



QUOTATION FOR SMALL PURCHASE (QSP)

SOLICITATION NUMBER: QSP 21-003
SOLICITATION NAME: Ralph Richards Tower Controlled Access Upgrade

CLEARWATER HOUSING AUTHORITY
28050 US HIGHWAY 19 N.
CLEARWATER, FL 33761

Contact Name: Mikki Cvetinovic
Telephone number: 727-461-5777
mcvetinovic@clearwaterhousingauth.org

DATE OF REQUEST: February 24, 2021
QUOTATION DEADLINE: March 22, 2021 at 12:00pm EST

Company Name: _____ Contact Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ E-mail: _____

Please provide Clearwater Housing Authority (CHA) your best price(s) on the scope of services listed below. To be considered, please submit your quote as indicated on page 3, via e-mail and by the deadline date stated above.

SCOPE OF WORK

Controlled Access Upgrade

Ralph Richards Tower
211 S Prospect Ave
Clearwater, FL 33756

All visitors must be accompanied by a Housing Authority representative. For questions or site visit, please contact:
Lewis Baughey 727-479-5430

Contractor shall:

- Install new DKS 1835 (or equivalent) telephone entry system to replace existing system at main entrance.
- Install DKS TCP/IP to RS485 addressable server, or equivalent. To be installed with the TES fro voice and data communication as well as CHA's network with their own separate IP addresses.
- Install two (2) DKS large tracker enclosures with tracker board. To be installed in office.
- Install five (5) DKS tracker boards inside of the enclosures with each board controlling a door.



- Install eight (8) multi-protocol card readers. To be installed at all eight doors. Please see map for detail.
- Install three (3) request to motion devices. To be installed on doors equipped with magnetic locks as the primary egress. Doors 1, 7, and 8 on detail map.
- Install three (3) no-touch exit devices. To be installed on doors equipped with magnetic locks as the primary egress. Doors 1, 7, and 8 on detail map.
- Install a dual 1200LB UL rated electromagnetic lock. To be installed at door 7. Please see map for detail.
- Install two (2) Hes 5200 recessed door strikes at doors 2 and 4. Please see map for detail.
- Install three (3) Hes 9600 surface door strikes at doors 3, 5, and 6. Please see map for detail.
- Install one (1) Altronix power supply with fire relay (or equivalent) at the controller that powers magnetic locks.
- Install two (2) 7-AMP hour batteries inside of Altronix power supply.
- Install one (1) 9-channel/18-AMP power supply to power strikes and exit devices.
- Install two (2) 900va battery backups at access controller in office.
- Run UV shielded 18/6 cable from controller/power supply to each door. 1280 Feet.
- Run one (1) Ethernet cables from TCP/IP servers to the customer's network switch.
- Provide one hundred (100) access fobs.
- Install management software on a computer of CHA's choosing.
- Contractor shall provide training on software once installed.
- Contractor to provide all cabling, ends, and necessary mounts to insure proper installation.

Contractor shall provide all labor to complete the scope.
Contractor shall haul away all material from jobsite.
Contractor shall provide labor and warranty to Owner.
Required permits will be provided by the Contractor
Contractor shall provide warranty on parts and labor.



CONTRACTOR'S QUOTE

INSTRUCTIONS: Each quoter shall submit his/her quote on this form. **If quoting items that are "equal" to items requested on this QSP, please enter the corresponding specifications for the proposed items on the next page.**

Item No.	Description	Total
1	Perform all work as stated on the Scope of Work	
Total Cost:		\$

**In the case of any discrepancy between the "Total" and the recalculated sum of adding each of the individual quote amounts entered (e.g. the quoter makes a mistake in adding the amount to arrive at a Total amount), CHA reserves the right to choose either the new calculated sum or the original Total amount submitted.

If favored with an order, we agree to furnish the above scope of services for the price(s) indicated and in agreement with the attached Terms and Conditions.

BY: _____
 Print/Type Name

 Signature

 Title

 Date

Summary of Proposed "Equal" Specifications



INSTRUCTIONS: If quoting items that are “equal” to items requested by CHA, please enter the corresponding specification for the proposed products. No information is required to be entered within those areas that are shaded. **Please also attach manufacturer’s specification sheets for each “Equal” item being proposed.** CHA will review and analyze this information to make its decision as to if each item is, as detailed within Section 9.3.B.3 of HUD Procurement Handbook 7460.8 REV 2, a true equal product to that the CHA has specified.

Specification	“Equal” Specification for the product that the quoter proposes to provide
DKS 1835 Telephone Entry & Access Control	
Product Specification: Telephone entry & Access Control System	Product Specification: Telephone entry & Access Control System
Brand: DKS (Doorking)	Brand:
Style Name: DKS 1835	Style Name:
Dimensions:	Dimensions:

Specification	“Equal” Specification for the product that the quoter proposes to provide
DKS TCP/IP to RS485 addressable server	
Product Specification:	Product Specification:
Brand: DKS (Doorking)	Brand:



Terms and Conditions

- 1.0 APPLICABILITY: By submitting a quote to CHA, 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 attached HUD document, *Table 5.1, Mandatory Contract Clauses for Small Purchases Other than Construction*.
- 2.0 CHA RESERVATION OF RIGHTS: CHA reserves the right to:
 - 2.1 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 CHA to be in the best interest of CHA;
 - 2.2 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;
 - 2.3 Determine the days, hours and locations that the successful quoter shall provide the items or services called for in this QSP;
 - 2.4 Reject and not consider any quote that does not, in the opinion of CHA, 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;
- 3.0 QUOTER'S RESPONSIBILITY: Each quoter must carefully review and comply with all instructions provided herein and with any named attachments.
- 4.0 DEADLINE: Each quoter shall submit his/her proposed costs, prior to the posted deadline. Whereas this is an informal solicitation process, CHA reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of CHA, it is in the best interest of CHA to do so.
- 5.0 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.
- 6.0 PURCHASE ORDER (PO): CHA will procure the applicable goods or services by issuance of a PO (which shall have the same meaning as a "contract"). POs will be issued on an as-needed basis only. By submitting a quote, the successful quoter thereby agrees to confirm receipt of the PO in the manner directed by the CHA.
 - 6.1 AWARD CRITERIA: If an award is completed pursuant to this QSP, award shall be made to the responsive and responsible quoter that submits the lowest cost.



- 7.0 INVALID OR ALTERNATE QUOTES: Failure to complete and submit all required information, or to add any additional requirements not acceptable to CHA, may invalidate the quote submitted. Furthermore, CHA shall reserve the right to reject, without consideration, alternate quotes, meaning those that do not meet the requirements of this QSP.
- 8.0 QUOTE COSTS: There shall be no obligation for CHA to compensate any quoter or prospective quoter for any costs that he/she may incur in responding to this QSP.
- 9.0 SHIPPING COSTS: Each quoted sum submitted shall include completion of the specified services at the CHA site or location, as specified within this QSP or on the PO issued.
- 10.0 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 PO or contract) without the prior written consent of CHA. Any purported assignment of interest or delegation of duty, without the prior written consent of CHA shall be void and may result in the cancellation of the PO or the contract with CHA.
- 11.0 LICENSING AND INSURANCE REQUIREMENTS: Prior to award (but not as a part of the quote submission) the *successful quoter* will be required to provide:
- 13.1 A certificate evidencing the quoter's current worker's compensation insurance carrier and coverage amount;
 - 13.2 A certificate evidencing General Liability coverage, naming CHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of CHA as an additional insured under said policy (minimum of \$1,000,000 each 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;
 - 13.3 A certificate showing the quoter's automobile insurance coverage in a combined single limit of \$500,000. For every vehicle utilized during the term of this 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.
 - 13.4 A copy of the quoter's license issued by the State of Florida licensing authority allowing the quoter to provide the services detailed herein.
- 14.0 Documents that apply to this QSP (PLEASE NOTE: The following Sections 14.3 and 14.4 only apply to this QSP and the ensuing award if the successful quoter will provide any work; meaning, the noted sections do not apply to this QSP if the successful quoter is only providing materials, supplies, commodities, or equipment.):



- 14.1 This Conditions To Quote form;
- 14.2 HUD form *Table 5.1, Mandatory Contract Clauses for Small Purchases Other than Construction* (included on page 7 of this document);
- 14.3 Applicable HUD Wage Rate Decision (attached if applicable).
- 14.4 A copy of 24 CFR 135, commonly known as Section 3 (included by reference; a copy will be delivered by CHA to any firm upon submission of a written request for such). 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 to such jobs to Section 3 persons.
- 14.5 CHA reserves the right to require the successful quoter/contractor to utilize any form required by HUD to complete the required work and by submitting his/her quote each contractor agrees to do so at no additional charge.



The following contract clauses are required in contracts pursuant to **24 CFR 85.36(i) and Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act**. HUD is permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy. The PHA and contractor is also subject to other Federal laws including the U.S. Housing Act of 1937, as amended, Federal regulations, and state law and regulations.

Examination and Retention of Contractor's Records. The PHA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until three years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

Right in Data and Patent Rights (Ownership and Proprietary Interest). The PHA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials, and documents discovered or produced by Contractor pursuant to the terms of this Contract, including, but not limited to, reports, memoranda or letters concerning the research and reporting tasks of the Contract.

Energy Efficiency. The Contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this contract is performed.

Procurement of Recovered Materials

(a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.

(b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

Termination for Cause and for Convenience (contracts of \$10,000 or more).

(a) The PHA may terminate this contract in whole, or from time to time in part, for the PHA's convenience or the failure of the Contractor to fulfill the contract obligations (cause/default). The PHA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the PHA all information, reports, papers, and other materials accumulated or generated in performing the contract, whether completed or in process.

(b) If the termination is for the convenience of the PHA, the PHA shall be liable only for payment for services rendered before the effective date of the termination.

(c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (cause/default), the PHA may (1) require the Contractor to deliver to it, in the manner and to the extent directed by the PHA, any work described in the Notice of Termination; (2) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by the PHA; and (3) withhold any payments to the Contractor, for the purpose of set-off or partial payment, as the case may be, of amounts owned by the PHA by the Contractor. In the event of termination for cause/default, the PHA shall be liable to the Contractor for reasonable costs incurred by the Contractor before the effective date of the termination. Any dispute shall be decided by the Contracting Officer.