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QUOTATIONS FOR SMALL PURCHASES (QSP) QSP #14-Q014

Weiler Daycare Roof Replacement

Issue Date: August 26, 2014

Due Date: September 2, 2014, 3:00 pm EST

Expected Begin Date: September 2014

Summary

Lucas Metropolitan Housing Authority (LMHA) is seeking quotes for roof replacement services. The purpose of this Quote for Small Purchases (QSP) is to solicit quotes to replace the flat roof at the Weiler Homes Daycare Facility located at 601 Fassett Street, Toledo Ohio 43605.

General Information

Submission Instructions

LMHA is seeking electronic quotes only. Contractor's **MUST** visit <https://lucasmha.org> and click where it says "eProcurement Register Here" in order to register, download, and bid on this QSP. Submission of paper based bid forms are NOT required to participate in this solicitation. Upon the determination of the most responsive and responsible Quoter who submits the lowest cost and most advantageous offer ("Successful Quoter"), LMHA shall request the Successful Quoter to deliver all required documentations as needed within three (3) business days. Failure to submit said documents within the stated deadline, may make the Contractor ineligible for award.

Linnie B. Willis, *Director-Secretary*
Board of Commissioners

William J. Brennan, *Chairman*, Barbara J. Fuqua, *Vice Chairman*, James L. Jones, Hugh W. Greffe, James A. Peppers

Applicable Documents

The following documents are hereby attached to this QSP by reference and available to be downloaded on the eProcurement website:

<u>Document #</u>	<u>Attachments</u>
1	QSP 14-Q014 Quotation for Small Purchase – Weiler Daycare Roof Replacement
2	HUD 5370EZ General Conditions for Small Development/Construction Contracts
3	LMHA Section 3 Forms (8/2014)
4	Roof Drawings
5	Davis Bacon Wage Determination OH33

Minimum qualifications of individuals assigned to this project

Possess all appropriate licenses for service requested as required by the State of Ohio to fulfill the obligations of this solicitation.

Contract Period – Funding & Invoicing

The contract period will be determined upon award. The offeror(s) can claim payment only for services already provided, in amount determined by the negotiated rate. No advance payment will be made. Payment by the LMHA is made within 30 days of receipt of invoices and any required documentation.

Confidentiality & Security

Any vendor that has access to confidential information will be required to keep that information confidential.

Availability of Funds

This QSP and all agency contracts are contingent on the availability of funds. If, during the QSP process, funds are not available for the proposed services, the QSP process will be canceled. The vendor will be notified at the earliest possible time. LMHA is not required to compensate the vendor for any expenses incurred as a result of the QSP process.

Non-Appropriation Clause

The proposed services will be subject to termination in the subsequent fiscal years if the sufficient funds are not appropriated and budgeted or are not otherwise available to continue making payments for the equipment of other services performing similar functions and services.

Termination

LMHA reserves the right to terminate an agreement without prior notification for reasons it deems in the best interest of LMHA. If terminated, LMHA will notify the contractor of the termination in writing by certified mail, return receipt requested, and shall pay contractor for services rendered prior to contractor's receipt of the Notice of the Agreement Termination.

General Information and/or Requirements

Upon determination and request, the Successful Quoter(s) must provide the LMHA with:

- Attachments completed in full (and notarized if required).
- Qualifications (to include copies of any certifications/licenses)
- Current copy of its Ohio Workers' Compensation Certificate (if applicable)
- Current copy of general liability insurance certificate **naming the LMHA as an additional insured**, which shall be made "primary" to LMHA's general liability policy.
- Copy of W-9 form
- **NOTE:** Offerors DO NOT have to submit any of the above by the submission deadline.

The contract award will be made to the most responsive and responsible offeror(s) whose quotation is most advantageous to the LMHA, considering price and qualifications. This solicitation may be canceled and all quotations that have already been received may be rejected if the services are no longer required or the price exceeds available funds and for good cause when it is in the best interests of the LMHA.

The LMHA will take affirmative measures to ensure that all respondents are treated without regard to their age, race, religion, color, national origin, ancestry, sex, sexual orientation, handicap/disability or military status in consideration for award of any contract entered into pursuant to this notice.

This Request for Price Quotation is not an offer to buy, and shall not be assumed as such.

SCOPE OF WORK

The Lucas Metropolitan Housing Authority is seeking qualified bidders to remove and fully replace three sections of roof material and apply a sealant to the entire roof surface of the Weiler Daycare and Maintenance Building.

Three sections of roof, (20' x 8') and (4' x 4'), and (17' x 9') of flat roofing are included in the scope of work for removal and replacement. These areas have been marked out on the roof surface with pink spray paint and are demarcated on the attached drawing.

Contractors shall provide via the eProcurement system a quote to remove and fully replace the three specified sections of roofing and insulation to match existing. The entire roof surface shall receive a new fiber-reinforced roof coating. This coating shall be warranted by the contractor against failure for a period of two years.

Contact Persons

Quoters should contact the following project representative with any questions about the scope:

Jeff Nowak
Project Coordinator
419-259-9487
jnowak@lucasmha.org

For Section 3 inquiries, Quoters should contact the following:

Vonzelle Hill
Section 3 Compliance Coordinator
419-259-9515
vhill@lucasmha.org

Supplementary General Conditions

The following supplements and modifies *HUD 5370ez General Conditions for Construction Contracts*. Where a portion of the Instructions to Bidders is modified or deleted by these supplementary instructions the unaltered portions of the Instructions to Bidders shall remain in effect as thought set forth in full.

General

Contractor shall properly dispose of all construction waste at an approved off site location.

Contractor and Project Representative shall agree upon the Construction Schedule before the work commences.

Prior to commencement of work submittals shall be given to the Project Representative for review of materials and installation conformance with requirements. Submittals shall include, but are not limited to; manufacturers cut sheets, shop drawings indicating sizes, handing and installation details, color samples and finish options. Selections shall be made from the manufacturer's standard color range.

The Lucas Metropolitan Housing Authority has not tested this assembly for hazardous materials. Contractor shall halt work and immediately report to the Project Representative should any suspicious materials be discovered.

The contractor shall be responsible for job site safety and security.

Contractor shall not be allowed to drive or park on lawns. Dumpster placement shall be coordinated with LMHA prior to being placed.

Prevailing Wage

Contractor is notified that this project falls under the requirements of the Davis Bacon Act. As such, Contractor shall be required to pay applicable workers the prevailing wages shown within the attached wage determination (OH 33 Modification 5, 07/18/14).

Submission of Certified Payrolls shall be required for this project on a monthly basis.