



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

Procurement Department

## REQUEST FOR QUOTATIONS

For  
**Blanco Apartments Minor Roof Repairs**

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

**IFB #: 0906-910-66-2976**

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 0905-910-66-2976

- 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.
- 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* and SAHA's General Terms and Conditions which are incorporated by reference.
- 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 sixty (60) days with no escalation. Quantities listed in this Solicitation are for the purpose of determining best pricing per 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 hereby 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 naming SAHA as a certificate holder.
- 13.0 SPECIFICATIONS /SCOPE OF WORK FOR THIS SOLICITATION:**
- 13.1** SAHA requires the inspection, evaluation and repair of a flat roof within the City of San Antonio at the Blanco Apartments, 906 W. Huisache, San Antonio, Texas 78201
  - 13.2** The roof is a flat built up roof (modified bitumen and gravel).
  - 13.3** There are three suspected locations as follows:
    - 13.3.1** leak at the main entrance at the junction of the lower roof and the main building, see photo #2. The flashing is separating from the parapet and the wall.
    - 13.3.2** Leaks in the areas of the two exhaust fans as indicated in photograph #1. There are roof drains adjacent to each of the roof fans.
  - 13.4** Response must be received no later than 12:00 Noon July 15, 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 following:
    - 13.5.1** Opinion statement as to the general condition and faults of the roof.
    - 13.5.2** The estimated time frame to complete the requested repairs.
    - 13.5.3** The cost to repair the three problem areas of the roof identified herein.
    - 13.5.4** Vendor shall indicate the warranty on the repairs provided.
  - 13.5** Inspections shall be completed by a SAHA Project Manager for acceptance and payment authorization.
  - 13.6** Repairs to be accomplished by removing the existing roofing materials around the suspected areas and replace with new similar and/or improved materials and new 4" roof drains and domes. Repairs shall be installed in such manner as to provide a seamless and waterproof repair. All debris created by the repairs shall be disposed of off site.
  - 13.7** Upon completion of the work the contractor shall provide a letter/affidavit signed by the owner or his authorized agent that the work performed was completed in accordance with accepted industry standards and detailing any post work maintenance and/or tests that should be conducted by the owner to maintain the warranty.
  - 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.**

**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. Coverage must be for both owned and non-owned vehicles.	\$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

**15.0 Agency and other contact information:**  
**Property Manager: Dalia Fitzgerald (210) 477-6614 Radio #8**  
**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**

**16.0 Additional Terms and Attachments:**  
**See attached Photographs**

**Remainder of this page left blank intentionally.**

**Quote Form**

**Item 1: Repair of water intrusion at Blanco Apartments**

\$ \_\_\_\_\_ **delivery in \_\_\_\_\_ days**  
(Failure to enter a delivery time shall subject bidder to 14 days for delivery.)

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)



Leak is suspected at the two exhaust fans.

Exhaust fan over apt. 110

Photo #1



Damaged flashing

Photo #2

