

REQUEST FOR QUOTES

Screening Exterior Porches Columbia Housing Authority

Due Date: September 24, 2020 @ 2PM

RFQ

SOLICITATION TYPE: REQUEST FOR QUOTE

SOLICITATION #: COLUMBIA RFQ - 9222020

DESCRIPTION: SCREENING OF PORCHES

ISSUE DATE: SEPTEMBER 9, 2020

PRE-BID SITE VISIT SEPTEMBER 15, 2020 11AM

SUBMITTAL DATE: SEPTEMBER 24, 2020 2PM

PROPOSAL SUBMITTAL PLACE:

The Housing Authority of the City of Columbia, SC
C/O Adam Dalenburg: Manager Capital Assets
1917 Harden Street
Columbia, South Carolina 29204

Respectfully,



Mr. Adam Dalenburg
Manager Capital Assets

Request for Quote

ROSEWOOD HILLS SENIOR BUILDING SCREENING OF EXTERIOR PORCHES
105 Rosewood Hills Drive
Columbia, SC 29205

SCOPE OF WORK

Provide labor, materials, tools, and equipment to screen in 40 exterior porches at Rosewood Hills Senior Building. Existing rails and pickets are to be removed and new installed in addition to all components to screen in the porches. The Contractor will submit: scope, sequence, specifications, and price quote to complete this project.

QUALITY

Special care will be needed to prevent any damage to the grounds, pavement, and/or landscaping around the building. The residents will be asked to clear of all personal belongings and grant permission for entry prior to work. Work will be inspected by an employee from the Agency on a daily basis.

SPECIFICATIONS

- All porches (deck, walls, ceiling) will be pressure washed to remove dirt and droppings
- Exterior screening will be installed on all 40 units
 - Railing & Pickets: Pickets will be square, made of vinyl composite material and white in color
 - Screening: Material will be fiberglass and charcoal in color.
 - Screening Components: Channel Strips will be vinyl and white in color.
- Gaps must be sealed with exterior Silicone color to match/clear
- Site
 - A laydown area will be designated for storage of new material
 - Contractor is responsible for construction dumpster and fees
 - Daily cleanup is required
 - There will be no stock piling of scrap material
 - Contractor is responsible for Porta Jon and fees
- Pre-bid on site meeting
 - There will be an on-site pre-bid meeting on: 15 Sept @ 11AM
- Timeline for project is 120 calendar days
 - Liquidated damages are to be \$150.00 per calendar day
- Pre - construction meeting will be required after project is awarded
- Contractor to provide schedule
- Contractor to provide sketch of porch with bid.
- Contractor must warranty all work and material for a minimum of one year
- Any damage to building or property will be the Contractors responsibility
- Quotes due by 24 Sept @ 2PM

BONDING:

For all contracts, which exceed \$250,000, the selected respondent will be required to furnish and pay for satisfactory Performance and Payment bonding for 100% of the contract price. The selected respondent will also be required to furnish certificates of insurance.

STATE LICENSING REQUIREMENTS/PERMITS

All respondents shall possess and provide a valid South Carolina Contractor's license and will be required to possess and provide a license to work in the City of Cayce, SC if not already possessed, at contract execution. In addition the same requirements are requested for the engineering and abatement subcontractor. The Offeror's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the Contract throughout, and they will be deemed to be included in the Contract herein the same as though written out in full. The selected respondent shall be responsible for obtaining all required permits needed to complete contract as well as for paying all required permit fees.

INVOICING AND PAYMENT

The contractor will submit a monthly invoice to the Property Manager. The invoice must identify the billing period, amount of work performed during the billing period and amount of work left to be performed on the contract.

WORK QUALITY

All work performed under this contract shall be in compliance with the highest performance standards; the industry guidelines and all applicable Federal, State, and Local laws.

DAVIS-BACON LABOR STANDARDS COMPLIANCE

Attention is called to the fact that not less than the minimum of salaries and wages must be paid on this project. The Contractor must ensure that employees and applicants for employment are not discriminated against because of race, color, creed, sex, handicap or national origin.

Davis-Bacon Wage Rate determinations can be obtained at the following link:

<http://www.gpo.gov/davisbacon/>

In accordance with Department of Labor and Davis-Bacon Regulations for Projects and Work in excess of \$2,000.00 the Contractor shall submit Certified Payrolls (forms HUD WH-347 & WH-348) on a weekly basis. Submittals shall begin no later than ten (10) days after the start of the Work on-site.

SUBMITTAL REQUIREMENTS

Responses to this Request for Proposals shall be delivered to The Housing Authority of the City of Columbia, 1917 Harden Street, Columbia, South Carolina, 29204 by **THURSDAY, September 3, 2020 2:00 PM LOCAL TIME** to be considered. Any response which is not in the possession of CH and stamped prior to this stipulated deadline will be considered late and non-responsive.

REQUIRED INSURANCE LIMIT

The selected respondent shall provide a certification of insurance, which meets or exceeds the following limits and lists The Housing Authority of the City of Cayce, as additional insured.

TYPE OF COVERAGE	LIMITS OF LIABILITY
Worker's Compensation – Statutory	Required over and above SC State requirements and regardless of the number of employees
Employer's Liability	\$25,000 One Accident & Aggregate Disease
COMPREHENSIVE GENERAL LIABILITY:	
Bodily Injury and Personal Injury	\$100,000 ea. person – Premise & Operations \$100,000 ea. person – Independent Contractors *\$100,000 ea. person – Products, including completed operations* \$100,000 ea. person – Contractual, to include Owner & Architect \$300,000 ea. Occurrence: \$300,000 ea. Aggregate: Products, including completed operations to include Owner & Architect
Property Damage	\$ 50,000 ea. Occurrence: Premises & Operations \$ 50,000 ea. Occurrence: Independent Contractors \$ 50,000 ea. Occurrence: Products, including completed operations \$ 50,000 ea. Occurrence: Contractual, to include Owner & Architect \$100,000 Aggregate \$300,000 Aggregate: Operations; protective products; contractual, to include Owner & Architect
COMPREHENSIVE AUTOMOBILE LIABILITY	
(Includes owned, non-owned, hired)	
(A) Bodily Injury	\$150,000 ea. person \$300,000 ea. Occurrence
(B) Property Damage	\$ 50,000 ea. Accident

* Shall be carried for a minimum of one (1) year after completion of the Agreement.

** Coverage shall include owned, non-owned, and hired automobiles

SECTION 3 REQUIREMENTS

A TOOL FOR "ECONOMIC UPLIFT"

Section 3 of the Housing and Urban Development Act of 1968 is a tool that is used to realize HUD's commitment to the "economic uplift" for public housing (HA) communities. It requires that public housing authorities (HAs), as well as their contractors and subcontractors, make good faith efforts to provide opportunities for job training, employment, and contracting to low-income persons, particularly those who are recipients of Federal housing assistance.

GOOD FAITH EFFORT

Under regulations at 24 CFR 135, HAs and their contractors must make "good faith efforts" to use area residents as trainees and employees and to award contracts to businesses located within the Section 3-covered project areas. Good faith effort means a contractor must take concrete steps to expand resident training and employment opportunities, such as making residents aware of the employment application process and actually employing Section 3 area residents.

OUTREACH TO EXPAND SECTION 3 RESIDENT TRAINING AND EMPLOYMENT OPPORTUNITIES

- Advertising in the local media
- Distributing flyers on training & job opportunities to every occupied dwelling unit of Section 3 communities, and posting in common areas.
- Asking resident councils and other resident bodies to help promote resident participation, and asking similar help from community leaders and organizations.
- Informing labor organizations and private job training agencies of potential jobs and contracting opportunities.
- Holding job information meetings and workshops to help Section 3 resident's complete applications.
- Arranging for a place within the housing community for residents to drop off employment application forms and hold interviews.

PROMOTING SECTION 3 BUSINESS PARTICIPATION

- Advertisement in local media and trade association papers.
- Posting flyers in the housing community.
- Developing a list of eligible Section 3 businesses.
- Giving all eligible concerns written notice in time for them to participate in pre-bid meetings and meet proposal deadlines.
- Holding workshops on contract procedures.
- Dividing contract work to allow wider participation.
- Promoting joint ventures between a large business and Section 3 business concerns.
- Limiting competition for PHA-administered opportunities to resident-owned businesses through the use of alternative procurement procedures for contracts under \$500,000, as described in HUD regulations at 24 CFR 963.

The Authority has established a goal of awarding at least 10% of the dollar value of federally funded contracts to Minority Business Enterprise and Women Owned Business Enterprise (MBEs/WBEs) to either General Contractors or Contractors with MBE participation.

In accordance with Section 3 of the U.S. Department of Housing and Urban Development Act of 1968, the Housing Authority requires all contractors, to the maximum extent feasible to provide

training, contracting and employment opportunities to low income residents residing in Housing Authority communities or to low income businesses located in the community. Ten (10%) percent of the total dollar amount of all Section 3 covered contracts for building trades work for maintenance, repair, modernization or development of public housing rehabilitation, housing construction and other public construction, shall be awarded to Section 3 business and three (3%) percent of the total dollar amount of all non-construction Section 3 covered contracts, shall be awarded to Section 3 business.

The Authority will require evidence throughout the demolition contract that the Contractor has complied with this provision and will assist the Contractor in contacting qualified residents and businesses.

Any contractor who fails to submit the required documents with their Proposal, in sufficient detail and completeness, may be declared non-responsive and ineligible for consideration of an award.

General Conditions for Construction Contracts - Public Housing Programs

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0157 (exp. 3/31/2020)

Applicability. This form is applicable to any construction/development contract greater than \$150,000.

This form includes those clauses required by OMB's common rule on grantee procurement, implemented at HUD in 2 CFR 200, and those requirements set forth in Section 3 of the Housing and Urban Development Act of 1968 and its amendment by the Housing and Community Development Act of 1992, implemented by HUD at 24 CFR Part 135. The form is required for construction contracts awarded by Public Housing Agencies (PHAs).

The form is used by Housing Authorities in solicitations to provide necessary contract clauses. If the form were not used, HAs would be unable to enforce their contracts.

Public reporting burden for this collection of information is estimated to average 1.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Responses to the collection of information are required to obtain a benefit or to retain a benefit.

The information requested does not lend itself to confidentiality.

HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB number.

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Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name _____

Program/Activity Receiving Federal Grant Funding _____

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
 (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Signature	Date
X	

Training and Employment for Section 3 Residents

Qualified Applicants

Through its Resident Services Programs, Columbia Housing will work with Service Partners that offer job readiness programs and training in day-to-day employment skills and apprenticeship programs to establish a pool of qualified applicants for referral to contractors procured by Columbia Housing.

The Resident Services Staff will identify and maintain a list of Section 3 Residents interested in employment and training opportunities. Columbia Housing will conduct preliminary screening of all applicants referred to contractors. This screening shall include a criminal background check and a drug screening, as applicable. Columbia Housing will match applicant skills to the available Section 3 positions and issue a formal referral to the corresponding contractor.

Applicants for available positions shall be referred in the order listed below.

1. Current or former residents of the property where the work is to be performed. Former residents are defined as individuals listed on a CH lease agreement at the time the property was vacated.
2. Current residents of other properties owned by Columbia Housing.
3. Participants of the Housing Choice Voucher Program administered by Columbia Housing.
4. Other qualified Section 3 residents of the City of Columbia.
5. Other qualified Section 3 residents of Richland County.
6. Other qualified Section 3 residents of Lexington County.

Contractor Requirements - Section 3 Employees.

Contractors and subcontractors shall be required to submit a notice of intent to comply with the Section 3 regulations within all contracts. The notice is to be sent to Columbia Housing Resident Services Department. The notice is also to be posted in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference. The notice shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each and the name and location of the persons receiving the referrals for each of the positions, and the anticipated date the work shall begin.

The contractor shall, to the greatest extent feasible, give preference to Section 3 Residents when hiring any full-time employee for permanent, temporary or seasonal employment under the contract. The contractor will be deemed to be in compliance with the training and employment requirements of the Section 3 Policy if 10% or the stated number in the applicable solicitation, of new hires are Section 3 Residents. The contractor is responsible for complying with the requirements of this policy in its own operations and for assuring compliance in the operations of its subcontractors.

Contract Preference for Section 3 Business Concerns.

The contractor shall, to the greatest extent feasible, give preference to Section 3 Business Concerns when entering into any contract for the work of the Project. The Contractor will be deemed to be in compliance with the contract preference for Section 3 Business Concerns if it commits to award to Section 3 Business Concerns at least 30% of the total dollar amount of the Contract.

Certifications and Assurances

The form of contract executed by Contractors/Subcontractors will include the requirements set forth in this policy.

Marketing Efforts

Columbia Housing will market the Section 3 policies to Residents and Program Participants through posting of information on its website; posting of notices at CH offices and developments; and issuance of flyers describing employment and training opportunities.

CH will also provide notices at strategic locations within the community where people gather (i.e., schools recreational facilities, and area churches). CH will also inform community leaders, contractors, political leaders and interested community organizations of the Section 3 and MBE/WBE hiring commitments.

Reporting

The contractor shall submit to CH a completed Monthly Employee/Business Concern Utilization Report in a format determined by CH each month throughout the contract period. The contractor shall promptly provide to CH at its request, any such other information or reports which CH may require and shall permit access to the job site and to any books, records, accounts and/or other material deemed by CH to be necessary to monitor the contractor's compliance with this Policy.

Termination

The contractor or any of its subcontractors may terminate the employment of a Section 3 Resident or the contract of a Section 3 Business Concern for good cause, provided that the contractor or subcontractor first notifies CH in writing of the proposed termination and the specific reasons for dismissal. If any Section 3 Resident employed by the contractor or a subcontractor pursuant to this Provision leaves or is terminated from such employment, or if any Section 3 Business Concern fails to perform under its contract or its contract is terminated, CH shall require the contractor and/or its subcontractor to employ another Section 3 Resident or contract with another Section 3 Business Concern in order to remain in compliance with the requirements of this Policy.

Department of Labor Requirements

Contractors subject to the Section 3 Resident Employment Provision are also required to comply with Executive Order 11246, as amended by Executive Order 12036 and the Department of Labor regulations issued pursuant thereto (41 CFR chapter 60), which provide that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of Federal or Federally-assisted construction contracts.

Sanctions

If contractors or subcontractors do not comply with Section 3 mandates, CH will address the issues promptly. All sanctions against any contractor should be based on language in the signed contract.

Performance Standards

On each construction job site, it is expected from the contractor/subcontractors, that all referred and hired Section 3 Residents will be treated with the same respect and consideration that is demonstrated toward non-Section 3 Residents.

At no time should there be any disparity in hours worked per day, nor days worked per week, unless both contractor and employee agree upon it. Violation of these performance standards by the general contractor and its subcontractors will be interpreted as violation of contract agreement.

Payment in Lieu of Section 3 Hires

If a contractor is unable to meet the required Section 3 goals specified under their contract or in this policy, for any of the following reasons, Columbia Housing, at its sole discretion may approve a payment in lieu of Section 3 hires.

1. There are no new hires throughout the life of the contract.
2. The contract is of a highly technical nature and requires a high level of technical knowledge and/or skills for which there are no qualified Section 3 applicants.
3. CH Resident Services has been unable to provide referrals with the necessary skills for the available positions under the contract and the Contractor has made every effort to identify qualified Section 3 applicants.

The payment in lieu of Section 3 hires shall be equal to a minimum of \$5,000 or 3% of the total contract amount. All funds received under the Payment in Lieu of Section 3 hires shall be restricted for the Resident Services Department and shall be utilized solely for job readiness and employment training for Columbia Housing residents or program participants.