

Request for Quote/Proposal

Remodeling at Sunshine Inn

Overview

The Alachua County Housing Authority (ACHA) is seeking a contractor to turn do remodeling at the Sunshine Inn located at 4155 NW 13th Street Gainesville, FL. Contractor must be able to pull permits as needed to complete the necessary work as specified below. Work will include interior and exterior upgrades. Electrical and mechanical work will be under a different request. Contractor must be familiar with local codes, licensed and insured.

Scope of Work

The contractor will work closely with the ACHA to ensure all aspects needed to complete the scope as provided without unnecessary change orders. Contractors should familiarize themselves with the site to make sure items needed are covered in their proposal.

1. Conversion of rooms 30 – 33 to storage space
 - a. Remove walls between units leaving proper structure to hold drop ceilings
 - b. Repair drop ceilings including installing new acoustic panels
 - c. Remove window, PTAC and wall beneath unit 32, frame for and install a security rollup door
 - d. All block work is to be sealed and painted – ACHA to pick color to match existing
 - e. Paint interior walls - ACHA to pick color
2. Conversion of unit 36 for office space
 - a. Remove wall ac and block in
 - b. Replace window by door and at end of building to match windows in units 26-29
 - c. Remodel bathroom
 - d. Remove paneling and replace with sheetrock
 - e. Finish and paint new sheetrock walls – ACHA to pick color
3. Option #1
 - a. Remove windows and PTAC units from rooms 30, 31 and 33 and block in
 - b. Remove doors and block in units 31 and 32
4. Option #2
 - a. Replace all remaining doors with exterior solid wood doors and paint - ACHA to provide locks and pick color
5. General notes
 - a. ACHA is to retain all removed mechanical units to be auctioned off
 - b. Dumpster onsite cannot be used – contractor is responsible for the proper disposal of all demolition materials and may place a C&D roll off onsite as needed
 - c. There may be some overlap with an electrical contractor for this job

- d. A timeline will be set by the ACHA and contractor for effective completion of the project, delays may result in liquidated damages
- e. Contractor is responsible for all permits and inspections

Site Visit Walkthrough

ACHA will provide a site visit walkthrough on Friday January 27, 2023 at 10:00am. A site visit is not required, but is recommended to ensure that you understand the request limiting change orders.

Questions

Questions related to this procurement are due by Wednesday February 8, 2023 at 12:00noon. This will allow time for ACHA to respond to all potential respondents. Email your questions to Ron at ron@acha-fl.com.

Submittal

Please submit your best price estimate for the above listed work to Ron Hall, Director of Operations 703 NE 1st street, Gainesville, FL 32601. Submission can be through email, mail, or hand delivered. ACHA is not responsible for delays in submission regardless of delivery method. Late submissions will remain unopened and will not be considered for award. **Deadline for submission is 12:00noon on February 15, 2023 at 12:00noon.**

Along with your Proposal, please include the following items

- Please list out your pricing per bulleted list above so that ACHA may effectively make payments on a periodic estimate.
- Please separate out quote for Option #1 and #2 in your proposal
- Business License, DUNS# if assigned and company profile as attached
- Workman's Compensation or exemption certification and General Liability Insurance meeting the requirements listed in the attachment. If awarded a contract, ACHA will need to be listed as additional insured.

Attachments

- Company Profile
- Insurance Requirements
- Legally Required Statement and Provisions Regarding Access to Records
- Maintenance Wage Rates

Company Profile

(1) Prime _____ Subcontractor _____ (This form must be completed by and for each).

(2) Name of Firm: _____

(3) Tel: _____ Cell: _____ Fax: _____

(4) Email: _____

(5) Street Address, City, State, Zip: _____

(6) Please attached a brief biography/resume of the company, including the following information:

(a) Year Firm Established; (b) Year Firm Established in Alachua County; (c) Former Name and Year Established (if applicable); (d) Name of Parent Company and Date Acquired (if applicable).

(b) Identify Principals/Partners in Firm and a brief professional resume for each:

NAME	TITLE	% OF OWNERSHIP

(7) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit under a brief resume for each. (No need to duplicate any resumes required above):

NAME	TITLE

(8) Proposer Diversity Statement: You must circle all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

Caucasian for Profit American
_____ %

Public Held Corporation
_____ %

Government Agency
_____ %

Non-Profit Organization
_____ %

(13) Non-Collusive Affidavit: The undersigned party submitting this proposal or bid hereby certifies that such proposal or bid 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 bid or to refrain from proposing or 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 or bid price of affiant or of any other proposer or bidder, to fix overhead, profit or cost element of said proposal or bid price, or that of any other proposer or bidder or to secure any advantage against the Housing Authority or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

(14) Verification Statement: The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the ACHA discovers that any information entered herein is false, that shall entitle the ACHA to not consider nor make award or to cancel any award with the undersigned party.

Signature

Date

Printed Name

Title

Legally Required Statement and Provisions Regarding Access to Records

The Parties acknowledge and agree that the statement and provisions below are required by Florida Statute to be included in this Agreement. The inclusion of this statement and provisions below shall not be construed to imply that the VENDOR has been delegated any governmental decision-making authority, governmental responsibility, or governmental function or that the VENDOR is acting on behalf of the ALACHUA COUNTY HOUSING AUTHORITY as provided under Section 119.011(2), Florida Statutes, or that the statement or provisions are otherwise applicable to the VENDOR. As stated below, the VENDOR may contact the ALACHUA COUNTY HOUSING AUTHORITY'S Custodian of Public Records with questions regarding the application of the Public Records Law; however, the VENDOR is advised to seek independent legal counsel as to its legal obligations. The ALACHUA COUNTY HOUSING AUTHORITY cannot provide the VENDOR advice regarding its legal rights or obligations.

IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

- i) Ronald Hall
- ii) 352-372-2549 ext 512
- iii) Ron@acha-fl.com
- iv) Alachua County Housing Authority
703 NE 1st Street
Gainesville, FL 32601

If, under this Agreement, the VENDOR is providing services and is acting on behalf of the ALACHUA COUNTY HOUSING AUTHORITY as provided under Florida Statutes Section 119.011(2), the VENDOR shall comply with public records laws, and specifically shall comply with the following:

- i) Keep and maintain public records required by the ALACHUA COUNTY HOUSING AUTHORITY to perform the services.
- ii) Upon request from the ALACHUA COUNTY HOUSING AUTHORITY'S custodian of public records, provide the ALACHUA COUNTY HOUSING AUTHORITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in

Chapter 119 Florida Statutes or as otherwise provided by law.

- iii) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the VENDOR does not transfer the records to the ALACHUA COUNTY HOUSING AUTHORITY.
- iv) Upon completion of the Agreement, transfer at no cost to the ALACHUA COUNTY HOUSING AUTHORITY, all public records in possession of the VENDOR or keep and maintain public records required by the ALACHUA COUNTY HOUSING AUTHORITY to perform the service. If the VENDOR transfers all public records to the ALACHUA COUNTY HOUSING AUTHORITY upon completion of the Agreement, the VENDOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the VENDOR keeps and maintains public records upon completion of the Agreement, the VENDOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the ALACHUA COUNTY HOUSING AUTHORITY, upon request from the ALACHUA COUNTY HOUSING AUTHORITY'S custodian of public records, in a format that is compatible with the information technology systems of the ALACHUA COUNTY HOUSING AUTHORITY.

Failure of the VENDOR to comply with Chapter 119, Florida Statutes, and/or the provisions set forth above, where applicable, shall be grounds for immediate unilateral termination of this Agreement by the ALACHUA COUNTY HOUSING AUTHORITY.

Insurance Requirements for Contractors

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of or failure to perform the work hereunder by the Contractor, its agents, representatives, employees, or sub-contractors.

MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (*occurrence form CG 0 01 10 01*).
2. Insurance Services Office Additional Insured form (*CG 20 37 or CG 20 26*).
3. Insurance Services Office form number CA 00 01 06 92 covering Automobile Liability Code 1 (*any auto*), [*require if scope of work includes driving on Authority property*].
4. Workers' Compensation insurance as required by state law and Employer's Liability Insurance.
5. Builder's Risk insurance coverage for all risks of loss (*in compliance with HUD guidelines*).

MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for Bodily Injury, Personal Injury, and Property Damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location or the general aggregate limit shall be twice the required occurrence limit.

NOTE: If this contract deals with hazardous materials or pollutants (i.e. lead based paint, asbestos, etc.) the Contractor shall carry Contractor's Pollution Liability insurance to cover the pollution exposures. The Authority shall be named as Additional Insured on the policy.

2. Automobile Liability: \$1,000,000 per accident for Bodily Injury and Property Damage.
3. Workers' Compensation (*statutory*) and Employer's Liability: \$1,000,000 per accident for Bodily Injury or Disease.
4. Builder's Risk: Completed value of the project.

NOTE: These limits can be attained by individual policies or by combining primary and umbrella policies.

DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the Authority. At the option of the Authority, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Authority, its officers, officials, employees, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the Authority guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

OTHER INSURANCE PROVISIONS

The General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

1. The Authority, its officers, officials, employees, and volunteers are to be covered as additional insured with respect to liability on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and with respect to liability arising out of work or operations performed by the Contractor; or arising out of automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor. General Liability coverage can be provided in the form of an appropriate endorsement to the Contractor's insurance or as a separate Owner's policy.
2. For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the Authority, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Authority, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance.
3. Each insurance policy required by these specifications shall be endorsed to state that coverage shall not be cancelled or materially changed, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Authority.
4. Maintenance of the proper insurance for the duration of the contract is a material element of the contract. Material changes in the required coverage or cancellation of the coverage shall constitute a material breach of the contract by the Contractor.

Builder's Risk policies shall contain the following provisions:

1. The Authority shall be named as loss payee.
2. The insurer shall waive all rights of subrogation against the Authority, its officers, officials, employees and volunteers.

ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a current A. M. Best's rating of no less than B+:VI. Bidders must provide written verification of their insurer's rating.

VERIFICATION OF COVERAGE

Contractor shall furnish the Authority with original certificates and amendatory endorsements effecting coverage required by these specifications. The endorsements should conform fully to the requirements. All certificates and endorsements are to be received and approved by the Authority in sufficient time before work commences to permit Contractor to remedy any deficiencies. The Authority reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

SUB-CONTRACTORS

Use of sub-contractors must be pre-approved by the Authority. Contractor shall include all sub-contractors as insureds under its policies or shall furnish separate insurance certificates and endorsements for each sub-contractor in a manner and in such time as to permit the Authority to approve them before sub-contractors' work begins. All coverages for sub-contractors shall be subject to all of the requirements stated above.

NOTE: If a subcontractor will be hired to perform hazardous material remediation, that subcontractor will name the Authority, its officers, officials, employees and volunteers as additional insureds on its Pollution Liability insurance policy by endorsement. Such policy will provide coverage for the hazardous material work and other hazardous material operations.

NOTE: The General Contractor's Commercial General Liability insurance should not include CG 2294 or CG 2295 as these endorsements will eliminate the General Contractor's insurance coverage for its work where the damaged work or the work out of which the damage arises was performed by a sub-contractor.

Maintenance Wage Rate Determination

**U.S. Department of Housing and Urban Development
Office of Labor Relations**

**HUD FORM 52158
(04/2005)**

Agency Name:

Alachua County Housing Authority

LR 2000 Agency ID No:

FL001A

Wage Decision Type:

Routine Maintenance

Nonroutine Maintenance

Effective Date:

January 1, 2022

Expiration Date:

December 31, 2023

The following wage rate determination is made pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended, (public housing agencies), or pursuant to Section 104(b) of the Native American Housing Assistance and Self-determination Act of 1996, as amended, (Indian housing agencies). The agency and its contractors may pay to maintenance laborers and mechanics no less than the wage rate(s) indicated for the type of work they actually perform.

Jennifer A. Dupont,
HUD Labor Relations
(Name, Title, Signature)

12/13/2021

Date

WORK CLASSIFICATION(S)	HOURLY WAGE RATES		
	BASIC WAGE	FRINGE BENEFIT(S) (if any)	
Maintenance Mechanic	\$11.34	*Rates based on FL Occupational Employment and Wages survey data for Gainesville, 2020.	
Maintenance Mechanic Assistant	\$10.38		
Maintenance Laborer	\$ 8.78		
Janitor/Groundskeeper (Seasonal)	\$ 8.56		
Trades for Maintenance Contracts			
Carpenter	\$14.38		
Electrician	\$18.93		
HVAC Mechanic	\$17.96		
Landscaper/Groundskeeper	\$10.24		
Operator: Backhoe/Loader Combo	\$17.04		
Operator: Chipper Shredder	\$13.19		
Operator: Stump Grinder	\$13.19		
Operator: Bucket Truck	\$13.19		
Painter	\$11.74		
Plumber	\$17.71		
Tile Setter	\$15.78		
Tree Trimmer and Pruner	\$16.53		

FOR HUD USE ONLY
LR2000:

Log in: IMW-

Log out: OMW-