



REQUEST FOR PROPOSALS (RFP) No. P20006

Unit Make Ready Services

DATE: 03/04/2020

CONTACT NAME: All questions shall be sent via e-mail to: procurement@hacc.org. All questions must be received by 03/23/2020 at 3:00 pm CST.

One (1) original, one (1) hard copy and one (1) PDF version on a storage device of the sealed Proposal Responses are due on **Friday, March 27, 2020 at 2:00 pm CST**. Mail, Deliver or Hand Carry to the Corpus Christi Housing Authority, 3701 Ayers, Corpus Christi, TX 78415 (Front Window). Late submission will be grounds for disqualification.

NOTES TO ALL CONTRACTORS:

1. All work performed must meet all electrical, mechanical and building codes bases on local, state, and federal regulations.
2. Contractor shall not commence work without a properly approved purchase order.
3. A non-mandatory pre-proposal conference is scheduled for Tuesday, March 17, 2020, at 10:00 am, 3701 Ayers Street, Corpus Christi, TX 78415. A brief site visit will be conducted immediately following the meeting.
4. The Agency is establishing a pool of qualified vendors. Award may be to some or all responding vendors.



Brian Bray C.P.M.
Vice-President of Administrative Support

Signature and submission of this response shall serve as evidence that the Contractor understands and agrees to all conditions of the Request For Proposals-RFP 20006.

Company Name _____

Authorized Representative _____
(Printed Name) (Title)

Signature: _____

Address: _____ Phone Number: _____

E-Mail Address: _____ Date: _____

**Request For Proposals (RFP) No. P2006,
Unit Make Ready Services**

1.0 THE AGENCY'S RESERVATION OF RIGHTS. The Agency reserves the right to:

- 1.1 Right to Reject, Waive, or Terminate the RFP.** Reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the Agency to be in its best interests.
- 1.2 Right to Not Award.** Not to award a contract pursuant to this RFP.
- 1.3 Right to Terminate.** Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).
- 1.4 Right to Determine Time and Location.** Determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
- 1.5 Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Agency Contracting Officer (CO).
- 1.6 Right to Negotiate.** Negotiate the fees proposed by the proposer entity.
- 1.7 Right to Reject any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.8 No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 1.9 Right to Prohibit.** At any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.

2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS. The Agency is seeking proposals from qualified and licensed entities to provide the following detailed services:

- 2.1 The Corpus Christi Housing Authority request sealed proposals from qualified, insured contractors to provide general contraction services for the repair, painting, and cleaning of vacant apartment at all CCHA owned and managed complexes. See attached SOW- Exhibit-A.**
- 2.2 Contractors shall be required to utilize Housing Authority standardized locks, plumbing and electrical repairs materials, painting, etc. to be consistent with Housing Authority standardizations practices.**

3.0 Offer's Experience: Offerors must complete the following information and return as part of the RFP response. Offerors must provide a list of similar accounts for the last 5 years using the following SAMPLE format:

**Request For Proposals (RFP) No. P2006,
Unit Make Ready Services**

Client Name, Description & Location	Contact Name/Phone Number/Email	Annual Contract Amount	Dates of Service
ABC Housing Authority Make Ready Services Somewhere, USA	Name Phone Email	\$50,000	January 1, 2014 – December 31, 2015; or January 1, 2015 - present

4.0 PROVISIONS.

4.1 Assignment of Personnel. The Agency shall retain the right to demand and receive a change in personnel assigned to the work if the Agency believes that such change is in the best interest of the Agency and the completion of the contracted work.

4.2 Unauthorized Sub-Contracting Prohibited. The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (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 Agency, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the CO.

4.3 Award Period. The award period is for (1) one year.

4.4 Licensing and Insurance Requirements. Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:

4.4.1 Workers Compensation Insurance. An original certificate evidencing the proposer’s current industrial (worker’s compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);

4.4.2 General Liability Insurance. An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency 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 maximum deductible amount of \$5,000;

4.4.3 Automobile Insurance. An original certificate showing the proposer’s automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not

**Request For Proposals (RFP) No. P2006,
Unit Make Ready Services**

owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.

4.4.4 City/County/State Business License. If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City of Corpus Christi, Nueces County, and/or the State of Texas.

4.5 Right to Negotiate Final Fees. The Agency shall retain the right to negotiate the amount of fees that are quoted by Approved Vendors.

4.6 Contract Service Standards. All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations. Industry and manufacturer standards apply.

4.7 Jurisdiction of Law. The laws of the State of Texas shall govern. The parties agree that Nueces County, Texas is the appropriate forum for any action relating to this contract. Should any party hereto retain counsel for the purpose of initiating litigation or arbitration to enforce, prevent the breach of any provision hereof, or for any other judicial remedy, then the prevailing party shall be entitled to be reimbursed by the losing party for all costs and expenses incurred thereby, including, but not limited to, reasonable attorney's fees and costs incurred by such prevailing party.

4.8 Indemnification. Offeror shall fully indemnify, save, and hold harmless the Agency, its officers, employees, and agents (hereinafter "the Indemnities") against any and all liability, damage, loss, claims, demands, and actions of any nature whatsoever based on personal injuries (including, without limitation on the foregoing, workers' compensation and death claims), or property loss or damage of any kind whatsoever, which arise out of or are in any manner connected with, or are claimed to arise out of or be in any manner connected with, the performance of the contract, unless such injury, loss, or damage is caused by the sole negligence of the Indemnities. Offeror shall at its own expense, investigate all such claims and demands, attend to their settlement or other disposition, defend all actions based thereon, and pay all charges of attorneys and all other costs and expenses of any kind arising from any such liability, damage, loss, claims, demands, and/or actions.

4.9 Commitment of Current Revenue: The Agency, by law, reserves the right to terminate this contract at the expiration of each budget year. The contract is conditioned on a best effort attempt to obtain and appropriate funds for payment of the award and the continuing right to terminate. This award is a commitment of current revenues only.

4.10 Warranty. All products shall have a standard commercial or manufacturer's warranty.

**Request For Proposals (RFP) No. P2006,
Unit Make Ready Services**

1 – General Information

1. Name of Firm: _____
Address of Principle Office: _____
Phone: _____ Fax: _____
Form of Business Organization: _____
Responsible Contact Personnel:
Name _____ Cell # _____ E-mail _____
Name _____ Cell # _____ E-mail _____
Name _____ Cell # _____ E-mail _____
2. How many years has your organization been in business in its current capacity?
3. How many years has your organization been in business under its present name?
4. Under what other or former names has your organization operated?
5. Claims and suits (If the answer to any of the questions below is yes, please attach details).
 - 5.1 Has your organization ever failed to complete any work awarded to it?
 - 5.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
 - 5.3 Has your organization filed any lawsuits or requested arbitration or mediation with regard to any contracts within the last fifteen years?
6. Within the last fifteen years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)

**Request For Proposals (RFP) No. P2006,
Unit Make Ready Services**

Form of Proposal

- (1) Instructions.** Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal.
- (2) Resident Participation Statement.** Are you claiming a Resident participation business preference? Yes No
- (3) Debarred Statement.** Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Texas, or any local government agency within or without the State of Texas? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.
- (4) Disclosure Statement.** Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the Agency? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.
- (5) Felony Disclosure.** Has any principal(s) or any person(s) proposed to perform the work ever been convicted of a felony? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status. PLEASE NOTE: The Agency reserves the right to not make award to any proposer that has staff who has been convicted of a felony if the Agency feels that doing such is in its best interests.
- (6) Non-Collusive Affidavit.** The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the Agency or any person interested in the proposed contract; and that all statements in said proposal are true.
- (7) Proposer's Statement.** The proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Agency discovers that any information entered herein to be false, such shall entitle the Agency to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the costs where provided, the undersigned proposer is thereby

**Request For Proposals (RFP) No. P2006,
Unit Make Ready Services**

agreeing to abide by all terms and conditions pertaining to this RFP as issued by the Agency, either in hard copy or referenced. Pursuant to all RFP Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the Agency with the services described herein for the fee(s) entered within.

**Exhibit -A
Scope of Work**

1. **Vendor shall provide all equipment, materials, vehicles, services, managerial, administrative, and labor personal to accomplish work as for forth in this Statement of Work.**
2. **Vendor shall comply with Base Services Prices and Days to Complete stipulated for each unit apartment size. The Base Services price shall include:**

a. Cleaning:

Clean front and back yards and porches of all trash and debris; clean all rust and debris from water heater closets; clean all window glass inside/out and screens; clean all exterior doors and screens; clean all exterior light globes and ensure that they are in working condition.

Thoroughly clean all pantry and closet shelving; clean refrigerator and stove (Inside and out), clean all window trim, troughs and sills; clean inside and outside of all cabinets including any paint over spray; clean tub; clean kitchen sink, fixtures, countertop, backsplashes and under sink cabinets. Clean all installed ceiling fans. Any appliances needing replaced will be done by the Housing Authority.

Remove and clean all electrical light and plug plates before re-installing.

Clean all interior doors and wall area/trim adjacent to such doors.

All floors shall be thoroughly cleaned, stripped, washed, waxed and sealed.

Apartment shall be left in “move-in” condition.

b. Painting:

All surfaces requiring painting are to be prepared in the following manner. Wash wall, ceilings and wood trim with a solution of Trisodium Phosphate (TSP). Scrape and sand chipped, peeled or loose paint. Spackle and feather all edges so as to provide a uniform surface. Spackle all cracks and holes and sand for a uniform finish. Apply at least one coat of primer to prepared surfaces. Where surfaces have evidence of staining apply a pigmented sealer/primer stain killing primer. Apply up to two coats of Housing Authority Antique white latex semi-gloss paint to walls and ceilings so as to provide a full-bodied finish with no overlapping being evident. Wood trim is to receive a minimum of one coat of Housing Authority semi-gloss enamel.

**Request For Proposals (RFP) No. P2006,
Unit Make Ready Services**

Note: All electrical device wall plates are to be removed prior to painting and all exposed non-paintable surfaces are to be covered with drop cloths.

c. Minor Repairs Included:

- Patch all gypsum board/sheet rock up to 5 sq ft. total repair.
 - Replace VCT or Laminate planks up to 10 sq ft. total repair.
 - Replace broken/cracked electrical covers.
 - Replace broken/cracked window panes.
 - Replace defective door handles.
 - Replace defective/non-working smoke/carbon monoxide detectors.
 - Replace electrical outlets, including GCFI, as needed.
 - Replace weather stripping as needed.
 - Replace non-working/missing light globes.
 - Replace air filters.
 - Replace loose/missing towel racks.
 - Replace damage/missing window screens.
3. **Vendor shall be responsible for site visits to familiarize themselves with typical existing conditions/work requirements.**
 4. **Vendor shall promptly notify the Housing Authority – Central Maintenance Dept. of any condition needing serviced not previously identified.**
 5. **Vendor shall be responsible for understanding Housing Authority quality standards and being in full compliance. Inspection checklist is attached as Exhibit C.**
 6. **Vendor shall provide prices for anticipated additional items identified in Exhibit B. Any additional work identified not specifically addressed in this RFP shall be negotiated for price and time to complete. Any change order requests must include additional days, if required.**
 7. **Incentive: Vendor shall receive \$100.00 performance incentive for each day completed before agreed scheduled time.**
 8. **Liquidated Damages: Vendor shall be charged \$100 per day for each day past agreed scheduled time.**
 9. **Vendor shall immediately notify the Housing Authority – Central Maintenance when completed with unit. The Housing Authority will inspect and create a punch list. Vendor shall complete all punch list items with 1 day unless otherwise agreed. The extra day or any delays from the Housing Authority to inspect the unit will not count as Liquidated damages.**

**Request For Proposals (RFP) No. P2006,
Unit Make Ready Services**

Exhibit B – Base Service Pricing and Additional Items.

Base Services Pricing and Days to Complete:

Unit Size	Fixed Price	Days to Complete *
0 Bedroom (Studio)	\$1,850.00	3 days
1 Bedroom	\$2,300.00	3 days
2 Bedroom	\$2,750.00	3 days
3 Bedroom	\$3,100.00	4 days
4 Bedroom	\$3,600.00	4 days

* Days are normal Housing Authority working days, not including weekends and holidays.

Additional Items and Days to Complete:

Additional Items	Price	Additional Days
Ceiling Fan		0
Light Fixture		0
Interior Doors		0
Blinds		0
Sheetrock over 5 sq ft		Negotiated
VCT/laminate Flooring over 10 sq ft		Negotiated
Sub Floor plus VCT		Negotiated
Cabinet installation		Negotiated
Countertop installation		Negotiated
Lavatory & Faucet		0
Medicine Cabinet		0
Commode		0
Window Pane Replacement		0
Kitchen Sink		0