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



REQUEST FOR QUOTE

02-2020

ISSUE DATE: November 8, 2019

CLOSING DATE: November 14, 2020

**CAPTION: EMERGENCY GENERATORS MAINTENANCE AND
REPAIR SERVICES**

The District of Columbia Housing Authority (DCHA) issues this written Request for Quote (RFQ) on behalf of its Property Management Operations (PMO) to solicit price quotes from qualified contractors to provide Emergency Generators Maintenance and Repair Services, 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 Property Management Operations (PMO) requires Emergency Generators Maintenance and Repair Services. Companies are invited to submit a quote in response this RFQ.

SCOPE OF SERVICES

Contractor shall provide all labor, material and equipment necessary to provide maintenance, inspect, troubleshoot and repair emergency generators at various District of Columbia Housing Authority (DCHA) properties and placing the generator back in full operation.

Contractor shall provide semi-annual generator maintenance to include:

INSPECTION AND CHECKLIST (Annual and Semi-annual)

1. Inspect belts (change as necessary);
2. Inspect radiator and change fluid with coolant;
3. Inspect battery, inspect fluid level, clean and tighten battery terminals.
4. Inspect all hoses.
5. Inspect trickle chargers/battery chargers.
6. Inspect muffler and exhaust systems.
7. Check all fuses.
8. Check block heaters.
9. Inspect all controls and label as needed.
10. Check fuel level and record level in report.
11. Check the automatic transfer switch and run the generator in a full load.
12. Check manual switch, start and run the generator manually.
13. Contractor shall test run the generator both manually and automatically after all work is completed to assure proper operation.
14. Contractor shall submit a checklist of inspection and work done on each generator at the completion of work.

15. Inspect Equipment for Worn or Defective Parts;
16. Lubrication;
17. Top off Fluids and System Adjustments in accordance with manufacturers recommendations;
18. Filters and Oil Change;
19. Replacement of Fuel Filters
20. Exercise Unit While Observed by Technician and
21. Annual Service of Transfer Switch

SERVICE (Annual)

1. Change oil and oil filter
2. Test engine coolant per manufacturer specifications, replace if necessary
3. Replace engine air filter
4. Replace spark plugs (except diesel engines)
5. Inspect spark plug wires, replace if necessary (except diesel engines)
6. Replace distributor cap and rotor (except diesel engines)
7. Replace fuel filters
8. Test diesel fuel for water / condensation
9. Check diesel injectors for proper operation / pressure
10. Check diesel glow plugs for proper operation

DCHA will place orders on an as needed basis.

DURING THE TERM OF THE CONTRACT AWARD, EMERGENCY GENERATOR REPAIR SERVICES REQUIRED BY DCHA MAY CHANGE REQUIRING AN INCREASE OR DECREASE IN SERVICES.

Work Procedures

All contractors must sign in and out at the Property Manager's Office. Contractor shall advise and coordinate with the property manager any activities, which may disrupt residents significantly such as the interruption of utility services to any resident.

Submittals

The Contractor shall submit three (3) copies of brochures, catalog cuts, and a list of proposed material and equipment they expect to use. No equipment or material shall be installed without the prior approval of the Project Manager or Contracting Officer's Technical Representative (COTR).

Reports

The Contractor(s) shall submit a checklist of inspection and work done on each generator at completion. If the inspection shows that repair work is needed, Contractor shall submit a cost proposal to make the necessary repair.

Cleanliness

The Contractor will maintain all areas in a broom clean condition. Special care should be taken whenever the Contractor must leave the work area. The contractor may not use DCHA's trash removal services unless authorized to do so in writing.

Storage

The Contractor is forbidden to store materials, tools, or equipment on site without the expressed written consent of DCHA. Even under such consent, DCHA assumes no responsibility for stored items.

EMERGENCY CALLS

The Contractor shall respond to emergency calls from the DCHA within two (2) hours. Minor malfunctions (as defined herein) shall be immediately corrected.

Major malfunctions (as herein defined) shall be immediately reported to the Contract Representative. The Contractor shall submit a proposal for work over \$2,000. To the Contract Representative.

Definitions

- (1). **Minor Malfunction:** A malfunction in a system covered by this contract that requires less than \$2,000 labor, material, parts and equipment to repair the operating conditions, per item, per occurrence (excluding items missing or inoperable at time of contract award).
- (2). **Major Malfunction:** A malfunction in a system covered by this contract which requires \$2,000 or more in labor, material, parts and equipment to repair to operating condition, per item, per occurrence.

The Contractor shall submit to the Contract Representative, 24-hour daily emergency telephone access to the Contractor's personnel for the life of the contract.

NOTE: All emergency calls for malfunctions are covered under the terms of the contract, at no additional cost to the DCHA. However, the Contractor will not be required to provide “No Cost” emergency calls for malfunctions previously reported to DCHA, such as minor malfunctions, items missing or inoperable at time of contract award and/or malfunctions of items that have not been corrected.

SERVICE CALLS

Contractor shall respond to routine work requests by the next business day upon receipt of a properly executed work order.

The Contractor shall respond to emergency calls from the DCHA within two (2) hours.

COST PROPOSALS

The Contractor shall submit a detailed cost proposal for repairs that exceed \$1,000 to the Contracting Officer for review and approval prior to the commencement of work. DCHA shall only pay the Contractor the cost above \$1,000 on approved work.

The Contractor’s detailed cost proposal must include a listing of all labor, materials, equipment and time of completion proposed for approval to the Contract Representative. All equipment and materials must include sizes, manufacturer’s name and model number, and any other pertinent data.

DCHA shall reimburse the contractor for the materials used in performing repairs that do not exceed the estimated material cost stated in the cost proposal.

The Contractor shall not exceed the estimated number of hours or the estimated materials cost as stated within the Cost Proposal, unless the estimated number of hours and the estimated cost for materials are increased by a modification executed by the Contracting Officer.

SPECIFICATIONS

The following Specifications describe the minimum fulfillment requirements for DCHA Emergency Generators Maintenance and Repair Services. Contractor shall provide service and repairs at the fixed prices set forth in Exhibit 1 Emergency Generators Maintenance and Repair Services Quote Form.

The quote form provides for the following:

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

2. Price Quote shall include hourly rates for all services required to complete the Scope of Work.
3. Hourly rates shall be fully-burdened and the lowest discounted (government) rate offered to similar clients.
4. All blanks shall be filled in accordingly

EQUIPMENT/SUPPLY EQUIVALENTS-[RESERVED]

MANUFACTURER'S PRICE LISTING

Offeror shall provide (2) copies of manufacturer's price listing or catalog and/or company price listing for stock materials, equipment and parts, inclusive of mark-up to be utilized under this contract.

Offeror shall provide Manufacturer's price with the quote, as updated, and annually. Failure to provide this information may result in delay of payment.

Manufacturer Part Number (MPN) data must be submitted for all products.

The Offeror must ensure that the MPN for each proposed product reflects the actual number assigned. If MPN's are submitted incorrectly or not submitted, the quote may be determined "non-responsive" and not considered for award.

QUALIFICATIONS- [RESERVED]

ORDERING PROCEDURES

Performance shall be made only after receipt of purchase orders issued in accordance with the Quote and Scope of Work.

Contractor shall fulfill orders placed by DCHA authorized representatives only.

Designated Contract Representatives will be provided upon contract award. DCHA Representatives shall request items and quotes for orders on an as needed basis.

DCHA Representative shall approve all orders prior to Contractor supply or service fulfillment.

Contractor shall provide fill and provide price quotations for in stock items only. Contractor shall identify Back Order Status for any Non Stock Items to include Stock Date. Back Order Items should not be included in Price Quote.

Contractor shall have the responsibility to ensure delivery to authorized DCHA representatives.

HOURS OF SERVICES

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.

Services other than normal hours The Contractor shall provide all labor, materials, tools, equipment and incidentals for single repairs on Emergency Power Generators during after hours: 4:46 p.m. - 8:14 a.m.

TERM OF CONTRACT

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

DCHA intends to award a contract to complete the Scope of Work. Maintenance shall be compensated based upon the awarded Fixed Fee. Service and Repairs will be compensated based upon Time and Materials. Service Call and Repair Hourly Rates shall be inclusive of labor, overhead, profit, fringe benefits and general administrative costs. Contractor will be reimbursed a 10% mark-up for the cost of parts and materials.

Performance shall be made only after receipt of purchase orders issued in accordance with the Quote and Scope of Work.

MANNER OF AWARD

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

CERTIFICATE OF INSURANCE

Contractor/Consultant 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/Consultant's insurance is primary over DCHA insurance policy.

Contractor/Consultant 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>
Umbrella or Excess Liability
{Required for Coverages below \$1M Per Occurrence and \$2M Aggregate}
\$5,000,000
Professional Liability (Errors and Omissions)
Per Occurrence: \$1,000,000
Aggregate: \$2,000,000

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/Consultant shall provide DCHA **annual** Certificate of Insurance as evidence of the limits of coverage described above;
- (c) In the event the Contractor's/Consultant's insurance expires during the execution of or term of the contract, Contractor/Consultant 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/Consultant 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. In addition, the Contractor/Consultant 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

The Contractor/Consultant 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/Consultant, 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/Consultant, its agents, employees or any other person or entity for which the Contractor/Consultant 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.

EMPLOYEE DISHONESTY INSURANCE-[RESERVED]

WAGES RATES

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

U.S. Department of Labor Employment Standards Administration, General Wage Decision Number 2015-4281 is applicable and shall govern throughout this procurement.

PAYMENT/INVOICES

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

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

Complete Exhibit 1 Emergency Generator Maintenance and Repair Quote Form.

Price Quotes shall be proposed as a fixed price per service and completed on Exhibit 1 for Year 1 and Year 2.

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

Repair and Service Hourly rates shall be fully burdened to include labor, overhead, profit, fringe benefits and general administrative costs. Contractor will be reimbursed a 10% mark-up for the cost of parts and materials.

Price Quotes will be considered based on the price per service and will be compared in accordance with the total price provided.

Price Quotes that are not submitted within the solicitation Exhibit 1 or outside of the Exhibit format will not be accepted.

Price Quotes must include a Fair Price Statement. The Fair Price Statement warrant that the prices quoted are not in excess of those charged non-governmental clients for the same services performed by the same individuals.

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 Thursday, November 14, 2019 by 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 LMMCLEOD@dchousing.org with copy to business@dchousing.org.

EXHIBITS/ATTACHMENTS

- [Exhibit 1-](#) Quote Form- Emergency Generator Maintenance and Repair Services
- [Attachment A-](#) HUD 5370 General Conditions for Non-Construction Contracts Section II
- [Attachment B-](#) DCHA Mandatory Clauses for Small Purchases Other than Construction
- [Attachment C-](#) HUD 5369 C Representations, Certifications of Offerors (Non-Construction)
- [Attachment D-](#) HUD 5369 B Instructions to Offerors Non-Construction
- [Attachment E-](#) Wage Determination

CONTACT PERSON

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