



## **THE HOUSING AUTHORITY**

of the City of Columbia, South Carolina

1917 HARDEN STREET \* COLUMBIA, S.C. 29204-1015

TELEPHONE (803) 254-3886

TDD (803) 256-7762

# **REQUEST FOR PROPOSALS FOR VEHICLE REPAIR SERVICES**

**CHA#190620**

**June 20, 2019  
2:00 pm**

Request for Proposal Submission Document **CHA190620**  
Vehicle Repair Services  
The Housing Authority of the City of Columbia, SC

The Housing Authority of the City of Columbia, SC (CHA) is seeking proposals from independent contractors with demonstrated professional competence and experience to provide repair services for the fleet vehicles as specified in this RFP. This Request for Proposal (RFP) contains submission requirements, scope of services, period of services, terms and conditions and other pertinent information for submitting a proper and responsive proposal.

All responses to this RFP must be enclosed in a sealed envelope and labeled as follows with the specific information: RFP#CHA190620, Vehicle Repair Services.

**1.0 SCOPE OF WORK**

**1.1** Contractor will provide all material, labor, parts and equipment to maintain and repair CHA's fleet of vehicles. Contractor will comply with all applicable federal, state and local laws, rules, regulations and codes and obtain any necessary licenses or permits required to provide the services under this RFP.

**1.2** Contractor will use parts, products and services that meet or exceed the specifications included in this RFP and in all cases meet or exceed the requirements and specifications of the original equipment manufacturer (OEM).

**1.3** All replacements and repairs will be subject to inspection and approval by a CHA employee. The inspection will be conducted by all parties responsible for the job including CHA's fleet representative and the Contractor's representative.

**1.4** Contractor is responsible for verifying all quantities, conditions and variables of the fleet. Failure to verify will not relieve the Contractor of the obligations under the contract. CHA's fleet ranges in age from approximately 3 years for the newest vehicles to over 20 years old for the oldest. The fleet totals approximately 85 vehicles consisting of Hybrids, cars, pickups and some larger commercial trucks.

**1.5** Contractor will follow the manufacturer's recommendations during the servicing, repair and installation of any equipment, parts and/or materials unless in conflict with the applicable specifications. If a conflict arises the Contractor will immediately contact the Fleet Manager for resolution.

**1.6** Contractor will have a location large enough and enough personnel to handle the repair and maintenance of the fleet vehicles without delay. CHA may award

multiple contracts based on location or other factors to provide convenient locations to have vehicles repaired and maintained.

**1.7** Contractor will include in the response to this RFP as outlined in the cost proposal form all costs for equipment, materials, hardware and labor required to accomplish the tasks specified.

**1.8** All products listed are to reference a known quality and level of performance. CHA will consider alternate brands of equal quality and performance. Contractor must indicate on the Proposal form any alternate products they are proposing and provide a complete manufacturer's specification with the proposal submitted. In all instances CHA will make the final determination of equality. All substitutions will be approved in writing; no oral approvals will be recognized.

**1.9** Contract will be authorized to proceed with any repairs that do not exceed \$500. For repairs in excess of \$500 but less than \$1,000 the Contractor must get verbal approval from the Fleet Manager. For repairs in excess of \$1,000 the Contractor will provide the Fleet Manager with a written (fax, email or hard copy) estimate detailing the repairs needed. Contractor will not proceed with work that has an estimated repair cost in excess of \$1,000 without a notice to proceed (fax, email or hard copy) from the Fleet Manager.

**2.0** Contractor will only utilize fully trained and qualified personnel to make repairs and service CHA fleet vehicles and equipment. All mechanics must be "ASE" Certified.

**2.1** Contractor must have available the necessary specialized diagnostic equipment to diagnose brake systems and body control computers for all makes and models of vehicles. Service personnel must be trained and certified in the operations of any diagnostic equipment used.

**3.0** Road Service

Contractor will provide for emergency road service as follows:

- 1 Towing to repair shop or other specified location within a 30 mile radius of contractor shop one way. It is preferred that the contractor have his own equipment ; however CHA will not object to a subcontractor arrangement but all responsibility, billing and other issues will be through the contractor.
- 2 Tire change and service
- 3 Repair and/or replace glass breakage – CHA will not object to a subcontractor arrangement but all responsibility, billing and other issues will be through the contractor.

## **SUBMISSION FORMAT**

Respondent must complete the following required submissions:

- a) Contractor's experience in the operation of vehicle maintenance repair services of this or greater scope, staff size, hours of operation, special equipment inventory, shop size and/or location and names of part suppliers.
- b) Management and quality control plan for oversight of all services and the coordination of contractor's personnel, subcontractors and suppliers to comply with the requirements of this RFP.
- c) Staff's automotive repair expertise including resumes of manager and key staff. Evidence of commitment to excellence in workmanship and professionalism as evidenced by awards and certifications.
- d) Contractor will submit references of three former or current clients, other than CHA, that the contractor has performed similar services. References must include: the client's name, address, current telephone number, description of services that were performed and the date of services.
- e) Proposed Costs: Contractor must enter the cost to CHA for the listed project. The fee is inclusive of all necessary costs to provide the required services, including, but not limited to: employee costs and benefits; clerical support; overhead; profit; supplies; materials; licensing; insurance, etc.

A contractor's failure to provide accurate information in response to this RFP may disqualify the Contractor from further participation in the selection process.

The Contractor shall submit one original and three (3) copies of the completed Submission Document, no later than June 20, 2019 at 2 o'clock p.m., to:

Cindy Godbey, Procurement Director  
Columbia Housing Authority  
1917 Harden Street  
Columbia, SC 29204

Submissions may be corrected, modified or withdrawn, provided that the correction, modification or request for withdrawal is made by the Contractor, in writing and received by the CHA at the above address prior to the date and time designated in this Request for Proposals for the final receipt of submissions. After such time and date, the Contractor may not change any provision of its submission in a manner prejudicial to the interest of the CHA and/or fair competition.

All submissions are the property of the CHA and shall be retained by the CHA. Responses will not be returned. The contents of the documents submitted by the successful Contractor may become part of any contract award at the sole discretion of the CHA.

## **REVIEW AND SELECTION PROCESS AND CRITERIA**

All responses will be initially reviewed to determine compliance with the response format requirements as specified herein. Responses that do not comply with these requirements will be rejected without further review.

An Evaluation Committee will be established by CHA to evaluate all submissions. Written submissions containing the requested information as outlined herein will serve as the basis for selection the winning Contractor.

The winning Contractor will be chosen based on the following criteria:

1	Experience and past performance: experience in the operation of vehicle maintenance repair services of this or greater scope, staff size, special equipment inventory, shop size and location and names of part suppliers.	25
2	Staffing: staff's automotive repair expertise including resumes of all key staff and awards and certifications.	25
3	Management Plan: Management and Quality control plan for oversight of all services and the coordination of contractor's personnel, subcontractors and suppliers to comply with the requirements of this RFP.	25
4	Cost of services provided.	25
	<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

## **CHA OPTIONS**

The CHA reserves the right to cancel this Request for Proposal or to reject, in whole or in part, any and all submissions received in response to this Request for Proposal, upon its determination that such cancellation or rejection is in the best interest of the CHA. The CHA further reserves the right to waive any minor infirmities in a response or the failure of any Respondent to comply with a provision of this Request therewith, if it is in the public interest to do so. The CHA will pay no compensation to any Respondent for any costs related to preparation or submittal of the proposal.

The CHA will reject the qualifications of any Respondent who is suspended and/or debarred by HUD from providing services to public housing authorities and reserves the right to reject any Contractor who has previously failed to perform any contract properly for the CHA.

## **ADMINISTRATIVE INFORMATION**

NOTE: While effort has been made to separate substantive and procedural matters through the division of the Requests for Proposal (hereinafter called RFP) into various parts, the distinctions between such categories are not always precise. Consequently, OFFERORS are advised that all contents of this RFP, along with the contract, will constitute the substantive terms and conditions of the relationship, if any occurs, between that OFFEROR and the Housing Authority of the City of Columbia (CHA).

### 1. Scope

The purpose of this solicitation is to obtain a qualified firm to provide professional services to the CHA. Nothing herein is intended to limit qualifications but is for the purpose of meeting the full needs of the CHA using a system of fair, impartial and free competition among OFFERORS. It is the intent and purpose of the CHA that this RFP permit competition. It will be the OFFEROR'S responsibility to advise the Procurement Director of CHA if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by CHA not later than the time and date specified in the schedule of "Key Event Dates" section of this RFP. A review of such notifications will be made.

### 2. Discussions/Negotiations

In accordance with Federal and CHA Procurement Policy, CHA may conduct negotiations with any OFFEROR submitting a response which appears to be eligible for award pursuant to the selection criteria set forth in the RFP. All apparently eligible OFFERORS will be accorded the opportunity to submit best and final qualifications if negotiation with any other OFFEROR results in a material alteration to the RFP and such alterations has a cost consequence that may alter the order of OFFERORS price quotations contained in the initial qualifications. In conducting negotiations, there will be no disclosures of any information derived from qualifications submitted by competing OFFERORS.

### 3. Offeror Responsibility

Each OFFEROR will fully acquaint himself with the conditions relating to the scope and restrictions attending the performance of obligations under the conditions of this RFP. The failure of an OFFEROR to acquaint himself with existing pre-contract conditions or post-contract consequences will in no way relieve such OFFEROR of any obligation with respect to the qualification or to any contract resulting here from. OFFERORS are notified that failures to inspect, familiarize, or otherwise gather information as to the total cost to the CHA, will, in addition to any and all other remedies available, create cost difference liabilities and claims against the successful OFFEROR.

4. Proposal Submission Document Constitutes Offer

By submitting a proposal, the OFFEROR agrees to be governed by the terms and conditions as set forth in this document. Any response containing variations from the terms and conditions set forth herein, may in sole discretion of the CHA, render such response non-responsive. Any inconsistencies between the RFP and any other contractual instrument will be governed by terms and conditions of this RFP, except where subsequent amendments to any contract resulting from this RFP are specifically agreed to in writing by the parties to supersede any such provision of this RFP.

5. Preparation of Proposal Submission Document

Preparation of Proposal All proposals should be complete and carefully worded and must convey all the information requested by CHA. If errors are found in the OFFEROR'S proposal, or if the proposal fails to conform to the essential requirements of the RFP, CHA and CHA alone will be the judge as to whether that variance is significant enough to reject the proposal. The instructions below provide guidance for the preparation and submission of proposals. The purpose is to establish the requirements, format, and content of the proposal so that proposals are complete, contain all essential information, and can be evaluated easily.

6. Multiple Qualifications

OFFERORS may submit only one response to this RFP. It is the responsibility of the OFFEROR to submit that response which the OFFEROR feels best meets the requirements of this RFP.

7. Specifications Mandatory

The OFFEROR must meet all of the mandatory specifications and requirements set forth in this RFP. By incorporating said specifications into the OFFEROR'S response, subject to acceptance by the CHA of any amendments hereto as submitted by the OFFEROR, the OFFEROR is agreeing to comply with said specifications. Failure to provide mandatory capability will result in rejection of the OFFEROR'S response.

8. Questions

Every effort has been made to insure that all information needed by the OFFEROR is included herein. If an OFFEROR finds that he cannot complete the Submission Document without additional information, he may submit written questions to the person designated herein on or before the deadline set forth herein. No questions will be accepted by CHA after this date. All replies to questions will be in writing. When a question received by CHA is found to be already sufficiently answered in the RFP, that question will be returned to the OFFEROR with a reference to the part of the RFP containing the answer.

9. Amendments

If it becomes necessary to revise any part of the RFP, all amendments will be provided in writing to all OFFERORS. ALL AMENDMENTS TO AND

INTERPRETATIONS OF THIS SOLICITATION WILL BE IN WRITING. CHA WILL NOT BE LEGALLY BOUND BY ANY AMENDMENT OR INTERPRETATION THAT IS NOT IN WRITING.

10. Presentations

Any OFFEROR may, at the sole discretion of CHA, be required to make an oral presentation of their proposal to CHA after the qualification opening. Such presentations provide an opportunity for the OFFEROR to clarify qualifications and to insure thorough mutual understanding. The CHA will schedule the time and location for these presentations.

11. Partial Acceptance

All proposals must be for the entire RFP. However, CHA reserves the right to accept any portion(s) of the OFFEROR'S Proposal if it is deemed to be in the best interest of CHA to do so.

12. Confidential Information

No documents relating to this procurement will be presented or made otherwise available to any other person until notification of Award. Commercial or financial information obtained in response to this RFP which is privileged and confidential and if clearly marked as such will not be disclosed at any time. Such privileged and confidential information includes that which if disclosed might cause harm to the competitive position of the OFFEROR supplying the information. OFFEROR'S therefore, must visibly mark as "CONFIDENTIAL" each part of a qualification which they consider to contain propriety information.

13. Receipt of Proposals: Timeliness

Any Proposal received after the schedule opening date and time will be immediately disqualified, rejected and returned to the sending party without any consideration what-so-ever.

14. Number of copies of Proposal to be submitted

Each OFFEROR is to submit one original and three (3) copies of the Proposal, under a seal, to Cindy Godbey, Procurement Director, Columbia Housing Authority, 1917 Harden Street, Columbia, South Carolina, 29204. Each copy of the Proposal should be bound in a single volume where practical. or wrapping containing the proposal the RFP identification number as specified in this RFP.

The OFFEROR is required to have typed on the envelope or wrapping containing Proposal the RFP identification number as specified in this RFP.

15. Proposals Signed

All Proposals must be signed by a representative of the company authorized to commit to the provisions of this RFP. Unsigned Proposals will be rejected unless an authorized representative is present at the opening and provides the needed signature, provided that the discovery is made prior to the closing of the opening ceremony.



16. Public Opening

All Proposals received in response to this RFP will be opened publicly at the time and place specified in the schedule of Key Event Dates. At that time, only the name of each OFFEROR will be listed and made available for public inspection. No other information will be made available until after award.

17. Award

Award will be made to the responsive and responsible OFFEROR whose Proposal is determined by the CHA Board of Commissioners to be the most advantageous to the CHA, taking into consideration the evaluation factors set forth in the RFP. No other factors or criteria may be used in evaluation and there must be adherence to any weights specified for each factor in the RFP. However, the right is reserved to reject any and all proposals received and in all cases, the CHA will be the sole judge as to whether an OFFEROR'S Proposal has or has not satisfactorily met the requirements of this RFP as governed by the Federal Regulations and the CHA Procurement Policy.

18. Governing Law

Successful OFFEROR must comply with the laws of the State of South Carolina which require that it be authorized and/or licensed to do business in said state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful OFFEROR from requirements that it be authorized to do business in said state, by signing of this agreement OFFEROR agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina or federal courts as to all matters and disputes arising or to arise under the agreement and the performance thereof, including any questions as to the liability of taxes, licenses or fees levied by the state.

19. Affirmative Action

Successful OFFEROR will take affirmative action in complying with all federal and state requirements concerning fair employment and employment of the disabled, and concerning the treatment of all employees, without regard to or discrimination by reason of race, color, religion, sex or national origin.

20. Insurance

Successful OFFEROR will maintain throughout the performance of its obligations under this agreement, a policy of Worker's Compensation insurance with such limits as may be required by law and a policy or policies of general liability insurance insuring against liability for injury to, and/or death of persons and damage to and destruction of property arising out of or based upon any act or omission of the OFFEROR or any of its subcontractors or their respective officers, directors, employees or agents. Such general liability insurance will have limits sufficient to cover any loss or potential loss resulting from this contract, with a minimum limit of \$500,000.00.

21. Contractual

Contract negotiations will be started immediately with the apparent successful OFFEROR. If any points cannot be resolved so that a final contract to the mutual satisfaction of all parties can be reached, negotiations may be initiated with the next qualified OFFEROR. All contractual documents are available for inspection at the CHA offices.

22. Indemnification

The CHA, its officers, agents, and employees will be held harmless from liability from any claims, damages, and actions of any nature arising from the use of any materials furnished by the Contractor, provided that such liability is not attributable to negligence on the part of the user to use the materials in the manner outlined by the Contractor in descriptive literature or specifications submitted with the contractor's qualification.

23. Warranty

Contractor warrants that any service provided to the CHA as a result of this RFQ complies with all specifications and other terms and conditions herein set forth, and further warrants and guarantees that said services will be performed in accordance with the defined standard of performance and other terms and conditions as herein specified, in addition to any and all other remedies provided by law, or specified herein, and all remedies will be considered cumulative, and not exclusive. The contractor will be responsible for the full performance hereunder of any subcontractors and/or suppliers and the CHA will rely solely upon said contractor for contracted performance.

24. Licenses, Permits, and Compliance

During the term of the contract, the contractor will be responsible for obtaining and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each. It will be the contractor's responsibility to comply with all codes, rules, ordinances, regulations, tariffs and industry standards.

25. Termination

Non-Appropriation of Funds:

Funds for this agreement are payable from local and/or Federal appropriations. In the event no funds or insufficient funds are appropriate and budgeted in any fiscal year (July 1 - June 30) for payments to become due under this agreement, or there is no further need for the products and/or services to satisfy the need for which same were acquired hereunder, then the CHA will immediately notify the contractor, and this agreement will create no further obligation of the CHA as to such current or succeeding fiscal year and will be null and void, except as to the portion of payments herein agreed upon for funds which will have appropriated and budgeted. In such events, this agreement will terminate on the last day of the

fiscal year for which appropriations were received without penalty or expense to the CHA of any kind what-so-ever.

26. Default of Contractor:

If the contractor refuses or fails to prosecute the work, or any separable part thereof, with the diligence that will insure its completion within the time specified in this contract, or any extension thereof, or fails to complete said work within this time, the CHA may, by written notice to the contractor, terminate the right to proceed with the work (or separable part of the work) that has been delayed. In this event the CHA may take over the work and complete it, by contract or otherwise, and may take possession of and use any materials, equipment or data on the work site necessary for completing the work. The contractor and its sureties will be liable for any damage to the CHA resulting from the contractor's refusal or failure to complete the work within the specified time, whether or not the contractor's right to proceed with the work is terminated. This liability excludes any increased costs incurred by the CHA in completing the work.

**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 40% 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

## SECTION 3 SPECIFICATION CLAUSE

*All Section 3 covered contracts shall include the following clause (referred to as the Section 3 clause):*

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties of this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under Section 3 clause, and will post copies of the notice in conspicuous places at the work sit where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, 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 person(s) taking application for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contractor is executed, and (2) with persons other than those to whom the regulations 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii)

preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7 (b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7 (b).

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

FORM OF NON-COLLUSIVE AFFIDAVIT

**AFFIDAVIT**

(Prime Bidder)

State of ( \_\_\_\_\_ ) ss.

County of ( \_\_\_\_\_ )

Being first duly sworn deposes and says:

That he is \_\_\_\_\_  
(A partner or officer of the firm of, etc.)

that party making the foregoing Qualification Submission Document or bid, that such Qualification Submission Document or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or 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 or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or of that of City of Columbia, South Carolina or any person interested in the proposed contract; and that all statements in said Qualification Submission Document or bid are true.

Signature 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 \_\_\_\_\_ 2016.

My Commission expires \_\_\_\_\_  
2\_\_\_\_\_.



## KEY EVENT DATES

Project: CHA190620

1. Issue of Request for Proposal June 5, 2019
2. Deadline for receipt of written questions concerning this RFP  
(Mark envelope "Questions, RFP: CHA190620) must be received  
By close of business. June 13, 2019
3. Deadline for receipt of one original and 3 copies of formal proposal document to  
Cindy Godbey, Director of Procurement, Columbia Housing Authority, at 1917  
Harden Street, Columbia, SC 29204. June 20, 2019  
2:00pm