



## INVITATION TO BID

DATE: June 5, 2019

BID NUMBER: CHA190625 VAC.

Bids for furnishing all services required for the work known as UNIT VACANCY PAINTING AND CLEANING located in Columbia, South Carolina, will be received until 2:15 P.M., local time on June 25, 2019 at the office of the Housing Authority located at 1917 Harden Street, Columbia, SC. At that time and place, all bids received will be publicly opened and read aloud. At the time of Award all documents submitted will become a matter of public record and subject to all laws pertaining thereto.

A site visit will be held on June 18, 2019 @ 9:00 am. Mr. Marvin Smith will meet contractors at 1915 Harden Street to conduct this site visit. The Columbia Housing Authority (CHA) strongly recommends attendance at this site visit but does not require it.

The work consists of providing labor, materials, tools, equipment, permits, taxes, insurance and services necessary to perform all operations necessary to paint and clean residential units on an as needed basis to conform to the Columbia Housing Authority's acceptable standards.

Contractors may obtain bid documents by downloading them at [www.chasc.org](http://www.chasc.org) – click “Bids”. Contractors submitting bids must at a minimum possess and disclose a City of Columbia Business License and have insurance in the amount of General Liability - \$1,000,000.00, Auto - \$500,000.00 and Workmen's Compensation – as required by SC State Law.

The Columbia Housing Authority reserves the right to reject any or all bids and to waive minor technicalities and irregularities in the bidding process. Bids over \$100,000.00 MUST be awarded by the Columbia Housing Authority Board of Commissioners. No other party has the authority to commit the Board to make an award. Award will be made to the lowest, most responsive and responsible bidder.

The Instructions to Offerors Non-Construction (HUD-5369-B), Certifications and Representations of Offerors Non-Construction Contract (HUD-5369-C) and General Contract Conditions Non-Construction (HUD-5370-C) require careful reading and also require the bidder to complete certain clauses or insert certain information. Bidders must return these forms in addition to the Bid Forms, the Non-Collusive Statement, proof of required insurance coverage, Certificate of Section 3 and MBE Compliance, and **three** (3) commercial reference accounts where work of a **similar nature** has been done. Forms may be obtained at [www.chasc.org](http://www.chasc.org). Failure to read these documents and complete them as required may result in the outright rejection of such incomplete bids.

The Columbia Housing Authority encourages minority owned businesses to participate in its continuous purchasing of goods and services. For further information call Cindy Neely, Director of Procurement and Contract Administration @ (803) 254-3886, Ext. 234.

# **SPECIFICATIONS**

## **1. GENERAL**

### **1-A SCOPE OF WORK**

Provide all labor, material, tools, equipment, permits, taxes, insurance, and services to perform all operations to complete the painting and cleaning of the interiors and exteriors of the vacant units as stipulated within these specifications. Provide certification of compliance as required by any applicable laws set forth by federal, State (including the State Commission of Residential Builders, County, and City governments).

### **1-B QUANTITY**

During the contract period, the contractor will perform the painting and cleaning of units identified by CHA. The actual amount of work to be assigned cannot be accurately predicted. Therefore, the estimated value of this contract is just that - **AN ESTIMATE ONLY**.

### **1-C TIME OF PERFORMANCE**

The Contractor shall have five days to paint and clean the unit from the time of notification. All work to include punch list items shall be completed **not later than 9:00 a.m. on the morning of the sixth calendar day after notification of unit availability**. Contractor must have the resources to perform the scope of work listed in several apartments at one time.

### **1-D TERM OF CONTRACT**

The initial term of the contract shall be for 365 calendar days, with the option by the Authority to renew the contract annually for two additional one year terms at the price stipulated on the bid tabulation sheets.

### **1-E LIQUIDATED DAMAGES**

If the contractor fails to complete the painting and cleaning in an ACCEPTABLE manner within the above prescribed period listed in 1-C liquidated damages shall accrue beginning on the day following the end of the prescribed period at the daily rate of \$100.00 and shall continue until the unit is accepted. If the contractor incurs liquidated damages more than two times in a contract term CHA reserves the right to terminate the contract.

## **1-F CONTRACTOR WORK PROCEDURES**

The contractor will proceed in a workmanlike manner, maintaining a clean and safe working environment. After completion of work, Contractor shall remove all rubbish, debris, material and containers, clean all surfaces stained, spotted, over sprayed or otherwise damaged and leave unit, interior and exterior, in a clean, orderly and acceptable condition for inspection and approval. All floors, woodwork, glass, metal, smoke detectors, wall plates, hardware and other surfaces which cannot be cleaned of all excess paint, spots, stains, or other damages caused by the work performed under this section, shall be repaired or replaced by the Contractor at no cost to CHA. The contractor shall replace all covers/plates and fixtures that have been removed.

## **1-G CONTRACTORS QUALIFICATIONS:**

- 1 Bidder must possess a valid SC Non-structural Specialty license.
- 2 Bidder must provide a minimum of THREE REFERENCE ACCOUNTS where work of a similar nature, scope, **dollar value** and complexity has been performed

## **1-H WARNING**

Contractor is hereby advised of possible existence of lead-based paint and dust hazards in some units of the CHA. Sanding of surfaces identified by CHA as lead painted is not permitted. The Contractor may wish to provide his/her employees with protective clothing, air filters, etc. Some units in the CHA have been abated of lead hazards and others do not contain lead hazards. Those lead hazard-free units can be identified to the Contractor by a visit to the CHA Technical Services Department.

## **1-I RESPONSIBILITY**

- 1 The Contractor alone shall be responsible for the employment, control and conduct of its employees and for injury to such employees and subcontractors in the course of their employment or otherwise, or to others through acts of neglect by such employees.
- 2 The Contractor and each of his subcontractors shall retain a certified payroll report and compliance statement from execution of the contract to contract completion and acceptance by the CHA. A separate payroll shall be submitted for the Contractor and each subcontractor.
- 3 Coordinate maintenance repairs included in various sections of these specifications to assure efficient and orderly installation of each part of the

work. Coordinate construction operations included under different sections that depend on each other for proper installation, connection, and operation.

#### **1-J LEAD - FREE CERTIFICATION**

The Contractor/Supplier hereby certifies by submitting a bid that materials, products, and services to be supplied within this contract shall be free of Lead-Based paint.

#### **1-K WORKMANSHIP**

The Contractor's work will be done in a workmanlike manner, exercising the best practices of the trade. Only skilled mechanics shall be employed. All materials shall be applied under adequate illumination and per manufacture's instructions to produce a turn-key job.

#### **1-L LIABILITIES**

Contractor is liable for damage to units and furnishings as a result of Contractor's work activity during contract period.

#### **1-M PERMITS**

The Contractor shall obtain, at his own expense, all permits, licenses and inspections and shall comply with all laws, codes and ordinances promulgated by authorities having jurisdiction which may bear on the work.

#### **1-N INSURANCE**

- 1 Each Contractor shall procure at their own cost and expense and maintain in full force and effect while the contract is in effect the following:
  - a Workmen's Compensation Insurance for all employees engaged under the Contract.
  - b Comprehensive General Liability Insurance with bodily injury and Broad Form property damage. The minimum amount of coverage is \$1,000,000.00 per occurrence. The policy shall cover all operations of the Contractor.
  - c Automobile Liability on owned and non-owned motor vehicles used on the site (s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000.00 per

occurrence.

- 2 Insurance Certificates shall indicate that the insurance company will give the Authority thirty (30) days prior notice of any cancellation or non-renewal of policy. The Columbia Housing Authority will be listed as an additional insured on all certificates of insurance.

## **1-O PAYMENT**

Invoices that have been approved and submitted to the Procurement department by noon on Wednesday will be processed on Friday of the same week.

## **1-P MBE REQUIREMENTS**

Contractor receiving award of competitively bid contracts in excess of \$25,000.00 will be required to take affirmative steps listed in Items 1-5 below and are encouraged to have a minimum of 15% minority-owned business sub-contract participation. A contractor who claims an inability to identify a qualified and responsible minority subcontractor shall include a Certificate to that effect which will be included for consideration by the Housing Authority Board of Commissioners in their decision to award a contract.

1. Placing qualified small and minority business enterprises on solicitation lists;
1. Assuring that small minority business, and women's business enterprises are solicited whenever there are potential sources;
2. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
3. Establishing delivery schedules, where the requirement permits, which encourages participation by small and minority business, and women business enterprises;
4. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

## **1-Q CANCELLATION**

If the Contractor fails to comply with these specifications in an individual unit; he/she will be given written notice that if he fails to comply with the specifications in any additional unit, the Housing Authority reserves the right to cancel this agreement and secure satisfactory service from other sources. Either party may terminate this agreement by giving the other party 30 days written notice.

## 1-R MATERIALS

All materials and supplies shall be furnished by the Contractor including all paint. Contractor must provide with his bid the type and quality of paint that will be utilized. **Contractor must submit a sample of the paint to Mr. Marvin Smith for approval before the notice to proceed will be issued.**

## 2. PAINTING

**2-A** Type of material for each coat, location and usage shall be as designated for purpose by manufacturer, as specifically stated on label instructions.

**2-B** Examination and Preparation

- 1 Verify that substrate conditions are ready to receive paint.
- 2 Correct all defects and clean surfaces which affect work of this section.
- 3 Remove all extraneous materials from work surfaces.
- 4 Holes, cracks and voids shall be filled smoothed and leveled with adjacent surfaces.
- 5 Seal smoke detectors from contamination during work, unseal and test after work.
- 6 Seal/cover sprinkler head before painting and remove cover the same day. Do not cover more than eight hours.
- 7 Remove, mask, or otherwise protect all items not to receive paint, such as light fixtures, outlets and switch covers, appliances, counter tops and door hardware.
- 8 All ceilings shall be painted ceiling white.

**2-C Caulking**

- 1 The following voids to receive paintable caulking:
  - a Wallpaper terminations
  - b Cabinet perimeter
  - c Electrical boxes and raceways
  - d Pipes penetrating walls, partitions, etc.
  - e Cleats

- f Shoe molding
- g Windows
- h Ceiling perimeter
- i Baseboard or Cove Base wall contact area
- j Door casings

**2-D Spackling**

- 1 All woodwork voids and cavities
- 2 Primer
  - a All new interior wood work, wall covering and metal to receive a solid primer coat
  - b Kilz (as needed to resolve stain conditions)

**2-E Latex Paint**

- 1 The following surfaces shall receive Semi - gloss:
  - a Interior doors, 6 surfaces
  - b Wood work
  - c All kitchen and bathroom wall surfaces
  - d Exposed pipes and conduit
  - e Flexiwall

**2-F Oil-based Paint**

The following to receive no less than one coat of industrial oil base enamel

- 1 Hand rails
- 2 Metal door - All six surfaces, interior and exterior
- 3 Stair risers
- 4 Stair skirts
- 5 Medicine cabinets (app. white) where painted

**2-G Masonry Floor (Painted only)**

- 1 Scrape old paint off floors
- 2 Patch cracks (with Floor Leveling Compound - Floor Stone or equal)
- 3 Apply concrete sealer
- 4 Paint - Oil Base Floor Enamel

**2-H Cabinets**

- 1 Refinish old cabinets
  - a Prepare surface (**strip**, clean, let dry)
  - b Stain and varnish to match original finish
  - c Revarnish

- 2 Painted Cabinets - Oil Base
  - a Cabinets that do not permit light sanding and refinishing, or have been previously painted.

Upon completion of each unit, Contractor shall replace all items removed prior to painting. Use only skilled mechanics for removing and connecting removed items.

### **2-I Application**

- 1 Type of material for each coat, location and usage shall be as designated for purpose by manufacturer, as specifically stated on label instructions.
- 2 All materials shall be applied under adequate illumination, evenly spread and flowed on smoothly to avoid runs, sags, holidays, brush marks, air bubbles and excessive roller stipple.
- 3 Coverage and hide shall be complete. Apply two coats. When color, stain, dirt or undercoats show through final coat of paint, the surface shall be covered by additional coats at no extra cost until the paint is of uniform finish, color, appearance and coverage.
- 4 Drying time between coats shall be per label instructions.
- 5 Thinning shall be done only if necessary for the workability of the material and then only in accordance with the label instructions using only recommended solvents.
- 6 No coating should be applied when the surface temperature is below 50 degrees F or above 100 degrees F.

### **3 CLEANING**

The contractor shall complete all surface preparation and cleaning on interior surfaces throughout units on wood, masonry, sheetrock, plaster, wall-covering (where present), metal and other surfaces as required to produce a complete and thorough job. All surfaces shall be cleaned, dry, smooth and free from dust, grease, oil, dirt and any other surface contaminant as specified on the following Work Requirements.



**3A WORK REQUIREMENTS**

**THE FOLLOWING ITEMS SHALL BE THOROUGHLY CLEANED:**

- 1 Refrigerator (inside and out) and spot paint as needed
- 2 Range (inside and out) and its removable parts and spot paint as needed
- 3 Range Hood, fan-spot paint as needed
- 4 Remove any and all decals not specific to products' manufacturer's identification, warrant or instruction.
- 5 Counter tops
- 6 Bathroom and kitchen sinks
- 7 All woodwork (including baseboards)
- 8 Cove base
- 9 Window and sills (inside and out)
- 10 Cabinets (inside and outside)
- 11 Vinyl covered walls
- 12 Tile floors (sweep, strip clean of old wax, re-seal and re-wax) (Sealer - shall be a minimum of one coat and wax shall be a minimum of two coats)
- 13 Shampoo and vacuum carpet
- 14 Floors (not tiled - sweep, mop and apply one coat of wax)
- 15 Light fixtures (all surfaces, inside and out)
- 16 Mirrors
- 17 Wall receptacle and switch plates
- 18 Vents (intake and exhaust - vacuum)
- 19 Water heaters
- 20 Heating units
- 21 Bathrooms (clean and sanitize)
- 22 Entrance doors (inside and out)
- 23 Passage doors
- 24 Storm door (inside and out)
- 25 Remove and legally dispose of offsite any furnishings, trash or rubble from the unit.

**3-B Protection:**

The Contractor shall protect his/her work at all times and shall protect all adjacent areas by suitable covering or other method during progress of his work.

## BID TABULATION SHEET

Bedroom Size	Price to Paint and Clean	Option Year1	Option Year2
0			
1			
2			
3			
4			
5			

The undersigned, having carefully examined the preceding specifications, the premises and conditions affecting the work, will furnish all services, labor, material and equipment called for by them for the entire work in accordance with said documents, for the sums listed above. The undersigned, hereby also agrees that this bid may not be revoked or withdrawn after the time set for the opening of bids, but shall remain open for acceptance for a period of ninety (90) days following such time. If the undersigned is notified in writing by mail or delivery of the acceptance of this bid within ninety (90) days after the time set for opening of bids, he agrees to execute a contract and furnish all required bonds and/or insurances within ten (10) days from notice.

Name of Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 \_\_\_\_\_  
 State of South Carolina  
 Contractor's License No. \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

## **EXPERIENCE/REFERENCES**

### **References**

Please provide at least three references. Attach additional sheets if necessary.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### **Experience**

Tell us anything about your company and its experience that we might find useful as we select a company to provide pest control services. Attach additional sheets if necessary.