

## Request for Quote Unit Turn Contract for Sunshine Inn

The Alachua County Housing Authority (ACHA) is looking to contract for unit turn services at the Sunshine Inn located at 4155 NW 13<sup>th</sup> Street, Gainesville, FL 32609. This contract will include the scope of work as noted below for unit turns on as needed basis for one year with the possibility of four additional one-year extensions under an Indefinite Delivery Indefinite Quantity (IDIQ) Service Contract. The Sunshine Inn has 31 Single Room Occupancy (SRO) units and one full two-bedroom unit. There is no guarantee of the quantity of units; however, we generally turn 8 vacated SRO units per year and the two-bedroom unit twice a year.

There will be a Non-Mandatory site visit on Thursday May 23, 2024 from 10:00am to 11:00am at 4155 NW 13<sup>th</sup> Street, Gainesville, FL 32609.

Questions regarding this RFQ are due in writing via email to Ron Hall, Director of Operations @ [ron@acha-fl.com](mailto:ron@acha-fl.com) by Tuesday June 4, 2024 at 4:00pm.

### Scope of Work

The general Scope of Work under this RFQ is for the periodic unit turn of vacated units to prepare for the next resident. This will include painting with additional repair work as needed.

#### Painting:

1. Scrape all old loose and/or peeling paint from walls ceilings, etc. and patch any hole under 2" in diameter (see other items below);
2. Remove all outlet/switch covers and light covers to prepare for cleaning;
3. Apply one coat of Primer to all areas that may bleed after painting (i.e. Crayon, darker paint marker, etc.);
4. Paint all surfaces including walls, ceiling, Interior and exterior doors (inside and out), windowsills, A/C and windows trim, etc.
5. All floors and furniture should be covered during painting;
6. Clean up is the responsibility of the contractor, all areas should remain clean at all times.

#### Paint Colors:

1. Interior walls, baseboards and doors –Mission White / Semi-gloss, Sherwin – Williams Pro-Mar 400
2. Exterior door – Flower Pot – Semi-gloss, Sherwin-Williams #633
3. Exterior trims – Vanillin- Satin, Sherwin – Williams #6371

**Note:** This is for design and quality standards. An approved equal may be substituted but equivalence must be provided with your quote for ACHA review and approval.

#### Other Potential Repair/ Replace Work Items that may be necessary are as follows.

- |   |                   |
|---|-------------------|
| 1. Window;                              | 4. Wall patching; |
| 2. Plumbing for bath and kitchen sinks; | 5. Floor tile;    |
| 3. Door jambs, doors and thresholds;    | 6. Base boards;   |

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- |                        |                     |
|------------------------|---------------------|
| 7. window sills;       | 12. Light Switches; |
| 8. Toilet;             | 13. GFIC;           |
| 9. Bathroom Vanities;  | 14. Light Fixtures; |
| 10. Medicine cabinets; | 15. Ceiling Fan;    |
| 11. Outlets;           |                     |

- This Request for Quote is not a guarantee of work and the Alachua County Housing Authority reserves the right to accept or reject any and all quotes.
- All supplies/materials needed to complete the project are the responsibility of the contractor and should be included in your quote.
- Your quote needs to show a base price for the two-bedroom unit and for Single Room Occupancy (SRO) units.
- Your quote needs to address how you will charge for additional items beyond the painting as issues by task orders. i.e. Cost +, actual, labor rate at, etc.

Please have proposals submitted to:  
 Alachua County Housing Authority  
 Attn. Ron Hall, Director of Operations  
 703 NE 1<sup>st</sup> Street  
 Gainesville, FL 32601

Or via email to:

[Ron@acha-fl.com](mailto:Ron@acha-fl.com)

by the submission deadline of Tuesday June 11, 2024 @ 4:00pm.

ACHA is not responsible for delays in receipt of your quote regardless of the method of delivery.

#### Notes:

Please include the following items with your quote; failure to provide one or more of these items may deem your quote non-responsive:

- a. Copy of your business license and/or proof of paid local business tax
- b. EIN number and/or DUNS#
- c. Proof of Workman's Compensation Insurance or exemption
- d. General Liability Insurance
- e. Listing of potential Sub-Contractors to be used

Thank you

*Ronald Hall*

Director of Operations  
 352-372-2549 x512  
[ron@acha-fl.com](mailto:ron@acha-fl.com)

Attachments:

Maintenance Wage Rate, Legally Required Statement Regarding Access to Records and Insurance Requirements for Contractors.

**HUD-52158  
Maintenance Wage Rate Determination**

**U.S. Department of Housing and Urban Development  
Office of Davis-Bacon and Labor Standards**

Issuance of a Maintenance Wage Rate Determination to a Public Housing Agency, Tribally Designated Housing Entity, or the Department of Hawaiian Home Lands (collectively "Local Contracting Agencies" or "LCAs") does not require the LCA to submit any materials to HUD upon receipt. Issuance of this form sets an obligation on the receiving LCA to pay no less than the HUD-determined or adopted prevailing wage rates to maintenance laborers and mechanics employed in the LCA's operation of certain Public and Indian housing projects. This requirement is set by statute pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended (42 USC § 1437j(a)), and Sections 104(b) and 805(b) of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA), as amended (25 USC § 4114(b) and 25 USC § 4225(b), respectively.)

<b>Agency Name:</b> Alachua County Housing Authority 703 NE 1st Street Gainesville, FL 32601	<b>DBLS Agency ID No:</b> FL001A	<b>Wage Decision Type:</b> <input checked="" type="checkbox"/> Routine Maintenance <input type="checkbox"/> Nonroutine Maintenance
	<b>Effective Date:</b> October 01, 2022	<b>Expiration Date:</b> September 30, 2024

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 (Tribally Designated Housing Entities), or pursuant to Section 805(b) of the Native American Housing Assistance and Self-Determination Act of 1996, as amended (Department of Hawaiian Home Lands). The Agency and its contractors shall pay to maintenance laborers and mechanics no less than the wage rate(s) indicated for the type of work they actually perform.

**ELISA OLIVER** Digitally signed by ELISA OLIVER  
 Date: 2024.04.03 13:35:19 -04'00'

10/01/2022

DBLS Staff Signature

Date

HUD Labor Relations  
 Elisa Oliver, Labor Standard Specialist

Name and Title

WORK CLASSIFICATION(S)	HOURLY WAGE RATES	
	BASIC WAGE	FRINGE BENEFIT(S) (if any)
Director of Maintenance	\$26.39	\$12,000/yr
Maintenance Laborer - Cleaner	\$15.82	\$12,000/yr
Maintenance Mechanic - Groundskeeper	\$15.82	\$12,000/yr
Maintenance Mechanic I - Part Time	\$15.82	N/A
Maintenance Mechanic I - Full Time	\$15.82	\$12,000/yr
Maintenance Mechanic II	\$16.47	\$12,000/yr
Maintenance Mechanic II - HVAC	\$19.06	\$12,000/yr
Trades For Maintenance Contracts	Trade Positions	
Asbestos Removal	\$18.00	
Drywall Hanger	\$15.00	
Janitor/Grounds Laborer	\$10.47	
Carpenter	\$13.91	
Electrician	\$14.58	
HVAC Mechanic	\$14.32	
Landscaper/Groundskeeper	\$11.19	
Painter	\$13.54	
Plumber	\$14.18	
Tile Setter	\$10.48	
Tree Trimmer and Pruner	\$16.73	
Operator Positions	Operator Positions	
Backhoe/Loader Combo	\$10.36	
Chipper Shredder	\$10.36	
Stump Grinder	\$10.36	
Bucket Truck	\$10.36	

### 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](mailto:Ron@acha-fl.com)
- iv) Alachua County Housing Authority  
703 NE 1<sup>st</sup> 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 sub-contractor 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.