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**DISTRICT OF COLUMBIA HOUSING AUTHORITY  
CONTRACTS AND PROCUREMENT**

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**REQUEST FOR QUOTE**

**08-2019**

**ISSUE DATE: May 8, 2019**

**CLOSING DATE: May 15, 2019**

**CAPTION: Replacement of Broken Glass, Screen Repair and Replacement Parts**

The District of Columbia Housing Authority (DCHA) issues this written Request for Quote (RFQ) on behalf of its Office of Property Management Operations (PMO) to solicit price quotes from qualified contractors to provide Replacement of Broken Glass, Screen Repair and Replacement Parts, in accordance with the Simplified Acquisition Methods for less than \$150,000 detailed in the DCHA Procurement Policy, applicable Federal standards, United States Department of Housing and Urban Development (HUD) regulations, and local laws. For any contract that involves District funds, DCHA shall comply with the Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code §§ 2-351.01 et seq.)(2011 Repl.) as detailed within this solicitation.

The District of Columbia Housing Authority PMO requires Replacement of Broken Glass, Screen Repair and Replacement Parts. Companies are invited to submit a quote in response to this RFQ.

## **SCOPE OF SERVICES**

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Requirements for this solicitation shall include the following primary specifications/services.

The Contractor shall furnish all labor and materials to replace broken glass, damaged screens and provide replacement parts for District of Columbia Housing Authority (DCHA) Property Management Operations division on as needed basis. The work performed must be to the satisfaction of agency.

Contractor shall perform work either at the contractor's work site or on-site at the designated DCHA Location as per the order request.

Contractor shall remove glass frames that can be removed; will in general replace at the contractor's work site. The Chief of Facilities Maintenance or Manager of Maintenance must approve exceptions. Contractor shall fix glass in fixed casings on site. Contractor shall complete all screen work will at the contractor's work site. Contractor is responsible for the pickup and delivery of the windows and screens that need repair.

On-site repairs will be approved by the Regional Maintenance Supervisor, who is responsible for signing of each proposal and communicating work approval prior to Contractor providing services.

Contractor shall perform services according to the approved schedule for the work in the approved proposal. Completion dates will be set consistent with the present condition and assessment of requested repair also factoring in the contractor's physical capability and customization of the repair.

## **SPECIFICATIONS**

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The following Specifications describe the minimum fulfillment requirements for DCHA Replacement of Broken Glass, Screen Repair and Replacement Parts. Contractor shall provide products at the fixed prices set forth in Exhibit 1 Replacement of Broken Glass, Screen Repair and Replacement Parts Quote Form. Exhibit 1 Quote Form provides for the nature of products required; however, this list is not all-inclusive.

The quote form provides for the following:

1. Labor and materials (onsite and offsite).
2. Replacement of broken glass.
3. Screen repair.
4. Provide replacement parts

All blanks shall be filled in accordingly. The services will be on an as needed basis based upon the stipulations outlined in the Scope of Work.

### **EQUIPMENT/SUPPLY EQUIVALENTS**

Where manufacturer names or brand specific items are used in the specifications, consider the term "or equal" to follow. Equipment considered "essentially the same" (ETS) may be included as an "equivalent". However, ETS equipment and supplies shall be stated within the quote under the product description and shall meet or exceed requirements. ETS's included within the quote, must be specified to include manufacturer and description into the blank description field in order for the quote to be considered. Offered ETS's shall also meet or exceed all of the significant physical, functional, and performance characteristics of the equipment.

Equipment shall be new, the same DCHA equipment specified within the RFQ, or an approved Essentially the Same "ETS" equipment.

ETS's items shall conform to style, size, functionality, and appearance to existing items.

All ETS's items shall be approved by the Authority prior to order fulfillment.

### **MANUFACTURER'S PRICE LISTING- [RESERVED]**

### **TAX EXEMPT**

DCHA is exempt from payment of all taxes. Necessary exemption certificates shall be furnished to the successful vendors upon request.

## **QUALIFICATIONS- [RESERVED]**

## **ORDERING PROCEDURES**

The Chief of Facilities Maintenance, Manager of Maintenance and Regional Maintenance Supervisors are the Authorized Representatives designated to request services. Service Requests will be in writing. The Authorized Representatives may place service calls by telephone but a copy of the signed, approved proposal shall be given to the contractor prior to visiting the property or prior to dropping off the items at the contractors work site. The vendor shall respond only to calls by the DCHA Authorized Representatives to purchase services under this agreement. The list of authorized individuals will be provided at the time the contract is awarded.

## **HOURS OF SERVICES**

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Services shall be provided between the hours of 8:15 a.m. - 4:45 p.m.; Monday through Friday. Other periods of access or work shall be approved by the Contracting Officer or its designee.

## **TERM OF CONTRACT**

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The term of the awarded contract shall be two (2) years from the date of contract execution, as deemed appropriate in the representation of DCHA; based upon the availability of funds.

## **TYPE OF CONTRACT**

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DCHA intends to award a Time and Materials contract for services outlined in the Scope of Services. DCHA will place orders on an as needed basis. Contractor shall provide all specified items and services required by DCHA. Contractors will be reimbursed for the cost of materials to include an allowance of 5% overhead and 10% Profit.

## **MANNER OF AWARD**

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Award, if made, will be to a single responsive, responsible bidder quoting the lowest price.

## CERTIFICATE OF INSURANCE

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Contractor shall at its own expense obtain the minimum insurance coverage set forth below and keep such insurance in force throughout the contract period. **Respondents to this solicitation must have the capacity to obtain a Certificate of Insurance at the stated limits below, prior to and as a condition of contract award.** All insurance provided by Contractor in this section shall set forth DCHA as an additional insured and as a loss payee as allowable per coverage (as applicable).

Contractor's insurance is primary over DCHA insurance policy.

Contractor shall carry and pay for:

MINIMUM INSURANCE REQUIREMENTS
BASIC COVERAGE
Commercial General Liability (GL):
<i>Per Occurrence: \$1,000,000</i>
<i>Aggregate: \$2,000,000</i>
Products and Completed Operations: \$2,000,000
Personal/Advertising Injury: \$2,000,000
Automobile Liability: \$1,000,000 per occurrence
Workers' Compensation: Statutory Limits
Employer's Liability: This coverage is not available to employees if Worker's Compensation applies (see 32 DC Official Code § 1504). If and when Employer's Liability insurance applies, however, the minimum requirements are as follows:
<i>Each Accident: \$500,000</i>
<i>Employee Disease: \$500,000</i>
<i>Disease-Policy Limit: \$500,000</i>
<b>Umbrella or Excess Liability</b> <b>{Required for Coverages below \$1M Per Occurrence and \$2M Aggregate}</b>
\$5,000,000

With respect to the policies described above, these policies must:

- (a) **Be in place before the execution of any contract awarded, as in-force insurance is a condition precedent; at the stated limits.**
- (b) Contractor shall provide DCHA **annual** Certificate of Insurance as evidence of the limits of coverage described above;
- (c) In the event the Contractor's insurance expires during the execution of or term of the contract, Contractor must provide DCHA with renewal certificates 30 days prior to the expiration date of the expiring coverage;
- (d) Insurance contracts shall require the insurance company to notify DCHA in the event of a substantial change in coverage during the policy term;
- (e) Be insured by A.M. Best Companies with a rating of A-VIII or higher; companies authorized to do business and in good standing in the District of Columbia, on such companies and on such conditions, and with such beneficial interest appearing thereon as shall be acceptable to the DCHA.

In the event a claim arises under the contract, the Contractor will promptly notify the DCHA Contracting Officer's Technical Assistance Representative and the DCHA Office of Risk Management (ORM) at 202-535-1800 or by email at [ORM@dchousing.org](mailto:ORM@dchousing.org). In addition, the Contractor will investigate and furnish the DCHA COTR and ORM with reports of all accidents, claims and potential claims for damage or injury and will cooperate with its insurers and those of DCHA.

## **INDEMNIFICATION**

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The Contractor shall indemnify, defend and hold harmless HUD, DCHA and its respective employees, agents, contractors, Board of Commissioners, members, managers and other representatives (the "Indemnified Parties"), from any loss, cost damage, claim, demand, suit, liability, judgment and expense (including any attorney fees and other costs of litigation) arising out of or resulting from or in connection with any work called for or performed under this contract, any breach by the Contractor, its agents, and employees of any provision of this contract, or any negligent or bad faith act(s) or omission (s) or the negligent performance of this contract by the Contractor, its agents, employees or any other person or entity for which the Contractor may be responsible. Any provisions or limits of insurance set forth in this contract shall not limit the Respondent's liability. At its own expense, the Respondent shall obtain the necessary insurance coverage acceptable to DCHA to comply with this indemnification requirement; provide evidence of such coverage to DCHA, and such coverage shall be in place before the execution of the contract awarded and as a condition to it. This insurance is primary to, and will not seek contribution from, any other insurance available to an additional insured under your policy.

**WAGES RATES**

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The District of Columbia Wage Rates are prevailing for this procurement.

U.S. Department of Labor Employment Standards Administration, General Wage Decision Number 08-2019 is applicable and shall govern throughout this procurement.

**PAYMENT/INVOICES**

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The Contractor/Consultant must submit invoices to DCHA at following addresses after services have been provided on a monthly basis.

DCHA shall pay for services on a monthly basis (Net 30).

Submission of Payment Requests

All payment requests must be addressed as follows and forwarded to:

District of Columbia Housing Authority  
Attn: Office of Financial Management  
1133 North Capitol Street, NE, Suite 329  
Washington, D.C. 20002-7599  
Invoices may be emailed to [DCHApayments@dchousing.org](mailto:DCHApayments@dchousing.org)

Proper invoices shall contain the following information:

- Contract Number
- Purchase Order Number
- Identification of matters/services performed consistent with the contract requirement and supporting documentation

**Failure to provide all documentation as outlined above may delay payment of invoices.**

DCHA's Accounts Payable Division processes checks for payment every Thursday; except for when that date falls on a legal holiday. In the event the processing day falls on a legal holiday, checks will be processed on the next business day.

## SUBMISSION OF PRICE QUOTATIONS

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Price quote shall be inclusive of all labor, delivery, material, overhead and profit per order.

In submitting this quote, it is understood that the right is reserved by the Authority to reject any and all quotes.

Price quotations are to be hand delivered or mailed to the address as listed below and is due **no later than Wednesday, May 15, 2019 11:00 a.m.:**

District of Columbia Housing Authority  
Office of Administrative Services/Contracts and Procurement  
Cheryl Moore, Contracting Officer  
1133 North Capitol Street, N.E. Suite 300  
Washington, D.C. 20002

DCHA will accept an electronic version of your Quote emailed to LaShawn Mizzell-McLeod, Contract Specialist [LMMCLEOD@dchousing.org](mailto:LMMCLEOD@dchousing.org) with copy to [business@dchousing.org](mailto:business@dchousing.org).

### EXHIBITS/ATTACHMENTS

<a href="#">Exhibit 1-</a>	Quote Form
<a href="#">Attachment A-</a>	HUD 5370 EZ General Contract Conditions for Small Construction/ Development Contracts
<a href="#">Attachment B-</a>	Tax Certification Affidavit
<a href="#">Attachment C-</a>	Non-Collusive Affidavit
<a href="#">Attachment D-</a>	Certificate of Eligibility
<a href="#">Attachment E-</a>	Contract Compliance Requirements
<a href="#">Attachment F-</a>	Payments to Subcontractors and Suppliers Certificate
<a href="#">Attachment G-</a>	HUD 5369 A Representations, Certifications, and Other Statements of Bidders
<a href="#">Attachment H-</a>	Statements of Bidders Qualifications
<a href="#">Attachment I-</a>	Conflict of Interest Certification
<a href="#">Attachment J-</a>	DCHA Section 3 Action Plan
<a href="#">Attachment K-</a>	DCHA Section 3 Contractor Compliance Agreement
Attachment L-	RESERVED
<a href="#">Attachment M-</a>	HUD 5369 Instructions to Bidders for Contracts Public and Indian Housing Programs
<a href="#">Attachment D-</a>	Wage Determination

### CONTACT PERSON

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If there are any questions pertaining to this solicitation or conditions as stated herein, please contact LaShawn Mizzell-McLeod, Contract Specialist by email at [LMMCLEOD@dchousing.org](mailto:LMMCLEOD@dchousing.org) with copy to [business@dchousing.org](mailto:business@dchousing.org).