

# REQUEST FOR QUOTE



**ANNEX RENOVATIONS**  
**2133 Walker Solomon Way**  
**Columbia, SC**

**PROPOSAL DUE DATE:**

**Thursday, September 2, 2021**  
**2:00 PM Local Time**

**COLUMBIA HOUSING  
REQUEST FOR QUOTE  
ANNEX RENOVATION**

**GENERAL**

The Housing Authority of the City of Columbia, South Carolina (Columbia Housing or CH) hereby requests Quotes from General Contractors to renovate Columbia Housing Annex Office Building located 2133 Walker Solomon Way, Columbia, South Carolina.

**Proposals will be accepted until September 2, 2021 at 2:00 PM Local Time.**

Columbia Housing reserves the right to waive minor informalities and to reject any or all proposals. Columbia Housing will make selections and award a contract for Annex Renovations. Columbia Housing reserves the right to select the firm that Columbia Housing deems most qualified to perform the required services.

The RFQ Package may be downloaded from the website:

<https://www.columbiahousingsc.org/procurement-postings>. Proposals shall be submitted in accordance with the provisions set forth in this request.

**PURPOSE**

The purpose of this solicitation is to contract with a General Contractor for Annex Renovations. Drawings with specifications were prepared by 1x1 Architecture and H2L Engineering.

**PREBID VISIT**

There will be a pre-bid visit on site August 26, 2021 at 2PM.

**SUBMITTAL FORMAT**

Proposals must be submitted electronically via e-mail to [adalenburg@columbiahousingsc.org](mailto:adalenburg@columbiahousingsc.org) or a flash/jump drive delivered to the brown drop box at Columbia Housing, 1917 Harden Street, Columbia, SC 29204. Packages must be marked with "Annex Renovations" and addressed to Adam Dalenburg, Capital Asset Manager. **Hard copy submittals will not be accepted.**

Per Columbia Housing policies and procedures, HUD regulations, and Federal, State, and Local laws and codes, the following will be required with submission:

- Non-Collusive Affidavit
- Certification for a Drug Free Workplace (HUD 50070)
- Certificate of Section 3 Compliance
- MBE Participation Certification
- Piggyback Clause

The following will be required upon contract signing:

- Contract / Formal Agreement
- HUD Form 5370 EZ (Total contracts greater than \$2,000 not to exceed \$150,000)
- HUD 5370 (Total contracts exceeding \$150,000)
- Insurance Certificate(s)
- Business License
- W-9
- Direct Deposit Form

### **QUESTIONS**

Written questions shall be submitted NLT 2PM August 27, 2021 via email to [adalenburg@columbiahousingsc.org](mailto:adalenburg@columbiahousingsc.org). Responses will be posted by August 31, 2021.

### **SCOPE OF WORK**

The scope of work is based on the drawings and specifications. Included in the bid must be a time-line without actual dates. CH envisions this project to start in the month of soon after award.

### **CONTRACT AWARD**

The contract will be awarded within 5 working days of submission. The NTP will be issued directly after the signed contract.

### **LIQUIDATED DAMAGES**

A timeline will be discussed directly with the chosen contractor and liquid damages date will be set at that time with \$500/day after set completion date.

**INSURANCE**

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 Columbia 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
<b>COMPREHENSIVE GENERAL LIABILITY:</b>	
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
<b>**COMPREHENSIVE AUTOMOBILE LIABILITY**</b>	
<b>(Includes owned, non-owned, hired)</b>	
(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

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**SECTION 3 REQUIREMENTS****TRAINING AND EMPLOYMENT OF SECTION 3 HIRES****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. Contracts in excess of \$250,000 shall have an establishment number of Section 3 positions to be created under the contract. The contractor will be deemed to be in compliance with the training and employment requirements of the Section 3 Policy if 50% or the stated number in the applicable solicitation or contract, of new hires are Section 3 Residents from Columbia Housing communities or programs. 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**

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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 apply to all contracts in excess of \$10,000 and shall be 3% of the total contract amount. All funds received under the Payment in Lieu of Section 3 hires shall be directed restricted for the Resident Services Department and shall be utilized solely for job readiness and employment training for Columbia Housing residents or program participants.



**BID FORM**

I hereby acknowledge the latest Addendum: # \_\_\_\_\_.

As well as the premises and conditions affecting the work, proposes to furnish all services, labor, materials and equipment called for by drawings and specifications for the entire work in accordance with said documents, for the following prices:

Total Bid: \$ \_\_\_\_\_

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It is understood that, before a proposal is considered for award, Bidder may be requested by the Columbia Housing Authority to submit a statement of facts in detail as to his previous experience in performing similar or comparable work, and of his business and technical organization and financial resources and plant available to be used in performing contemplated work.

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_,

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Authorized Signature



Bidder's Name: \_\_\_\_\_

Address: \_\_\_\_\_

State of South Carolina Contractors License No:

\_\_\_\_\_

Bidder's License No:

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

SEAL IF BIDDER IS A CORPORATION

**NON-COLLUSIVE AFFIDAVIT**

STATE OF SOUTH CAROLINA

COUNTY OF RICHLAND

\_\_\_\_\_, being first duly sworn, deposes  
and says:

THAT HE/SHE IS \_\_\_\_\_ (*a partner or officer of the firm of, etc.*) the party making the foregoing proposal or bid; that such proposal or bid is genuine and not collusive nor sham; that said bidder has not colluded, conspired, connived nor agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding; and has not in any manner, directly or indirectly, sought by agreement of collusion, or communication or convergence, with any person, to fix the bid price of affiant or of any other bidder; nor to fix any overhead, profit, or cost element of said bid price, nor of that of any other bidder; nor to secure any advantage against THE HOUSING AUTHORITY OF THE CITY OF COLUMBIA, SOUTH CAROLINA, or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signatures of:

BIDDER, if the Bidder is an individual:

\_\_\_\_\_

PARTNER, if the Bidder is a partnership:

\_\_\_\_\_

OFFICER, if the Bidder is a corporation:

\_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

My Commission expires: \_\_\_\_\_



# 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 Federal agency 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	

**CERTIFICATE OF SECTION 3 COMPLIANCE**

I certify that I have reviewed and fully understand the attached Section 3 Specification Clause and program and will demonstrate compliance to the "greatest extent feasible" to meet the numerical goal of 30% new hires. I further certify that I have and will make every reasonable effort to purchase from those small businesses located within the boundaries of the Section 3 covered project area and further, will take concrete steps to expand resident training and employment opportunities such as, asking if residents are aware of available training and employment positions, encouraging residents to participate in the job application process, and actually employing Section 3 area residents. Furthermore, I will contact the Housing Authority to obtain listings of available individuals to fill my labor needs, if any such needs arise, for the duration of this contract.

\_\_\_\_\_  
Principal Officer of Bidding Company

\_\_\_\_\_  
Date

END OF DOCUMENT

**MBE PARTICIPATION CERTIFICATION**

I certify that I have reviewed and fully understand the attached Columbia Housing Authority MBE requirements and will take the five affirmative steps listed and make a GOOD FAITH EFFORT to achieve the MBE participation goal.

\_\_\_\_\_  
Principal Officer of Bidding Company

\_\_\_\_\_  
Date

END OF DOCUMENT

## PIGGYBACK CLAUSE FORM

Piggybacking is when an existing contract is used by another governmental agency to acquire the same commodities or services at the same or lower price from another public entity contract.

Columbia Housing shall permit Piggybacking on all contracts resulting from a formal solicitation including a Competitive Bid; a Request for Proposals and/or a Request for Qualifications under the following provisions.

For the term of the contract period resulting from this solicitation and any mutually agreed upon extensions pursuant to this request for goods and/or services, at the option of the vendor, other Public Housing Authorities, any public corporation or agency, including any town, city, county, or state agency, may purchase or contract for the same goods and/or services identified upon the same terms and conditions or such terms and conditions as may be negotiated with the vendor pursuant to the applicable joint, permissive and interstate cooperative procurement statutes of the location in which such public corporation or agency is located.

**Acceptance or rejection of this clause will not affect the outcome of this solicitation.**

\_\_\_\_\_ *(Initial)* Vendor hereby grants the Piggyback option for this solicitation.

\_\_\_\_\_ *(Initial)* Vendor does not grant the Piggyback option for this solicitation.

Vendor: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_