



... for the people

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

Procurement Department

## **REQUEST FOR QUOTATIONS For**

### **Repair of HVAC Ground Source Geothermal Piping at Convent**

**For**

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

**RFP #: 0906-910-36-2962**

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



- 8.0 AWARD CRITERIA:** If an award is completed pursuant to this Solicitation, and unless otherwise instructed by SAHA, award shall be made based on the “best value” to SAHA. The “best value” is based on cost and the bidders experience in geothermal HVAC systems.
- 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 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** SAHA requires a Contractor to locate leaks in the pipes of a ground source HVAC geothermal system. Contractor will repair or cap the line with like material.
  - 13.2** The Contractor will repair any and all areas damaged as a result of the repairs. These include, but are not limited to, parking areas, sidewalks, and landscaped areas.
  - 13.3** It is the contractor’s responsibility to view and inspect the property as needed for preparation of the quote.
  - 13.4** SAHA contact to access the property for evaluation and bid preparation is Anthony Pesina, The Convent Manager, 210-477-6074, fax 210-299-1921.
  - 13.5 AWARD CRITERIA:**  
If an award is completed pursuant to this Solicitation, and unless otherwise instructed by SAHA, award shall be made based on the “best value” to SAHA. The “best value” is based on cost and the bidders experience in geothermal HVAC systems.

**13.6 TYPE OF CONTRACT:**

If an award is completed pursuant to this Request for Quotes, the awarded contract will be a "Time & Materials" contract in the form of a Purchase Order.

**13.7 REQUIREMENTS:**

Contractor shall provide a short synopsis of past experience in ground source geothermal systems in response to this RFQ.

**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** Response must be received no later than 2:00 PM June 19, 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](mailto:carlton_bottoms@saha.org)

**13.11 HISTORY:**

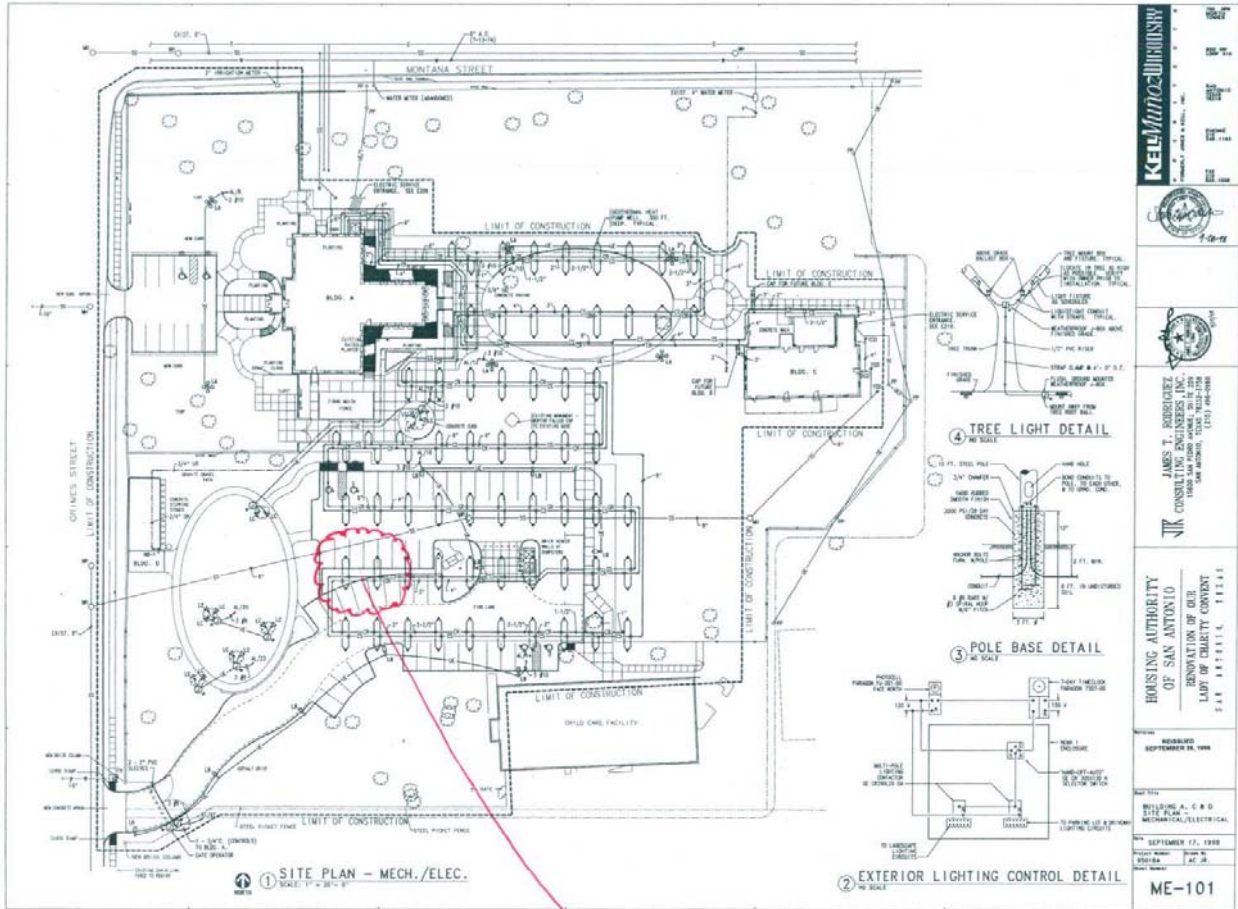
**13.11.1** The system was installed in approximately 1999.

**13.11.2** The system consists of steel and polyethylene/fiberglass pipe loop field and 122 geothermal heat pump wells 300 feet deep.

**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. The coverage must include both owned and un-owned vehicles.	\$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

### Site Map



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**Quote Form**

**The responses are due no later than 2:00 PM on Wednesday, June 19, 2009.**

**Direct Labor Cost per hour \$ \_\_\_\_\_ Direct Labor Cost should include wages, overhead, G&A, and profit. The hourly labor cost should be fully "burdened".**

**Material will be invoiced at actual cost to contractor.**

**Pursuant to section 10 above, the Contractor must identify any and all subcontractors that may be used in completing the Scope of Work. As a minimum the following information must be furnished for each subcontractor.**

- Name**
- Address**
- Phone Number**
- Contact person**
- Area of expertise**
- Employer Identification Number**

**Provide one business reference for which you have provided geothermal HVAC work.**

- Name**
- Address**
- Phone Number**
- Contact person**
- Type of work (design, repair, install)**

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 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)