

## Solicitation No. QSP-002-19: Lift Station Maintenance & Service

The Jacksonville Housing Authority (JHA) is seeking the services of a qualified contractor to perform lift station maintenance and service at 6 residential and 1 administrative locations (Addresses listed below). A walkthrough of the sites will take place on March 4<sup>th</sup>, 2019 at 9:00 a.m. and will start at 1085 Golfair Blvd, Jacksonville, FL 32209.

Quoters must submit proposed pricing where provided on *Attachment A: Quote Form* of this document. The Jacksonville Housing Authority (JHA) will accept the proposed pricing in person or mail at 1300 N. Broad Street, Jacksonville FL, by the bid deadline of March 25<sup>th</sup>, 2019 by 2:00 PM EST. The JHA will NOT accept proposed pricing verbally or by telephone.

- 1.0 JHA Contact: All questions pertaining this QSP shall be addressed to Colene Orsini (hereinafter, the Contracting Officer or CO), via e-mail at [corsini@jaxha.org](mailto:corsini@jaxha.org). All questions must be submitted by **March 12, 2019 at 12:00 p.m.**
- 2.0 Applicability: By submitting a quote to the JHA, the firm or individual doing so (hereinafter, "the quoter") is automatically agreeing to abide by all terms and conditions listed herein, including those terms and conditions within the HUD document, *Table 5.1, Mandatory Contract Clauses for Small Purchases Other than Construction*, which is attached hereto.
- 3.0 JHA Reservation or Rights: The JHA reserves the right to:
  - 3.1 Reject any or all quotes, to waive any informalities in the QSP process, or to terminate the QSP process at any time, if deemed by the JHA to be in the best interest of the JHA;
  - 3.2 Terminate a contract awarded pursuant to this QSP at any time for its convenience upon delivery of a 10-day written notice to the apparent or successful quoter;
  - 3.3 Determine the days, hours and locations that the successful quoter shall provide the items or services called for in this QSP;
  - 3.4 Reject and not consider any quote that does not, in the opinion of the CO, meet the requirements of this QSP, including but not necessarily limited to incomplete quotes offering alternate (not including "or equal" items) or non-requested items or services.
- 4.0 Quoter's Responsibility: Each quoter must carefully review and comply with all instructions provided herein and provided within any attachments.
- 5.0 Deadline: Each quoter shall submit his/her proposed costs, prior to **March 25<sup>th</sup>, 2019 at 2:00 p.m.** **JHA intends on awarding the contract no later than April 1<sup>st</sup>, 2019 and the winning contractor agrees to begin service no later than April 10<sup>th</sup>, 2019.** Whereas this is an informal solicitation process, the JHA reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of the CO, it is in the best interests of the JHA to do so.

## **Solicitation No. QSP-002-19: Lift Station Maintenance & Service**

- 6.0 **Hold Prices/Non-Escalation**: By submitting a quote, and whereas the quote sum submitted is a firm-fixed quote, each quoter thereby agrees to "hold" or not increase the proposed quote prices during the term of the work. The term will be a one (1) year contract with the option of 4 yearly renewals.
- 7.0 **Award Criteria**: If an award is completed pursuant to this QSP, and unless otherwise instructed in writing by the CO, the award shall be made to the responsive and responsible quoter that submits the lowest cost.
- 8.0 **Invalid or Alternate Quotes**: Failure to complete and submit all required information, or to add any additional requirements not acceptable to the JHA, may invalidate the quote submitted. Furthermore, the JHA shall reserve the right to reject, without consideration, alternate quotes, meaning those that do not meet the requirements of this QSP.
- 9.0 **Quote Costs**: There shall be no obligation for the JHA to compensate any quoter or prospective quoter for any costs that he/she may incur in responding to this QSP.
- 10.0 **Assignment of Personnel**: The JHA shall retain the right to demand and receive a change in personnel assigned by the successful quoter to provide services to the JHA if the JHA believes that such change is in the best interest of the JHA and the completion of the work or provision of the items.
- 11.0 **Unauthorized Sub-Contracting Prohibited**: The successful quoter shall not assign any right, nor delegate any duty for the work proposed pursuant to this QSP (including, but not limited to, selling or transferring the ensuing contract), without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the PO or the contract with the JHA.
- 12.0 **Licensing and Licensing Requirements**: The following must be provided with your quote:
- 12.1 An original certificate evidencing the quoter's current industrial (worker's compensation) insurance carrier and coverage amount;
- 12.2 An original certificate evidencing General Liability coverage with minimum coverage amounts of \$1,000,000 per occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000 with a deductible of not greater than \$1,000. The JHA shall be named upon the certificate issued as an "additional insured", together with providing a copy of the corresponding endorsement evidencing the same;
- 12.3 An original certificate showing the quoter's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this

## Solicitation No. QSP-002-19: Lift Station Maintenance & Service

program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000 with a deductible not greater than \$1,000.

12.4 A copy of the quoter's business license allowing that entity to provide such services within the jurisdiction of Duval County.

12.5 A copy of the quoter's license issued by the State of Florida licensing authority allowing the quoter to provide the services detailed herein.

13.0 Documents that apply to this QSP:

13.1 Attachment A: Quote Form;

13.2 Attachment B: HUD form *Table 5.1, Mandatory Contract Clauses for Small Purchases Other than Construction*

13.3 Attachment C: HUD Maintenance Wage Rate Determination Form 52158.

13.4 The successful quoter hereby agrees to comply with all requirements of the HUD Section 3 Program as detailed therein. If a bidder chooses to certify as a Section 3 quoter, he/she shall receive the preference noted therein. In any case, the successful quoter shall be required to, as detailed therein, "to the greatest extent feasible . . . provide economic opportunities to low- and very-low income persons," meaning, if the successful quoter must hire anyone to help with the work, he/she must submit a work plan showing how he/she will give first preference for such jobs to Section 3 persons.

13.5 HUD Form 5369-B (8/93) Instructions to Offerors, Non-Construction (Attachment E) and HUD Form 5369-C (8/93) Certifications and Representations of Offerors, Non-Construction Contract (Attachment F) must be reviewed and / or completed as directed.

15.0 **Statement of Work (SOW):** The JHA is seeking quotes from qualified contractors to furnish all labor, equipment, supplies, and materials necessary to perform the following services:

Monthly Lift Station Checks:

- Ensure all pumps are working properly
- Check the amperage of each pump
- Ensure the alarm system is working properly, both audibly and visually
- Check the condition of the wet well
- Ensure the float systems are working
- Wash down wet well as needed where water is available
- Check control panel for any signs of failure or possible problems

## **Solicitation No. QSP-002-19: Lift Station Maintenance & Service**

- Grease and lubricate all necessary pumps, motors and controls
- Keep accurate records of pump hours and general condition of each pumping station
- Monthly inspection reports must be provided to JHA in writing and shall include any abnormalities, test failures and safety concerns.

Quarterly Wet Well Clean outs (March, June, September, and December)

- Each wet well must be degreased and pumped out.

Pull Pumps and Inspect Impellers

- Performed semi-annually for all residential locations
- Performed biennially for the administrative location

Emergency Service

- In the case of emergencies, the contractor will provide 24 hour service. The emergency service shall include, but not limited to: bringing equipment back on line and other emergency services as needed and directed by the JHA. Emergency services will be procured via an approved JHA Purchase Order and will be outside of the service contract but will be based on pricing in this solicitation.

**Note:**

Although the successful contractor will identify repairs that are needed, the JHA reserves the right to solicit other contractors to perform repairs on equipment. Non-emergency repairs will not be considered a part of this solicitation.