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# *Request for Quote*

Contract Number: 19-S-0046

## BOILER SYSTEMS PM & ON-CALL REPAIR SERVICE

### **Contract Administrator:**

Ron Haniuk

PH: 541-682-2583

[rhaniuk@homesforgood.org](mailto:rhaniuk@homesforgood.org)

### **PRE-BID MEETING**

None

### **QUOTES DUE**

**Thursday, May 16, 2019 by 4:00 PM.**

Please update to [Adobe Reader DC](#) to view attachments properly.

# REQUEST FOR QUOTE

#19-S-0046

## Boiler Systems PM & On-Call Repair Services

Homes for Good Housing Agency is seeking quotes for Semi-Annual Preventative Maintenance Services and On-Call Repair and Emergency Response for KN-10 Series Boiler Systems including 100-gallon Gas Water Heaters and all necessary integrated parts supporting the system.

This solicitation is for all Qualified, properly trained, insured, and licensed firms to participate.

Contractors working on Agency owned boiler systems must possess all appropriate licenses and permits to the satisfactory of all Boiler and Pressure Vessel Laws governed by the state of Oregon. More information can be found at the Oregon.gov website located here;

<http://www.cbs.state.or.us/bcd/programs/boiler/boilerlicensingrequirements.html>

- This contract is for *1-year, with a 1-year option to renew for a total period of 2 years, with a not to exceed total contract value of \$45,000.00*. A labor and material rate increase may be discussed within the first three (3) months of the second calendar year but only if labor rates have increased over 5%.
- General Contract Conditions and Work Specifications of work apply to all work done on this contract.
- All Qualified contractors, all Minority Business Enterprises and Section 3 businesses are encouraged to participate in this solicitation.
- Please review HUD-5369-B Instructions to Offerors for Non-Construction Contracts, and the HUD-5370-C General Condition for Non-Construction, and the Section 3 Form.
- HUD Determined Wage Rates apply to this request and can be found below.
- Please review and complete the Independent Contractors Certification Form.
- All contractors working on the boiler systems must possess and maintain the proper licensing with the Oregon Contractors Board which includes no less than this trade.
- Awarded firm shall provide copies of any technician licensing within 10 days of contract award.
- All questions should be directed to the Contract Administrator Ron Haniuk. He may be contacted by Ph: (541) 682-2583 or by Email: [rhaniuk@homesforgood.org](mailto:rhaniuk@homesforgood.org)

➤ QUOTES DUE:

Quotes will be received until **4PM, THURSDAY, MAY 16, 2019** on a copy of the quote forms provided.

Contractor can provide quote by either;

- Hand deliver or mail to; 300 W. Fairview Drive, Springfield, OR. 97477, Attn. Ron Haniuk, Contract Administrator, Maintenance.

Or

- Email to: [rhaniuk@homesforgood.org](mailto:rhaniuk@homesforgood.org)

This Request for Quote can also be found at the following Homes for Good website:

<http://www.homesforgood.org/rfps>

**SCOPE OF WORK:**

To perform semi-annual preventative maintenance service of the Boiler Systems which include all pertinent and standard industry checks, adjustments, and tests as necessary for a complete service of the systems.

**QUALIFICATIONS OF COMPANY AND PERSONNEL:**

Servicing, Inspection, and Adjustment of KN-10 Series Boilers and related equipment shall be done by and/or under the supervision of a qualified trained and licensed Technician that is familiar with HydroTherm, KN Series Boilers and HeatNet Controls, directly employed by the Contractor and be acceptable to the Buildings Codes Division.

**SITE LOCATIONS & VISITATIONS:**

- **Parkview Terrace** - 255 High Street, Eugene, OR, 97401
- **Lindeborg Place** - 840 Holly Street, Junction City, OR. 97448

To schedule a visit at either site please contact the *Property Manager any time Monday through Thursday from 8:00 am to 3:00 pm.*;

*Ron Glover: 541.682.2516 or Cell: 541.972-2039*

**AWARD OF CONTRACT:**

Firms providing quotes must be aware that Homes for Good will perform a “best-buy analysis” and the selection for award shall be made to the bidder *that is most advantageous to the Agency*, taking into consideration the technical factors listed and the cost for service.

The merits of each quote will be carefully evaluated in terms of the requirements and in the criteria established. The evaluation will take into consideration the technical and administrative capabilities of the Contractor in relation to the needs of the Agency and reasonableness of costs shown in relation to the work to be done.

Minimum of 5 years’ experience as a licensed independent Contractor is required.

Failure to include all the requested information in the contractor’s bid may disqualify the contractor from consideration for this contract.

**AGENCY MAY REJECT ANY BID:**

The Agency reserves the right to reject any bid not in compliance with all prescribed public bidding requirements and may reject for good cause or waive any informality in bids received whenever such rejection or waiver is in the public interest to do so.

**EXECUTION OF CONTRACT:** After the contract has been awarded and the appropriate forms have been presented for signatures, the Contractor will have then ten (10) days to execute and deliver the forms back to Homes for Good.

Please read important contract information below prior to providing a quote.

- Work Specifications & Product Info.
- General Contract Conditions
- Billing & Payment Process
- Insurance Requirements
- Contract Sample

### WAGE RATES:

Work on this project is subject to Dept. of Labor HUD Determined Routine Maintenance Minimum wage rates for “Maintenance Mechanic”, which establishes the minimum hourly rate to be paid for all work performed. Review additional information on the following pages.

Please read the following HUD federal guidelines and specifications below:

- Hud Determined Wage Rates
- Current Wage Rates
- HUD-5370-C General Condition for Non-Construction
- Section3 Form
- Drug Free Work Place
- Environmental Care

## INDEPENDENT CONTRACTOR CERTIFICATION STATEMENT

**NOTE: Oregon law, ORS 701.075, requires your business to qualify as an independent contractor (demonstrate that you are in business for yourself and not an employee) in order to be registered with the Construction Contractors Board (formerly called the Builders Board).**

You can qualify as an independent contractor by certifying that you meet all the following standards as required by ORS chapter 316, 656, 657 and 701;

- (1) You provide labor and services free from direction and control, subject only to the accomplishment of specified results.
- (2) You are responsible for obtaining all assumed business registrations or professional occupation licenses required by state or local law.
- (3) You furnish the tools or equipment necessary to do the work.
- (4) You have the authority to hire and fire employees to perform the work.
- (5) You are paid on completion of the project or on the basis of a periodic retainer.
- (6) You are registered with the Construction Contractors Board (Builders Board).
- (7) You filed Federal and state income tax returns for the business for the previous year if you performed labor or services as an independent contractor in the previous year.
- (8) You represent to the public that you are an independently established business, and that you meet four (4) or more of the following:
  - \_\_\_\_\_ A) You work primarily at a location separate from your residence.
  - \_\_\_\_\_ B) You have purchased commercial advertising, business cards, or have a trade association membership.
  - \_\_\_\_\_ C) You use a telephone listing and service separate from your personal residence listing and service.
  - \_\_\_\_\_ D) You perform labor or services only pursuant to written contracts.
  - \_\_\_\_\_ E) You perform labor or services for two or more different persons within a period of one year.
  - \_\_\_\_\_ F) You assume financial responsibility for defective workmanship and breach of contract, as evidenced by performance bonds or liability insurance coverage.

I hereby certify that the above information is correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Owner, partner or corporate officer)

## QUOTE INSTRUCTIONS

1. Provide a quote for one PM boiler service in row 1c & 2c
2. Provide your Standard hourly labor rate on row 3c for On-Call Repair during your company's normal business hours.
3. Provide your standard hourly labor rate for Over Time Calls after your company's normal business hours. Hourly labor rates must be considered reasonable and comparable to industry standard. If you charge higher rates for emergency or holiday hours than please provide that cost below the quote matrix.

Continued on next page

## QUOTE FORM

### Boiler & Water Heater Service and Repair #19-S-0046

1. The undersigned, having familiarized [ ](himself) [ ](themselves) with the conditions, Descriptions and Specifications of work affecting the cost of the work, including the General Conditions and Instructions to Offerors as prepared by the Homes for Good Housing Agency and on file in the administrative office located at, 300 W. Fairview Drive, Springfield, OR. 97477, hereby proposes to furnish all labor, equipment, and materials for the preventative maintenance of the boilers, water heaters, and related equipment of the systems.
  
2. In submitting this quote, it is understood that the right is reserved by the Homes for Good Housing Agency to reject any and all bids. If written notice of the acceptance of this bid is mailed, telegraphed or delivered to the undersigned within 30 days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form within ten (10) days after the contract is presented to him for signature.
  
3. The bidder represents that he [ ] has, [ ] has not, participated in a previous contract or subcontract subject to the equal opportunity clause prescribed by Executive Orders 10925, 11114, or 11246 or the Secretary of Labor; that he [ ] has, [ ] has not, filed all required compliance reports; and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards. (The above representation need not be submitted in connection with contracts or subcontracts which are exempt from the clause.)

PLEASE REVIEW "INSTRUCTIONS TO OFFERORS" >

### QUOTE SHEET

	A Complex	B Description	C Cost Ea.	D x	E Totals
1	Parkview Terrace	Cost Per Service	\$	x2	\$
2	Lindeborg Place	Cost Per Service	\$	x2	\$
	3	Standard hourly rate	\$	x14	\$
	4	After hrs./Emerg. rate	\$	x8	\$
	5	Quote Total			\$

**BID SUBMITTED BY:**

NAME OF BIDDER (Company): \_\_\_\_\_

BY (Print Name): \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(SIGN ORIGINAL ONLY)

COMPANY OFFICIAL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

COMPANY FEDERAL ID #: \_\_\_\_\_ PHONE # \_\_\_\_\_

CONTRACTOR'S BOARD REGISTRATION NUMBER \_\_\_\_\_

CATEGORY / TYPE: \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_



<b>Attachment:</b> <b>Three References for Similar Work:</b> (May include work previously provided for Homes for Good)
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NAME OF COMPANY OR BIDDER: \_\_\_\_\_

**REFERENCE #1:**

NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE \_\_\_\_\_

PERIOD OF PERFORMANCE: From \_\_\_\_\_ to \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

**REFERENCE #2:**

NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE \_\_\_\_\_

PERIOD OF PERFORMANCE: From \_\_\_\_\_ to \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

**REFERENCE #3:**

NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE \_\_\_\_\_

PERIOD OF PERFORMANCE: From \_\_\_\_\_ to \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

*I attest that the information presented is true and accurate. Permission is granted for Homes for Good to contact and/or review work with each of the above sites and companies.*

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

*Attention: This page must be signed and submitted with Bid*