

REQUEST FOR QUOTES



**2018-03 – Chalet Terrace Tub Surrounds for Seniors**

Jackson Housing Commission  
301 Steward Avenue  
Jackson, MI 49201  
Office (517) 787-9241 Fax (517) 787-6143

**Jackson Housing Commission  
Request for Quotes:**

**A. OVERVIEW**

The Jackson Housing Commission (JHC) is requesting quotes for Renovation/Replacement of 26 Tub Surrounds in the Senior Units of Chalet Terrace

**Site Location:**

Jackson Housing Commission Chalet Terrace, Jackson, MI 49203

**Quote Due Date and Time:** 2/16/2018 by 4pm

**Quote Submission Location:**

Jason T. Omo, Operations Director  
Jackson Housing Commission  
301 Steward Ave, Bldg. C, Jackson, MI 49201  
j.omo@jacksonhousing-mi.org

**Quote Submission Format:** Quotes and scope of work with specifications as requested should be submitted electronically to j.omo@jacksonhousing-mi.org

**Final Decision and Notification:** 2/19/2018 - Notification will be via email.

**Projected Timeline:** 4 weeks. Project must be completed and invoiced by 5/01/2018.

**Start Date:** Upon contract award, weather permitting, unless mutually agreed upon by contractor and JHC.

**Notice to Contractors:**

All work items to be performed are identified in plan specifications provided by the bidder. Therefore contractors shall verify all quantities, measurements or dimensions, and conditions prior to submitting this bid.

If this project will require additional measurements, design, engineered specifications, drawings, or any code compliance, bidder shall be responsible to design and build. Bidder shall be responsible to submit any architect or engineering fees and charges along with their bid as a separate line item. Please note that there will be no Change Orders to prices based on mistaken quantity count, measurements or dimensions.

Bids must include a totaled comprehensive bid amount, separate line item for any architect and/or engineering costs, along with the information requested, if any, during the pre bid meeting. Attendance by contractor at the Pre-Bid meeting is *not required* to submit bids. Bid submissions must be delivered electronically to the Jackson Housing Commission, ATTN: Jason Omo, at j.omo@jacksonhousing-mi.org, by the due date specified in section A.

JHC will review all bids for program compliance prior to awarding contracts. Final results for the bids will not be given out until fully checked and approved by the Executive Director of Jackson Housing Commission. All eligible bidders will be notified of contract award via email when final decision of contract award is made.

Prior to project commencement a Contract will be provided outlining the responsibilities of both the contractor and JHC and will be signed by all parties. All work must be performed by licensed contractors in accordance with the current basic code requirements and specifications. Contractors are responsible for obtaining required permits and the cost of permits should be included in the total bid. Contractors must provide proof of payment and performance bond, for projects exceeding \$100,000, as well as document payment of a prevailing wage per Davis-Bacon / State of Michigan Prevailing Wage specifications for federal contracting. Certificate of insurance for workmen's compensation and general liability insurance must be provided prior to any work commencing. General contractor is responsible for coordinating trades. Work shall be scheduled to keep delays to a minimum. If project exceeds \$100,000.00, weekly wage reporting will be required.

Contractors are responsible for removal of construction debris. Colors and styles of materials will be approved by Jackson Housing Commission staff prior to installation. All painted surfaces require priming and two coats of paint. All required paperwork must accompany invoice for processing. JHC staff will process payments for completed items only.

The contractor further states and assures that he/she is not subject to any administrative sanctions, suspensions or disbarment by the State of Michigan Department of Commerce – Builders Division or by the US Department of Housing and Urban Development.

**Evaluation Criteria/Consideration for Selection:**

The successful bidder will be awarded based principally on the lowest price. However, additional consideration and preference will be provided to companies demonstrating Section 3 eligibility, women and minority owned businesses, and, if relevant, prior satisfactory performance on similar projects with the Jackson Housing Commission.

**Description of Selection Process**

JHC staff and/or Commissioners will evaluate the qualifications. The Vendor/Contractor best meeting experience, approach, and cost requirements will be selected.

The JHC reserves the right to reject any or all bids, waive technicalities, and to be the sole judge of suitability of the services for its intended use and further specifically reserve the right to make the award in the best interest of the JHC.

Failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, may disqualify the bid.

**Project Specifications:**

Renovation/Replacement of 26 Tub Surrounds in the Senior Units

Project Information:

Following 26 Senior Units Require Replacement of Tub Surrounds:

1214 Laurel Lane	1201 Heather Lane	313 Barberry
1216 Laurel Lane	1205 Heather Lane	315 Barberry
1218 Laurel Lane	1207 Heather Lane	317 Barberry
1220 Laurel Lane	1209 Heather Lane	319 Barberry
1224 Laurel Lane	1213 Heather Lane	323 Barberry
1226 Laurel Lane	1217 Heather Lane	325 Barberry
1228 Laurel Lane	1223 Heather Lane	327 Barberry
1234 Laurel Lane		329 Barberry
1236 Laurel Lane		
1238 Laurel Lane		
1240 Laurel Lane		

**Site Visit:** As these are occupied units, site visits will be by appointment only.

**Work Performance:** Contractor bid shall include a renovation plan for senior occupied units to ensure that no tenants will be displaced or unable to use their shower facility for more than a 24 hour period. Toilet access shall not be interrupted and shall always be reasonably accessible during renovation.

Bathrooms measure approximately 5.50 feet long by 7.0 feet wide by 8.0 feet high.

Bathtub enclosure measures approximately 5.5 feet long by 2.4 feet wide by 6.55 feet high.

Bath tub measures 1.45 feet high. Pictures are included below of current surround to be replaced:



**Projected Timeline:** 4 weeks. Project must be completed and invoiced by 5/1/2018

**Start Date:** Upon contract award unless mutually agreed upon by contractor and JHC.

Per MSHDA Senior standards, unless local code requires additional specifications, whichever is more stringent: Grab bars shall be provided at all showers. Each shall have a detachable hose showerhead similar to the one pictured if not already installed and in good working condition.

One 24" long, 1" minimum in diameter, grab bar shall be placed at 45 degrees, centered on the side opposite the accessible side, and with the lowest point of the bar 29" above the shower floor. The highest end of the diagonal bar shall be at the control end of the shower.

An identical bar shall be placed vertically at the control end of the shower at the outside edge with the top of the bar 4'-6" above the floor Tub and/or shower enclosures with integral grab bars substantially complying with the aforementioned grab bar requirements may be used with approval.

## Jackson Housing Commission

### Reservation of Rights Notice

- The JHC reserves the right to reject any or all bids/proposals to waive informalities in the bidding/proposal process, and to terminate the bidding process at any time, if deemed to be in the best interest of the JHC.
- The JHC reserves the right to terminate any contract awarded pursuant to this bid/RFP process, at anytime for the convenience of the JHC upon five (5) days written notice to the successful bidder/responder.
- The JHC reserves the right to determine the days, hours and locations that the successful bidder/responder shall provide the services detailed by this bid/RFP process.
- The JHC reserves the right to hold all bids/proposals without award and not permit withdrawal of said bids/proposals for a period of sixty (60) days from the bid opening date.
- The JHC reserves the right to negotiate the proposed bid/proposal prices with the three (3) lowest, most responsible bidders/responders.
- The JHC reserves the right to issue multiple contracts as a result of this offering.
- The JHC reserves the right to reject any bid or proposal that it deems to be non-responsive or the bid/proposal from any bidder/responder deemed to be non-responsive.
- The JHC shall no obligation to compensate any bidder/responder for any cost incurred in responding to this bid/RFP document.

### **Contract Award Procedures**

If a contract is awarded pursuant to the RFP, the following procedure will be followed:

Upon completion of the Proposal Evaluation Process, the JHC evaluation panel will forward its conclusions and recommendation to the JHC Executive Director. The Executive Director will submit the panel's conclusion and recommendation for approval of award, if required by the JHC Procurement Policy, to the JHC Board of the Commissioners at a regularly scheduled or special Board meeting. If the recommendation is approved, the successful firm will receive a Notice of Award; and thereafter contract price negotiations will begin if required.

### **Contract Conditions**

The following provisions are required in all Contracts issued by the Jackson Housing Commission.

**a. Assignment of Personnel:**

The JHC retains the right to demand replacement or removal of any personnel assigned to this project if the JHC believes that such a change would be in the best interest of the JHC and the successful completion of the contracted work.

**b. Contract Period**

The performance period of this contract (work start/work completion dates) shall be included as part of each bid/proposal.

**c. Contract Service Standards**

All work performed pursuant to this "Request for Proposal" or any subsequent Contract shall conform and comply with all applicable local, state and federal laws and regulations.

### **Bill/Payment**

The company shall submit an invoice to the JHC for work completed. The company shall include his or her Company name, address, and telephone number; an invoice number referencing this Contract, and the detailed itemized statement of services provided. The JHC shall pay all invoices net thirty (30) days.

**Prevailing Wage Reports:** Per HUD guidelines, wage reporting will be accepted at the finish of the project prior to payment unless project cost is greater than \$100,000.

**Jackson Housing Commission**

**Bidder's Statement**

The undersigned bidder/responder hereby states that by completing and submitting this form and all other documents within this submittal, he/she/they are verifying that all information provided herein is, to the best of his/her/their knowledge, true and accurate, and that if the JHC discovers that any information entered herein is false, that shall entitle the JHC to not make award or to cancel any award, with the undersigned party. Pursuant to all RFP Documents, The Form of Proposal, and all attachments pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the JHC with the services described herein for the fees noted with then the RFP response.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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



**Jackson Housing Commission**

**PROFILE**

1. Name of Business: \_\_\_\_\_
2. Street Address: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. City, State, Zip Code: \_\_\_\_\_
5. Type of Ownership: \_\_\_\_\_
6. Phone Number: \_\_\_\_\_ fax: \_\_\_\_\_
7. Year Established: \_\_\_\_\_
8. Parent Company: \_\_\_\_\_ Date Acquired: \_\_\_\_\_
9. Identify Principals/Partners/Sole Owner: attach brief resume

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10. Federal Tax ID No: \_\_\_\_\_
11. DUNS No.: \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name/Title**

**Jackson Housing Commission  
COST PROPOSAL**

Contract for the services for the Jackson Housing Commission

The undersigned having carefully examined this Request for Proposal for Jackson Housing Commission and the following addenda:

As well as the conditions affecting the work, proposes to furnish all services, labor and materials called for them for the entire work in accordance with said documents, for the following monthly cost:

Total Bid Amount:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
Written Numerical

Architect / Engineering Fees (Even if performed by the Contractor)

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
Written Numerical

Respectively Submitted:

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

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

**Additional Information to be submitted with bid proposal:**

- Copy of Valid Builders License
- Proof of Liability Insurance
- Section 3 Certification (if Seeking Section 3 Preference),
- Non-Collusion Affidavit of Contractor,
- Contractor Profile & W9
- Bond Information / Certification

Late bids will be recorded but not considered. The Jackson Housing Commission is not responsible for late deliveries by US mail or a designated courier service. Section 3 Businesses, Woman Owned and Minority Owned businesses are also encouraged to respond.

**Additional Documentation:**

HUD Form 5369: Instructions to Bidders:

<http://www.jacksonhousing-mi.org>

HUD Form 5369-A: Representations, Certifications, and Other Statements of Bidders: (Attached)

<http://www.jacksonhousing-mi.org>

Section 3: Certification for Business Concerns Seeking Section 3 Preference in Contracting and Demonstration of Capability: (Attached)

<http://www.jacksonhousing-mi.org>

Non-Collusion Affidavit of Contractor: (Attached)

<http://www.jacksonhousing-mi.org>

Bidder's Statement: (Attached)

<http://www.jacksonhousing-mi.org>

W9 Form:

<http://jacksonhousing-mi.org>

Policy Manual - Act 166 - Prevailing Wage on State Projects Act:

[http://www.michigan.gov/documents/dleg/ACT\\_166\\_Manual\\_Complete\\_215250\\_7.pdf](http://www.michigan.gov/documents/dleg/ACT_166_Manual_Complete_215250_7.pdf)