel door RHOI w/ peephole			
Replace garage entry to house w/ ext. steel door w/ peep hole			
Sidewalk-			X
· Pressure wash and seal all cracks in driveway and sidewalk approx.15 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) (2)			
Reset and add line to clothes line posts			X
Clean fire place			
· Install new stove to be supplied by SAHA			
Install new refrigerator to be supplied by SAHA			

Quote Form Page 3

· Replace door bell chime			
Install 12x12 ceramic tile in hall as per sample over new water resistant green board 66 sq. ft.			X
· Repaint all A/C vents			
Replace baseboard in laundry area and bathrooms where damaged 25 LF			X
Drywall Replacement-			X
Remove and replace sheet rock behind hall shower and replace with water resistant green board 65 sq. ft.			
Remove and replace sheet rock behind commode in master bath and laundry area approx 18 sq. ft. resistant green board 48 sq. ft.			
Electrical-			
· Replace all outlet covers, all switch plate covers, all phone jacks, and all blanks			
· Replace (2) 9V battery operated smoke detectors			
· Replace all damaged or loose outlets and switches			
· Replace exterior light fixtures			
Replace exterior outlets and covers			
· Replace all light fixture in hall and bedrooms with H.D. #325386 Satin Nickel 14" two bulb fixtures			
Install Hollywood style 4 bulb light fixtures in master and hall Baths			
Replace all GFCI outlets			
Cabinet Repairs Replacement-			
· Replace counter top as per sample 2 sections			
· Refinish cabinets-strip, sand, stain and polyurethane, 2 coats			X
Replace missing cabinet door			X
Repair all damaged drawers and bases of cabinets			X
· Replace vanity and sink top in hall and master baths			

Quote Form Page 4

Fencing			X
Replace privacy fence gate and hardware			
Remove metal section of fence and replace with privacy fence to match existing 10LF			
Remove basket weave fence along left side of house and install privacy fence to match existing 8LF			
Contractor must field verify all Dimensions and Quantities			
Contractor must obtain all necessary permits			
Contractor will supply all material indicated with an X			
Labor Total			
Material Total			
Handling Fee ____ %			
Grand Total			

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 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)