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# *Request for Quote*

Contract Number: 20-S-0017

## Ductless Heat Pump Deep Cleaning & Repair Services

### **QUOTES DUE**

**4 PM, TUESDAY, FEBRUARY 11, 2020**

### **Contract Administrator:**

Ron Haniuk

PH: 541-682-2583

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

**Please update to [Adobe Reader DC](#) and download this request to your PC to view attachments properly.**

# REQUEST FOR QUOTE

#20-S-0017

## Ductless Heat Pump Deep Cleaning and Repair Services

Homes for Good Housing Agency is seeking a qualified Ductless Heat Pump contractor to perform deep cleaning and repair services at all the Agency owned properties.

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

Contractors working on Agency owned equipment must possess all appropriate licenses and permits to the satisfaction of all applicable city, county, and state authorities governed by the state of Oregon.

### SCOPE OF WORK:

To perform a deep cleaning service to the interior head and outside unit, cleaning all components of dirt & grease build-up as well as oiling motors, clearing drains and cleaning filters using proper manufacturers methods and detergents. This service shall include full run and diagnostic testing for worn, failing parts. All repairs must be approved by the Agency.

- 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 annual contract value of \$20,000.00*. A labor and material rate increase may be discussed within the first three (3) months of the second year only if labor have increased over 5%.
- All qualified *contractors, minority business enterprises and Section-3 businesses* are encouraged to participate in this solicitation.
- *General Conditions and Specifications* of work apply to all work performed on this contract.
- Please review *HUD-5369-B Instructions to Offerors for Non-Construction Contracts*, and the *HUD-5370-C General Condition for Non-Construction*.
- *HUD Determined Wage Rates* apply to this request and can be found below.
- Please review and complete the Independent Contractors Certification Form.

### ➤ QUOTES DUE:

Quotes will be received until **4 PM, TUESDAY, FEBRUARY 11, 2020** 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: <https://www.homesforgood.org/opportunities/contracts-and-vendors>

**AWARD OF CONTRACT:**

The contract award will be based upon the lowest grand total quote that. Quotes are to include all standard materials to perform service, e.g. ( spray cleaners, liquids, lube, etc.), and labor for the proper deep cleaning maintenance service in accordance with the manufacturer’s procedures provided the quote is reasonable and affordable, and complies with the (Instructions to Bidders), and is in the best interest of the Agency to accept it. The firm to whom the award is made will be notified at the earliest practicable date and requested to confirm the quote.










Homes for Good is prohibited from making any awards to contractors or accepting as subcontractors any individuals or firms which are on lists of contractor’s ineligible to receive awards (SAM) from the United States.

By execution of a contract with the Agency, the Contractor certifies, under penalty of perjury that: (a) To the best of contractor's knowledge, contractor is not in violation of any tax laws described in ORS 305.380(4), and (b) Contractor has not discriminated against minority, women or small business enterprises in obtaining any required subcontracts.

**AGENCY MAY REJECT ANY QUOTE:**

The Agency reserves the right to reject any and all quotes 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. The Agency is an equal opportunity employer and complies with the American’s with Disabilities Act (ADA 1990).

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

WORK SPECIFICATIONS >	
GENERAL WORK CONDITIONS >	
HUD (SCA) WAGE RATE CONDITIONS >	
SERVICE CONTRACT ACT WAGE RATES >	
INSURANCE REQUIREMENTS >	
BILLING & PAYMENT PROCESS >	
HUD-5370-C GENERAL CONDITION FOR NON-CONSTRUCTION >	
SECTION-3 FORM >	
DRUG FREE WORK PLACE >	

PLEASE REVIEW "INSTRUCTIONS TO OFFERORS." >



# QUOTE FORMS

## BID FORM

### Ductless Heat Pump Deep Cleaning & Repair Services

I/We, the undersigned, are familiar with the local conditions affecting the cost of the work, wage rates and with the Specifications, the Request for Quote, and any attachments as prepared by Homes for Good Housing Agency. I/We propose to furnish all labor, equipment and materials for the Deep Cleaning and Repair Service described in this request and at the prices listed below.

### QUOTE INSTRUCTIONS

1. Provide a cost in column (B) from Description in column (A).
2. Multiply column (B) by the estimated calls in column (C) and write total in column (D).
3. Add all totals in column (D) and write Grand Total at bottom of column (D).

(A) DESCRIPTION	(B) COST	(C) Calls Estimated	(D) TOTAL
1-Head Deep Clean	\$	x 300	\$
2-Head Deep Clean	\$	x 100	\$
Service Call Charge for Deep Clean Requests	\$	x 400	\$
Service Call Charge for Repair Requests	\$	x 50	\$
Hourly Labor Rate for Repairs	\$	x 50	\$
Overtime Labor Rate	\$	x 10	\$
<b>GRAND TOTAL:</b>			\$

See something wrong? Contact the Contract Administrator, Ron Haniuk at 541.682.2583  
or email at [rhaniuk@homesforgood.org](mailto:rhaniuk@homesforgood.org)

In submitting this quote, it is understood that Housing and Community Services Agency of Lane County reserves the right to reject any and all bids

Attached hereto is an affidavit in proof that the undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitting of proposals for the contract for which this proposal is submitted.

The quoting firm 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.)

**Certification of Non-segregated Facilities.** By signing this quote, the quoting firm certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. He certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The quoted firm agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. He further agrees that (except where he has obtained identical certifications

from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that he will retain such certifications in his files; and that he will forward a notice to his proposed subcontractors as provided in the instruction to bidders.

**Drug Free Environment Certification:** By signing this bid, the bidder certifies that he will, or will continue to, provide a drug-free workplace while performing work at the contracted location, and will adhere and perform to the directions stipulated in the Special Conditions, item 18, Drug Free Work Place Requirement.

## 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)