

Quotations for Small Purchases (QSP)
CONDITIONS TO QUOTE - CONSTRUCTION

Solicitation No. QSP-34: [Roofing Repair Services]

PROCEDURE: Quoters must submit proposed pricing where provided on the last page of this form only! The Ocala Housing Authority (OHA) will accept the proposed pricing in person, by fax, email or by mail delivery only! The OHA will NOT accept proposed pricing verbally or by telephone! Bids are due Tuesday July 2, 2019 @ 3:00pm.

- 1.0 OHA CONTACT: All questions pertaining this QSP shall be addressed to James Haynes (hereinafter, the Contracting Officer or CO), Telephone: 352-620-3411; e-mail: jhaynes@ocalahousing.org.
- 2.0 APPLICABILITY: By submitting a quote to the OHA, the firm or individual doing so (hereinafter, "the quoter") is automatically agreeing to abide by all terms and conditions listed herein, including those terms and conditions within the HUD document, *form HUD-5370-EZ (10/2006), General Contract Conditions for Small Construction/Development Contracts*, which is attached hereto.
- 3.0 OHA RESERVATION OF RIGHTS: The OHA reserves the right to:
 - 3.1 Reject any or all quotes, to waive any informalities in the QSP process, or to terminate the QSP process at any time, if deemed by the OHA to be in the best interest of the OHA;
 - 3.2 Terminate a contract awarded pursuant to this QSP at any time for its convenience upon delivery of a 10-day written notice to the apparent or successful quoter;
 - 3.3 Determine the days, hours and locations that the successful quoter shall provide the items or services called for in this QSP;
 - 3.4 Reject and not consider any quote that does not, in the opinion of the CO, meet the requirements of this QSP, including but not necessarily limited to incomplete quotes offering alternate (not including "or equal" items) or non-requested items or services;
- 4.0 QUOTER'S RESPONSIBILITY: Each quoter must carefully review and comply with all instructions provided herein, provided within any named attachments Quoter is responsible to check OHA website for any updates or changes to this QSP.
- 5.0 DEADLINE: Each quoter shall submit his/her proposed costs, prior to the posted deadline, as provided for herein. Whereas this is an informal solicitation process,

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the OHA reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of the CO, it is in the best interests of the OHA to do so.

- 6.0 **HOLD PRICES/NON-ESCALATION:** By submitting a quote, and whereas the quote sum submitted is a firm-fixed quote, each quoter thereby agrees to "hold" or not increase the proposed quote prices during the term of the work.
- 7.0 **AWARD CRITERIA:** If an award is completed pursuant to this QSP, and unless otherwise instructed in writing by the CO, award shall be made to the responsive and responsible quoter that submits the lowest cost.
- 8.0 **INVALID OR ALTERNATE QUOTES:** Failure to complete and submit all required information, or to add any additional requirements not acceptable to the OHA, may invalidate the quote submitted. Furthermore, the OHA shall reserve the right to reject, without consideration, alternate quotes, meaning those that do not meet the requirements of this QSP.
- 9.0 **QUOTE COSTS:** There shall be no obligation for the OHA to compensate any quoter or prospective quoter for any costs that he/she may incur in responding to this QSP.
- 10.0 **SHIPPING COSTS:** Each quoted sum submitted shall include completion of the specified services at the OHA site or location, as specified within this QSP.
- 11.0 **ASSIGNMENT OF PERSONNEL:** The OHA shall retain the right to demand and receive a change in personnel assigned by the successful quoter to provide services to the OHA if the OHA believes that such change is in the best interest of the OHA and the completion of the work or provision of the items.
- 12.0 **UNAUTHORIZED SUB-CONTRACTING PROHIBITED:** The successful quoter shall not assign any right, nor delegate any duty for the work proposed pursuant to this QSP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the OHA.
- 13.0 **LICENSING AND INSURANCE REQUIREMENTS:** Prior to award (but not as a part of the quote submission) the *successful quoter* will be required to provide:

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- 13.1 An original certificate evidencing the quoter's current industrial (worker's compensation) insurance carrier and coverage amount;
 - 13.2 An original certificate evidencing General Liability coverage, naming the OHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the OHA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000;
 - 13.3 An original certificate showing the quoter's automobile insurance coverage in a combined single limit of \$500,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000.
 - 13.4 A copy of the quoter's business license (if applicable) allowing that entity to provide such services within the jurisdiction of Ocala, FL;
 - 13.5 A copy of the quoter's license issued by the State of Florida licensing authority allowing the quoter to provide the services detailed herein.
- 14.0 Documents that apply to this QSP:
- 14.1 This Conditions To Quote form;
 - 14.2 HUD form *Table 5.1, Mandatory Contract Clauses for Small Purchases Other than Construction* (attached);
 - 14.3 **This contract is subject to HUD's Maintenance Wage Rate Determination. Applicable HUD Wage Rate Decision (attached).**
 - 14.4 **A copy of 24 CFR 135, commonly known as Section 3 (included by reference-- a copy will be delivered by the OHA to any firm upon submission to the CO of a written request for such). The successful quoter hereby agrees to comply with all requirements of the HUD Section 3 Program as detailed therein. If a bidder chooses to certify as a Section 3 quoter, he/she shall receive the preference noted therein. In any case, the successful quoter shall be required to, as detailed therein, "to the greatest extent feasible . . . provide economic opportunities to low- and very-low income persons," meaning, if**

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the successful quoter must hire anyone to help with the work, he/she must submit a work plan showing how he/she will give first preference to such jobs to Section 3 persons.

- 14.5 The OHA reserves the right to require the successful quoter/contractor to utilize any form required by HUD to complete the required work and by submitting his/her quote each contractor agrees to do so at no additional charge.

15.0 Technical Specifications or Statement of Work (SOW) that apply to this QSP:

Responding vendor will take into consideration that work includes, but is not limited to, providing all labor, consumable materials (and other materials, as required), tools, equipment, test equipment, and services required to perform general roofing repairs at Ocala Housing Authority. Vendor responses must take the below into consideration and include as part of their bid pricing:

- Replacement and Repair roof material(match existing shingles)
- Tear off and dispose of existing shingles
- Inspect roof deck for damage and repair as needed
- Dry in roof with roof with 30# felt
- The items in Unit Price Chart the attached Pricing Spreadsheet
- Buildings are typically one or two stories.
- The award will be given to the lowest bid for the attached Pricing Spreadsheet.
- All responses must have a price for all the items on the attached Pricing Spreadsheet.
- Bid price shall include using ladders up to 40 feet tall including labor carrying the ladder.
- Price for all tools shall be included in the unit price
- Awarded contractor shall provide colored pictures from the damaged areas of the roof.
- Awarded contractor shall upon completion of each roof, provide colored pictures from the completed work. These Pictures shall refer to the picture of the same location which was provided in the inspection report.
- The cost for roof inspection and cleaning shall be calculated for square feet of each roof, based on the
- All invoices shall correspond with the unit price given on the attached Pricing Spreadsheet
- Contractor shall respond to all emergencies within 24 hrs. from the time of dispatched call.

LABOR AND SUPERVISION:

The Contractor shall enforce strict discipline and good order among the Contractor's employees. The Contractor shall exercise the necessary supervision and control on each job and to prevent Contractor's employees from violating any rules and regulations. The Contractor shall promptly remove from the work and the premises any supervisor or employee of the Contractor whose work or conduct is not

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satisfactory to the office of Preventive Maintenance.

SCHEDULE:

Ocala Housing Authority Housing shall provide the schedule of repair and all the coordination shall be done through the Construction Coordinator when necessary.

Each inspection shall be completed within five days after request by Ocala Housing Authority Housing and repair for each roof shall be completed within fifteen days after confirmation by Ocala Housing Authority.

CONTRACTOR CARE, CUSTODY AND CONTROL OF THE WORK:

Upon commencement of work, Contractor shall be fully responsible for the care, custody, and control of the facilities work area until the work has been completed. Contractor shall continuously protect his work from damage, protect all persons from injury and protect all other property from damage, injury, or loss arising in connection with the work. The Contractor alone shall be responsible for the safety, efficiency, and adequacy of his equipment, tools, and materials.

SAFETY:

Contractor shall provide safety barriers, as required, to clearly identify the working area and to prevent others from accessing the work area. This safety zone shall be sufficiently sized to prevent injury or damage to persons or equipment if tools or other items fall from the crane. Safety Harness and Fall Protection must meet OSHA standards. Upon completion of the work, Contractor shall remove the safety barriers from the work area.

CLEAN-UP:

The successful Contractor shall at all time keep the premises free from accumulations of waste materials or rubbish caused by his work, employees or sub-Contractor including ground sweeping with a magnet daily. Upon completion of each project, the Contractor shall be responsible for the removal of all unused materials, equipment, scraps and debris resulting from the work done. The work areas shall be left clean in a manner acceptable to the Ocala Housing Authority.

OCALA HOUSING AUTHORITY INSPECTIONS and WARRANTIES:

a. All work performed shall be subject to inspection by Ocala Housing Authority. The Contractor at no cost to Ocala Housing Authority shall correct any deficiencies caused by the Contractor's work.

b. All work shall be warranted for one year from the date of invoice. The contractor shall obtain any necessary permits, dump fees and building inspections to complete the work. General Liability and workers comp insurance certificate shall be given to the Ocala Housing Authority. Insurance policy shall be in the name of Ocala Housing Authority. Insurance policy shall not have any deductible.

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FORM OF QUOTE

Each quoter shall submit his/her quote on this form only, which shall be completed and returned to the OHA as detailed herein.

Item	Unit	Quote Amount Per Unit*
1	3 TAB SHINGLES	Sq. Ft. \$
2	Architectural Roof Shingles	Sq. Ft. \$
3	4 X 8 X ½ PLYWOOD	Sheet \$
4	2 X 6 FASCIA	Linear Ft. \$
5	2 X 4	Linear Ft. \$
6	Aluminum eave drip	Linear Ft. \$
7	Valley Metal	Linear Ft. \$
Total Amount Quoted**:		
		\$

*First, place within the above an amount for each noted unit to complete the required work. Second, add the unit costs to arrive at a Total Amount Quoted.

**In the case of any discrepancy between the "Total Amount Quoted" and the recalculated sum of adding each of the individual quote amounts entered (e.g. the quoter makes a mistake in adding the amount to arrive at a Total Amount Quoted), the OHA reserves the right to choose either the new calculated sum or the original Total Amount Quoted submitted, either as may be in the favor of the OHA. All ties we be decided by a coin flip.

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The undersigned quoter hereby quotes the above amounts to complete the required work (print clearly and legibly!). Further, by submitting this quote, the undersigned quoter agrees to abide by all terms and conditions listed within any document issued by the HA pertaining to this issue.

COMPLETED BY:

_____	_____	_____
Signature	Date	Printed Name
_____	_____	
Company Name	Address (Street; City; State; Zip)	
_____	_____	
Phone Number	Email Address	