

GAINESVILLE HOUSING AUTHORITY

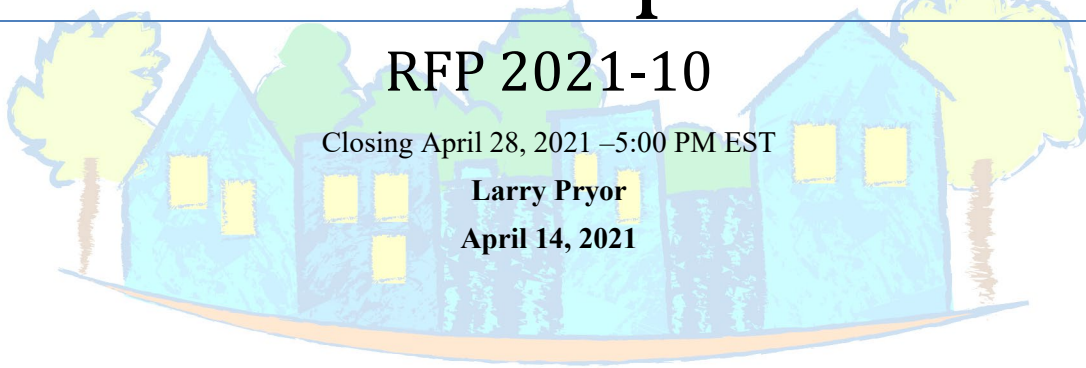
Request for Proposal - Oak Park HVAC Replacement

RFP 2021-10

Closing April 28, 2021 –5:00 PM EST

Larry Pryor

April 14, 2021



GAINESVILLE HOUSING AUTHORITY
Where Housing Matters

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Request for Proposal for Oak Park HVAC Replacement

The Authority is accepting bids from qualified insured businesses for the following work at Oak Park High Rise:

- Replace the existing 7.5-ton Trane split system heat pump.
- Clean and Sanitize the existing ductwork.
- Install minimum MERV 13 air filtration and APCO UV Air Purifier (or equal) in adjoining Oak Park social hall.

All proposals will be received via DemandStar or email to Larry Pryor at LarryP@gnvha.org until 5:00 p.m. local time, April 28, 2021.

Any proposal received after 5:00 PM, EST will be considered late and will not be considered. Any proposal not received via DemandStar or email will not be considered.

Proposals will be tabulated and evaluated by the Chief Executive Officer (CEO) of the Gainesville Housing Authority (GHA) or member(s) of the staff or other individual(s) designated by her. An award recommendation will be made to or by the CEO.

All work shall be completed in accordance with this Request for Proposal. No proposer may withdraw their proposal for a period of forty-five (45) consecutive calendar days after the date set for opening thereof.

Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of the Gainesville Housing Authority's Procurement Policy. Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract award or the protest will not be considered. All bid protests must be in writing, submitted to the CEO or designee, who shall issue a written decision on the matter. The CEO or designee may, at their discretion, suspend the procurement.

Questions regarding bid solicitation must be submitted in writing to Gainesville Housing Authority, 1900 S.E. 4th St. – Main Office; Gainesville, FL 32641 or via electronic mail to Larry Pryor at LarryP@gnvha.org.

Any addenda to the QSP document will be uploaded to DemandStar.

The Authority reserves the right to reject any or all responses wherever it is in the best interest of the Authority. The Authority is an Equal Opportunity Employer. Minority and Women-owned business are encouraged to submit a proposal.

Section 1 – Information and Instructions

Submission Requirements

- 1.1 All proposals shall be marked: **RFP 2021-10 Oak Park HVAC Replacement**. Proposers shall include all supporting documents they want considered with their proposal. Proposers shall be responsible for the electronic delivery of proposals.
- 1.2 Proposal Format: Proposals shall be submitted in the following format and include the following information.
 - 1.2.1 Contact names of references with phone numbers.
 - 1.2.2 Any additional information that may be pertinent to the proposal.
- 1.3 Proposers will be notified in writing by Gainesville Housing Authority (GHA) of any change in the specifications contained in this RFP. Amendments and any addenda will be posted utilizing DemandStar.
- 1.4 No verbal or written information which is obtained other than through this RFP or its addenda shall be binding by GHA. No employee of GHA is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.
- 1.5 Right of Rejection and Clarification: The GHA reserves the right to reject any and all proposals and to request clarification of information from any proposer. The GHA is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.
- 1.6 Request for additional information: Prior to the final selection, proposers may be required to submit additional information which GHA may deem necessary to further evaluate the proposer's qualifications.
- 1.7 Denial of Reimbursement: GHA will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
- 1.8 Right of Withdrawal: Proposals may be withdrawn prior to the closing date and time. No proposer may withdraw their proposal for a period of forty-five (45) consecutive calendar days after the date set for opening thereof.

- 1.9 Right of Negotiation: GHA reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.
- 1.10 Right of Rejection of Lowest Fee Proposal: GHA is under no obligation to award this contract to the proposer offering the lowest fee proposal. Evaluation criteria included in this document shall be used in evaluating proposals.
- 1.11 Exceptions to the RFP: Proposers may find instances where they must take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for GHA, a description of the advantage to be gained or disadvantages to be incurred by the GHA as a result of these exceptions.
- 1.12 Indemnification: Proposer, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses – including attorney fees – and otherwise hold harmless the GHA, its employees, and agents from any liability of any nature or kind in regard to the delivery of services.
- 1.13 Rights to Submitted Material: All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports charts, and other documentation submitted by proposers shall become the property of GHA when received.
- 1.14 Basis of Award: Proposals will be evaluated according to the following criteria and weight at a minimum:
 - 1.14.1 Cost of Services – 40 points
 - 1.14.2 Qualifications – 30 points
 - 1.14.3 Contractors ability to complete the work within the time required by GHA – 10 points
 - 1.14.4 Section 3 Business Preference – 10 points
 - 1.14.5 References – 10 points
- 1.15 Selection Process: The proposals will be reviewed by a selection panel appointed by the CEO. The selection panel and CEO shall be sole judge as to evaluation and ranking of proposals.

- 1.16 Submittal: Proposals must be submitted electronically utilizing DemandStar or via email to LarryP@gnvha.org
- 1.17 Questions: Questions regarding this Request for Proposal should be directed to:

Larry Pryor
Procurement Officer
LarryP@gnvha.org
[\(352\) 872-5500 x 7132](tel:(352)872-5500x7132)

- 1.18 Termination of Contract: GHA may cancel at any time by providing the company with a written thirty (30) day notice of such cancellation. Should GHA exercise its right to cancel the contract, the cancellation shall become effective on the date as specified in the written notice of cancellation sent to the company.
- 1.19 Insurance Coverage and Limits: The proposer shall furnish to GHA evidence of the following minimum amounts of insurance coverage.
- 1.19.1 Worker's Compensation to apply to all employees for statutory limits in compliance with applicable state and federal laws.
- 1.19.2 Business auto policy or similar form shall have minimal limits of \$1MM per occurrence combined single limit for bodily injury and property damage liability. This shall include owned, hired and non-owned vehicles.
- 1.19.3 Commercial General Liability or similar form shall have minimum limits of \$1MM per occurrence combined single limit for personal injury, bodily injury, and property damage liability. Coverage shall include premises and/or operations, independent contractors, products and/or complete operations, contractual liability and broad form property damage endorsements. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed.

Section II

Scope of Work

Gainesville Housing Authority is accepting bids from qualified insured businesses for the following work at Oak Park High Rise:

- Replace the existing 7.5-ton Trane split system heat pump.
- Clean and Sanitize the existing ductwork.
- Install minimum MERV 13 air filtration and APCO UV Air Purifier (or equal) in adjoining Oak Park social hall.

Background: The air handler has been removed by a HVAC Contractor to facilitate other repairs in this area. The existing sheet metal ductwork installed in 1968 has an internal liner

Scope of Work - 7.5-ton Trane Split System Heat Pump Replacement

1. Remove and properly dispose of existing condenser.
2. Furnish and install Trane 7.5 ton "Foundation Series" single stage split system or GHA approved equal.
3. Furnish and install new stand for air handler.
4. Furnish all necessary materials and labor for refrigerant lines/sets, condensate drain, line voltage, control voltage and circuit breakers.
5. Furnish and install Honeywell T60 Pro series thermostat or GHA approved equal.
6. Coordinate with GHA installation of monitored fire alarm system duct detection equipment.

Scope of Work for ductwork

1. Fog the ductwork with EPA approved micro-biocide with Oxine as the active agent.
2. Replace all flex drops on supply duct branch lines.
3. Furnish and install new aluminum HVS Grills.
4. Furnish and install new ceiling return air filter racks and MERV 13 pleated filters.
5. Furnish and install APCO UV Air Purifier system or GHA approved equal.
6. Coordinate with GHA installation of monitored fire alarm system duct detection equipment.

All work is to be performed in accordance with manufactures specifications, industry standards, best work practices. All work is to be performed by skilled and qualified workmen in best practices of the trade and in compliance with Building Regulations and or Government Laws, Statues and Ordinances and the included mold remediation protocol. Contractor is responsible for any and all permits/inspections that maybe required by Authority's having jurisdiction.

Hours of work: Monday through Friday 8:00 a.m. to 5:00 p.m. local time excluding all the GHA recognized Holidays

All proposers should **describe in detail their call back services** and related costs if any. Contractor is responsible for daily work area and jobsite cleanup and security.

All proposers should include their scheduling availability with their estimates.

All proposers should **describe in detail their call back services** and related costs if any.

The proposer will be required to enter into an agreement with GHA. At all times during the term of the contract, the proposer shall act as an independent contractor.

GHA reserves the right to negotiate any and all parts of the contract.

Any services not included in your fee must be listed separately with a description of the service and cost.

Gainesville Housing Authority reserves the right to contact/interview only those respondents that they feel are capable of best representing their program's objectives.

Site Visit

A site visit is not required but is highly encouraged. Please contact Shane Tyler at ShaneT@gnvha.org or (352) 647-0542 or Vince Marino at VinceM@gnvha.org or (352) 317-7060 to arrange a site visit.



GAINESVILLE HOUSING AUTHORITY
Where Housing Matters

PRICE PROPOSAL

Ms. Pamela Davis
Chief Executive Officer
Gainesville Housing Authority
1900 S.E. 4th Street – Main Office
Gainesville, FL 32641

Dear Ms. Davis:

The undersigned contractor, here-in-after called “Proposer” proposes to furnish all materials and labor for HVAC Services for Gainesville Housing Authority Properties located in Gainesville Florida, in full accordance with RFP 2021-10 documents.

The Proposer submits the attached pricing sheet which includes base unit prices and minimum service charges.

In consideration of the Agreement by the Owner, the Proposer has agreed and does hereby agree:

That the above proposal shall remain in full force and effect for a period of thirty (45) consecutive calendar days after the time of the opening of this proposal, and that the Proposer will not revoke or cancel this proposal or withdraw from the competition within said thirty (45) day period.

IN WITNESS WHEREOF, the Proposer has hereunto set his/her signature this _____
day of _____, 2021.

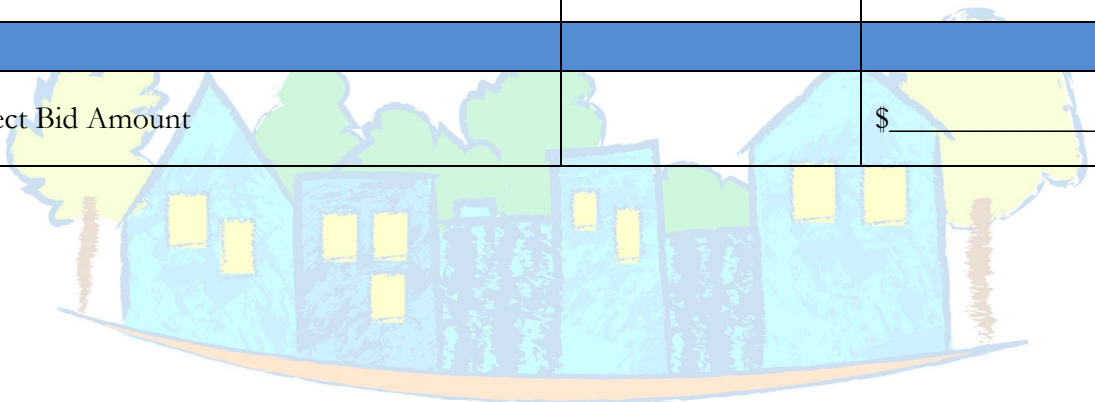
By: _____

Enclosures:
Pricing Sheet
RFP 2021-10 Attachments 2-10

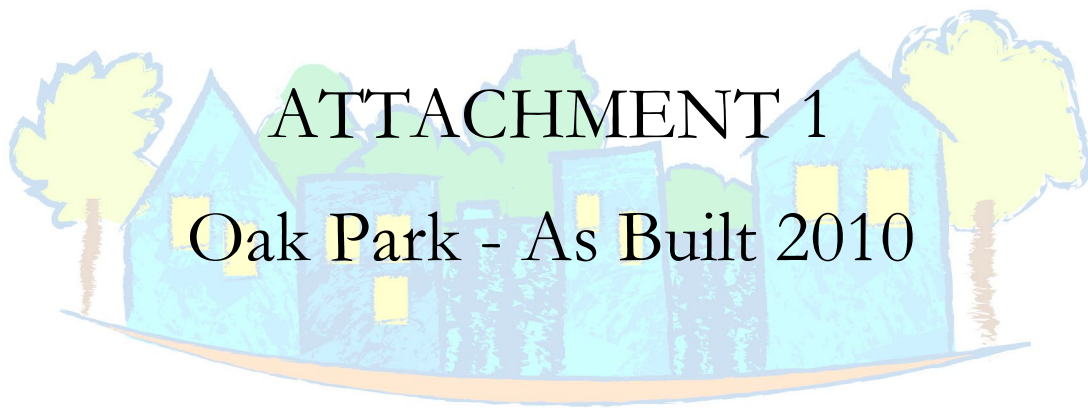


Pricing Sheet

Furnish and install Trane 7.5 ton “Foundation Series” single stage split system or GHA approved equal.	\$ _____	
Total for HVAC Replacement		\$ _____
Total for Ductwork		\$ _____
Project Bid Amount		\$ _____



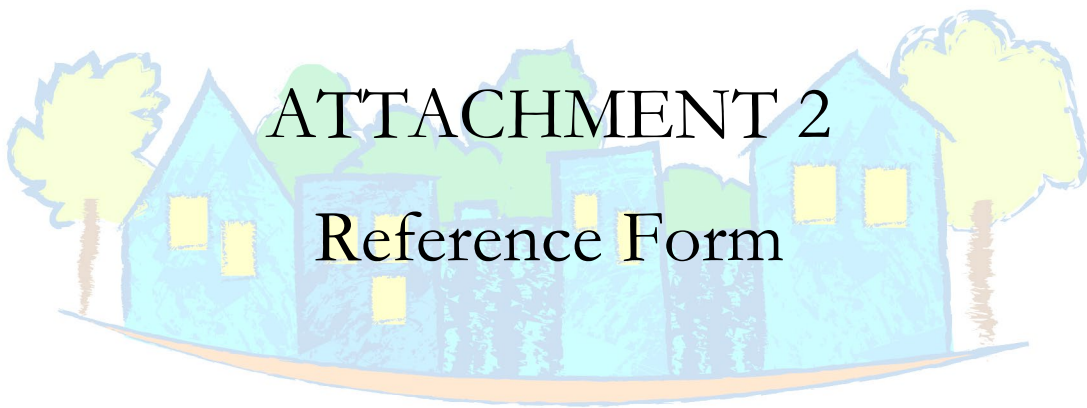
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ATTACHMENT 1

Oak Park - As Built 2010

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ATTACHMENT 2
Reference Form

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REFERENCE FORM

Proposer: _____

RFP Title: _____

Proposer must provide references for all contracts performed within the past two (2) years of similar size and scope to this contract.

Reference Contact: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Description and Date(s) of supplies or services provides: _____

Reference Contact: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Description and Date(s) of supplies or services provides: _____

Reference Contact: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Description and Date(s) of supplies or services provides: _____

ATTACHMENT 3

HUD Instructions to Bidders

HUD 5369



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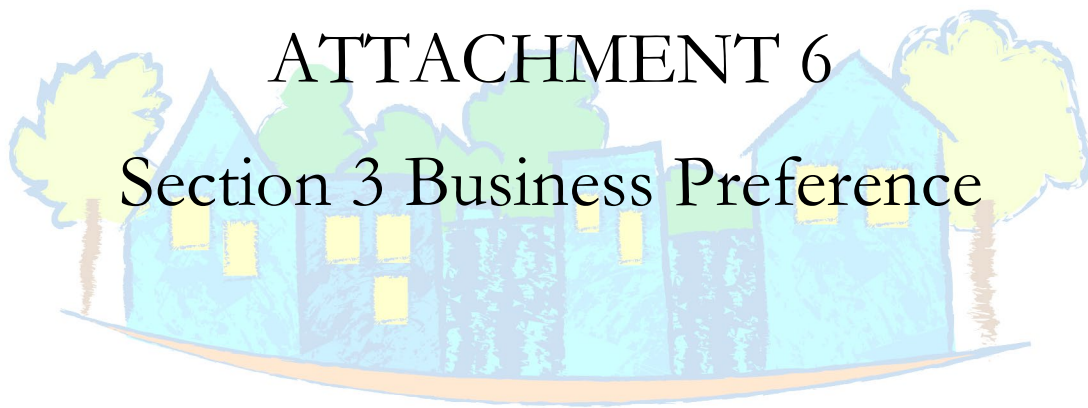
ATTACHMENT 4
REPRESENTATIONS,
CERTIFICATIONS, AND OTHER
STATEMENTS OF BIDDERS

HUD 5369-A
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A stylized illustration of a row of houses with green roofs and yellow windows, interspersed with green trees. The houses and trees are set against a light blue background that resembles a sky or water. The entire illustration is framed by a thin blue line at the bottom.

ATTACHMENT 5
HUD General Conditions for Non-
Construction Contracts
HUD 5370

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ATTACHMENT 6

Section 3 Business Preference

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**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY**

Name of Business _____

Address of Business _____

- Type of Business: Corporation Partnership
 Sole Proprietorship Joint Venture

Attached is the following documentation as evidence of status:

For Business claiming status as a Section 3 resident-owned enterprise:

- Copy of resident lease Copy of receipt of public assistance
 Copy of evidence of participation Other evidence
 in a public assistance program

For Business entity as applicable:

- Copy of Articles of Incorporation Certificate of Good Standing
 Assumed Business Name Certificate Partnership Agreement
 List of owners/stockholders and Corporation Annual Report
 % ownership of each Latest Board minutes appointing officers
 Organization chart with names, titles Additional documentation
 and brief function statement

For business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business:

- List of subcontracted Section 3 business(es) and subcontract amount

For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 resident or were Section 3 eligible residents within 3 years of date of first employment with the business:

- List of all current full-time employees List of employees claiming Section 3 status
 PHA/IHA Residential lease less than 3 Other evidence of Section 3 status less than years from
 day of employment 3 years from date of employment

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- Current financial statement
 Statement of ability to comply with public policy
 List of owned equipment
 List of all contracts for the past two years

Authorizing Name and Signature
(Corporate Seal)

Attested by: _____



ATTACHMENT 7

Non-Collusive Affidavit



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NON-COLLUSION AFFIDAVIT OF CONTRACTOR

_____, does hereby state:

(Name)

1. S/He is the _____ of
(Owner, Partner, Officer, or Representative)

_____, hereinafter referred to as Contractor.
(Business Name)

2. S/He is fully knowledgeable of the preparation and contents of the Subcontractors proposals which were submitted for the specific work required in connection with a Gainesville Housing Authority (GHA) project titled

and located at: _____
_____.

3. Said Contractor's proposal is genuine and is not a collusive or sham proposal;
4. Neither the Contractor nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including myself, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other bidder, firm, or person to submit a collusive or sham proposal in connection with such contractor has in any manner, directly or indirectly, sought by unlawful agreement or connivances with any other bidder, firm, or person to fix the price or prices in said Contractor's Proposal, or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against GHA, or any person interested in the proposed Contract; and
5. The price or prices quoted in the Contractor's Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties of interest, including myself.

Signed: _____
Title: _____
Date: _____
Witnessed by: _____



ATTACHMENT 8

Florida Statutes on Public Entity Crimes



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SWORN STATEMENT UNDER F.S. SECTION 287.133(3)(A), ON PUBLIC CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal, or Contract # _____.
2. This sworn statement is submitted by (*entity*) _____, whose business address is _____ and (*if applicable*) Federal Employer Identification (*FEIN*) is _____ (If you're a sole proprietor and you have no FEIN, then the last four (4) digits of your Social Security number _____).
3. My name is _____ and the relationship to the entity named above is _____.
4. I understand a "public entity crime" as defined in Paragraph 287.133(a)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand "convicted" or "conviction" as defined in Paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Gainesville Housing Authority (GHA) ownership by one of the shares constituting income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under the length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand a "person" as defined in Paragraph 287.133(1)(e), Florida Statute, means any natural person or entity organized under the laws of the state or the United States with the legal power to enter into a binding contract for provision of goods or services led by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person"

includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

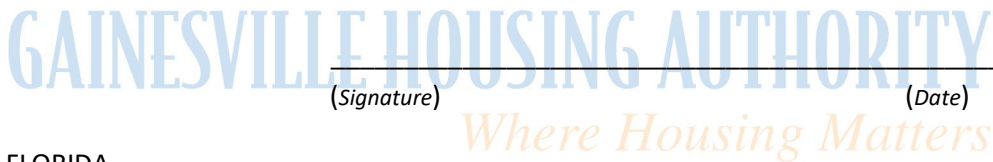
- 8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

___ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in neither management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

___ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the by the hearing officer determined it was in the public's interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

___ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)



(Signature)

(Date)

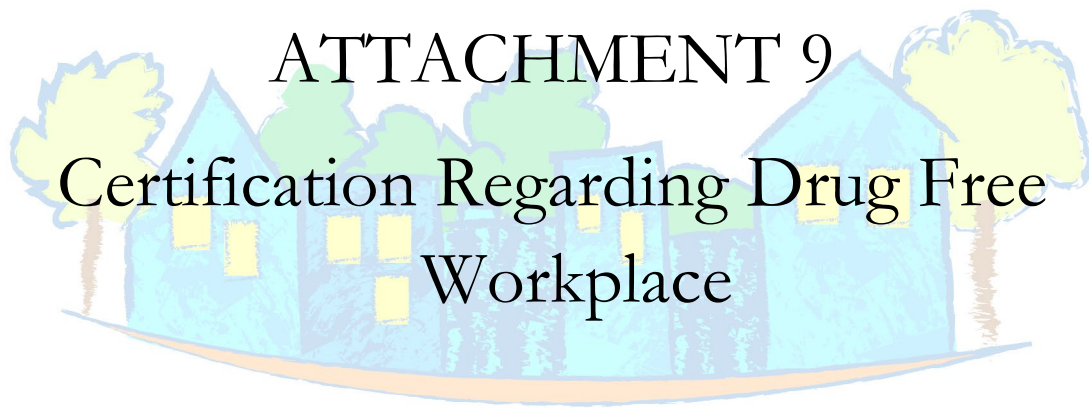
STATE OF FLORIDA
COUNTY OF _____

_____, PERSONALLY APPEARED BEFORE ME, the undersigned authority, who after first being sworn by me, affixed his/her signature at the space provided above on this ____ day of _____, 20__, and is personally known to me, or has provided _____ as identification.

(Notary Signature)

NOTARY STAMP





GAINESVILLE HOUSING AUTHORITY
Where Housing Matters

FOR CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Name of Contractor _____

Contract _____

Contractor _____

Date _____

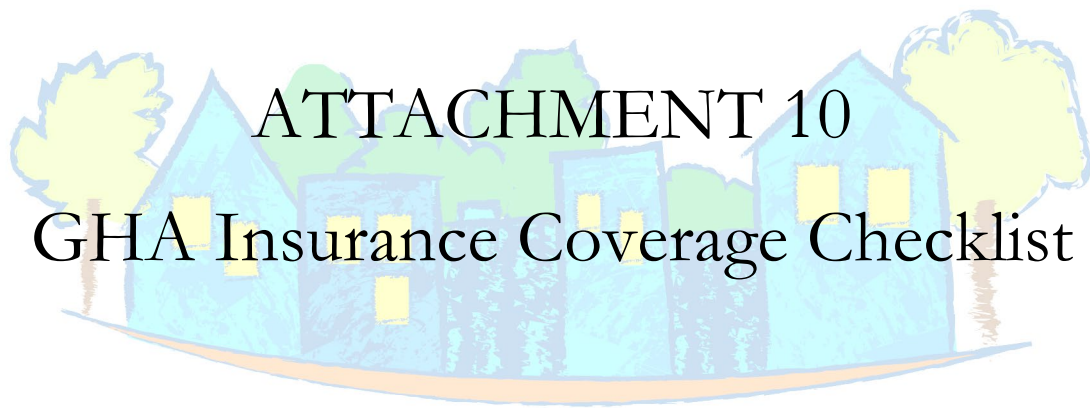
The contractor acknowledges that the site(s) expected to be used for the performance of work under this contract are covered under the statement of a Drug-Free Workplace.

Place of Performance:

Total estimated number of employees expected to be engaged in the performance of the contract at the site(s) noted above _____.

(Contractor's Signature) (Date)

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ATTACHMENT 10
GHA Insurance Coverage Checklist

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INSURANCE COVERAGE CHECKLIST

TO THE PROPOSER:

Please list the amount of insurance coverage that your firm currently carries.

INSURANCE COVERAGES	LIMITS	NAME OF COMPANY
1.0 Workers Compensation	_____	_____
2.0 Employers Liability	_____	_____
3.0 General Liabilities	_____	_____
4.0 Automobile Liability	_____	_____
5.0 Ind. Contractor Liability	_____	_____
6.0 Personal Injury	_____	_____
7.0 Professional Liability	_____	_____

Please provide a contact person and phone number for each type of insurance carried by your firm.

PROPOSER'S STATEMENT

I understand the insurance requirements and will comply in full if awarded the contract.

(Signature)

(Date)

Name (Printed or Typed)



ATTACHMENT 11
Davis Bacon Wage Determination

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