

Quotations for Small Purchases (QSP) No. Q17015

Scattered Sites Roofing



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QSP Document

Table of Contents

[Table No. 1]

Section	Description	Page
	Introduction	3
	QSP Information at a Glance	3
1.0	The MPHA’s Reservation of Rights	4
2.0	Scope of Work/Technical Specifications	5
2.1	General Description of Services	5
2.2	Contractor Responsibilities	10
3.0	Quote Submittal	10
3.1	Quote Submittal Procedures	11
3.2	Taxes	11
3.3	Additional Information Pertaining to the Pricing Items	11
3.4	Quoter’s Responsibilities — Contact with the MPHA	13
3.5	Quote Submission	13
3.6	Quoter’s Responsibilities – Equal Opportunity and Supplier Diversity	14
3.7	Pre-Quote Conference	15
3.8	Recap of Attachments	15
4.0	Quote Evaluation	17
4.1	No Public Opening	17
4.2	Responsive Evaluation	17
4.3	Responsible Evaluation	17
4.4	Restrictions	17
5.0	Contract Award	18
5.1	Contract Award Procedure	18
5.2	Contract Conditions	18
5.3	Licensing and Insurance Requirements	19
5.4	Contract Service Standards	20
5.5	Prompt Return of Contract Documents	20

Quotations for Small Purchases (QSP) No. Q17015, Scattered Sites Roofing

INTRODUCTION

The Minneapolis Public Housing Authority (MPHA) is a public entity that was formed in 1991 to provide federally subsidized housing and housing assistance to low-income families, within the City of Minneapolis, MN. The MPHA is headed by an Executive Director (ED) and is governed by a nine-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (CFR) and the MPHA’s procurement policy.

Currently, the MPHA owns and/or manages: (a) 42 high-rise apartment complexes totaling 5,006 units; (b) 753 scattered site units throughout the City of Minneapolis; (c) 184 townhome units in the Glendale family development; and (d) administers over 5,000 Section 8 Housing Choice Vouchers. The MPHA currently employs approximately 280 employees.

In keeping with its mandate to provide efficient and effective services, the MPHA is now soliciting quotes from qualified, licensed and insured entities to provide the above noted services to the MPHA. All quotes submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

QSP INFORMATION AT A GLANCE

[Table No. 2]

MPHA CONTACT PERSON [NOTE: Unless otherwise specified, any reference to “Buyer” shall be a reference to Ms. Prahm.]	Molly Prahm, Buyer Telephone: (612) 342-1469 E-Mail: mprahm@mplspha.org TDD/TTY: (800) 627-3529
HOW TO OBTAIN THE QSP DOCUMENTS ON THE EPROCUREMENT MARKETPLACE	1. Access ha.economicengine.com (no “www”). 2. Click on the “Login” button in the upper left side. 3. Follow the listed directions. 4. If you have any problems in accessing or registering on the Marketplace, please call customer support at (866) 526-9266.
PRE-QUOTE CONFERENCE	NONE SCHEDULED
DEADLINE TO SUBMIT QUESTIONS	Friday, September 22, 2017, 3:00 PM CST
HOW TO FULLY RESPOND TO THIS QSP BY SUBMITTING A QUOTE SUBMITTAL	Pricing entered online (see Section 3.1.2).
QUOTE SUBMITAL RETURN & DEADLINE	Friday, September 29, 2017, 3:00 PM CST Procurement Office 1001 Washington Ave N, Minneapolis, MN 55401 *(The proposed costs must be entered within the Marketplace by no later than 3:00 PM CST on this date).

- 1.0 THE MPHA’S RESERVATION OF RIGHTS.** The MPHA reserves the right to:
- 1.1 Right to Reject, Waive, or Terminate the QSP.** Reject any or all quotes, to waive any informality in the QSP process, or to terminate the QSP process at any time, if deemed by the MPHA to be in its best interests.
 - 1.2 Right to Not Award.** Not award a contract pursuant to this QSP.
 - 1.3 Right to Terminate.** Terminate a contract awarded pursuant to this QSP, at any time for its convenience upon 10 day’s written notice to the successful quoter(s).
 - 1.4 Right to Determine Time and Location.** Determine the days, hours and locations that the successful quoter(s) shall provide the services called for in this QSP.
 - 1.5 Right to Retain Quotes.** Retain all quotes submitted and not permit withdrawal for a period of 60 days after the deadline for receiving quotes without the written consent of CO.
 - 1.6 Right to Reject Any Quote.** Reject and not consider any quote that does not meet the requirements of this QSP, including but not necessarily limited to incomplete quotes and/or quotes offering alternate or non-requested services.
 - 1.7 No Obligation to Compensate.** Have no obligation to compensate any quoter for any costs incurred in responding to this QSP.
 - 1.8 Right to Prohibit.** At any time during the QSP or contract process to prohibit any further participation by a quoter or reject any quote submitted that does not conform to any of the requirements detailed. By accessing the ha.economicengine.com eProcurement Marketplace (the “eProcurement Marketplace” or the “Marketplace”) and by downloading this document, each prospective quoter is thereby agreeing to abide by all terms and conditions listed within this document and within the Marketplace, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed or of any item that is issued by the MPHA that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve the MPHA, but not the prospective quoter, of any responsibility pertaining to such issue.
 - 1.9 Right to Reject – Obtaining Competitive Solicitation Documents.** The eProcurement Marketplace is the only official and appropriate venue to obtain the competitive solicitation documents (and any other information pertaining to the competitive solicitation such as addenda). Accordingly, by submitting a response to this competitive solicitation the respondent thereby affirms that he/she obtained all information on the Marketplace. Any other group such as a quote depository that informs potential respondents of the availability of such competitive solicitations are hereby instructed to not distribute these documents to any such potential respondents, but to instruct the potential respondents to visit the Marketplace to obtain the documents. The MPHA will reject without consideration any response submitted from a firm that has not obtained the documents from the Marketplace.

Quotations for Small Purchases (QSP) No. Q17015, Scattered Sites Roofing

2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS. The MPHA is seeking quotes from qualified and licensed entities to provide the MPHA with the following detailed services:

2.1 General Description of Services. The successful quoter (Contractor) shall furnish all mobilization, labor, materials, tools, equipment, and transportation for removal and replacement of the roofs at various scattered sites properties within the city of Minneapolis.

2.2 Contractor Responsibilities.

2.2.1 Access for Emergency Vehicles. The Contractor shall ensure that any equipment and/or vehicles that he/she places on the work site shall not be placed in such a position to interfere with access by any emergency vehicles or traffic by the public at-large. The MPHA reserves the right to approve or reject the placement of any such equipment or vehicles at any time during the performance of the contracted work if, in the opinion of the MPHA, the placement of such equipment or vehicles interferes with such traffic.

2.2.2 Asbestos. If asbestos is discovered, or a material encountered that is suspected to contain asbestos by the Contractor during this project, the Contractor should immediately notify the MPHA Project Manager (PM) for containment/abatement direction. Abatement, mitigation and/or control of the asbestos are the responsibility of the MPHA.

2.2.3 Communication. The named MPHA Project Manager (PM) shall be the primary point of contact for the Contractor pertaining to this work. The Contractor shall be free to converse and communicate with the PM verbally; however, all requests for changes or decisions shall be submitted to the PM in writing. The MPHA anticipates that it will typically make a decision in such matters within 3 work days of receipt, though such response time frame may be shorter or longer depending on the situation; accordingly, the Contractor shall submit such written requests in as timely a manner as reasonably possible.

2.2.4 Contract End Items. Upon completion of the project the Contractor must submit the following:

2.2.4.1 A separate payment request for the retainage;

2.2.4.2 Consent of Surety to Final Payment;

2.2.4.3 Contractor's Affidavit of Release of Liens; and

2.2.4.4 Contractor's Certificate and Release.

2.2.5 Contractor's Request for Payment. As detailed within Chapter 9, Procurement and Contract Administration, of Handbook 7485.1.

Quotations for Small Purchases (QSP) No. Q17015, Scattered Sites Roofing

- 2.2.5.1** The MPHA is responsible for making progress payments. Typically, progress payments for acceptable work and materials delivered and stored on the site will be made at 30-day intervals.
- 2.2.5.2** Payment will be based on the percentage of work completed during a one-month period.
- 2.2.5.3** A 5% retainage will be held on each payment request. A separate payment request for the return of the retainage will be required at the completion of the work.
- 2.2.5.4** **Review and Approval.** The MPHA will review each such Contractor request for payment and will approve the payment only if the following listed conditions are met. If the Contractor requests payment items which have not been completed in a satisfactory manner (“satisfactory,” as determined at the sole discretion of the MPHA), the MPHA shall hold payment for the unsatisfactory items, and pay the balance of the request (e.g. the undisputed portion). The MPHA shall ensure:

 - 2.2.5.4.1** The request for payment is consistent with the MPHA-approved schedule of amounts for contract payments;
 - 2.2.5.4.2** As further detailed within the preceding Section 2.2.5.3, the total of the request for payment does not include the amount to be retained by the MPHA under the contract (retention or retainage);
 - 2.2.5.4.3** The work covered by the request for payment has been performed in accordance with the construction documents;
 - 2.2.5.4.4** The Periodic Estimate for Partial Payment has been properly executed on all applicable supporting documentation submitted;
 - 2.2.5.4.5** The Contractor has submitted all required reports such as payroll reports and ensure that all required documents are up to date within LCP Tracker; and
 - 2.2.5.4.6** A materials sales tax form has been completed by the firm purchasing the materials used on the project.
- 2.2.5.5** **Distribution of Documents.** The Contractor shall submit 2 original copies and 1 additional copy of all documentation required. The MPHA shall retain the 2 original Periodic Estimate for Partial Payment

Quotations for Small Purchases (QSP) No. Q17015, Scattered Sites Roofing

requests and all applicable supporting documentation for its file and return 1 copy of all such forms to the Contractor.

- 2.2.6 Debris.** The Contractor shall clean work areas daily, at the end of the work day, of all work-generated debris which may endanger the safety of others (the public; MPHA residents; etc.).
- 2.2.6.1** All work areas must be kept sanitary and clean of any trash. Debris from work must be removed from living areas.
- 2.2.6.2** The Contractor must examine the work area and determine any unsuitable work condition.
- 2.2.6.3** Any required removal or replacement of this work caused by unsuitable conditions will be just cause for the Contractor to bear the expense. Notice of unsuitable conditions shall be brought to the MPHA's representative in written form.
- 2.2.7 Liquidated Damages.** The successful bidder shall agree to pay as Liquidated Damages the amount of \$500.00 for each consecutive calendar day for which the work is not complete, beginning with the first day beyond the completion date stated on the "Notice to Proceed." The said sum in no event shall be construed to be a penalty, but only as damages fixed and agreed upon in advance.
- 2.2.8 Payroll Reports.** The Contractor shall, during the term of the work, within 7 days of the end of any weekly payroll period, enter prevailing wages into LCP Tracker.
- 2.2.9 Permits.** The Contractor shall obtain any and all required permits pertaining to any assigned work at his/her expense.
- 2.2.10 Prior MPHA Approval Required.** Please note that the Contractor shall not conduct any work without the prior written authorization of the MPHA representative. Failure to abide by this directive shall release the MPHA of any obligation to pay the Contractor for any work conducted without the noted prior written authorization. This authorization may take the form of an email.
- 2.2.11 Safety.** It shall be the responsibility of the Contractor to ensure, at all times during the performance of the work, to the maximum extent feasible, to protect the safety of MPHA residents and staff, the Contractor's staff and subcontractors, and the public. This shall include, but not be limited to, compliance with all OSHA-related Federal and local laws, codes, and regulations. Screened safety barriers must be provided around work areas.
- 2.2.12 Scheduling.** The Contractor shall perform services during normal business hours from 8:00 a.m. until 4:30 p.m. Monday through Friday, excluding holidays. Project

Quotations for Small Purchases (QSP) No. Q17015, Scattered Sites Roofing

setup/staging may occur before 8:00 a.m. with prior approval if it generates no noise.

- 2.2.13 Security during Work.** The Contractor shall take all means necessary to maintain the security of the area in which they are working. These security measures must be carried out on a twenty-four-hour basis, not just during the normal work hours.
- 2.2.14 Service Locations.** The Contractor shall perform services at the addresses defined in Attachment E, *Roof Scopes*.
- 2.2.15 Temporary Facilities.** It shall be the responsibility of the Contractor to provide any temporary facilities that may be required, including, but not limited to: temporary toilets; water; fencing; barricades; lighting; planking; signage; guardrails; etc. Accordingly, it shall be the responsibility of the Contractor to secure and maintain such items during the term of the work.
- 2.2.16 Time of Completion.** The Contractor shall commence and complete the work under the ensuing contract on dates to be specified within the Notice to Proceed. MPHA anticipates a start date within two weeks of receipt of a fully executed contract. All work must be completed by November 10, 2017.
- 2.2.17 Tools/Equipment/Materials.** The Contractor shall ensure that at all times during the work, tools, equipment, and materials are handled, placed, and stored in a secure and safe manner so as to protect all parties, including but not limited to the Contractor's workers, MPHA tenants and staff, and the public at large. The Contractor shall ensure that during non-working hours such items are not left unattended on the job site when such safety may be compromised. As the building the Contractor will be working in is occupied by housing tenants, including a number of elderly/disabled or special needs persons, it will be especially important that the hallways are clear for ingress and egress.
- 2.2.18 Warranty/Guarantee.** All work provided by any Contractor pursuant to any contract that ensues from this IFB shall be warranted or guaranteed by that Contractor for a period of time of not less than two calendar years from the date of substantial completion. The Contractor will provide all labor for warranty work for the length of the manufacturer's warranty on a new system or part that the Contractor installs.
- 2.2.19 Weekends.** Unless otherwise approved by the MPHA in writing, the Contractor shall not perform work on MPHA property during a holiday or weekend (Saturday or Sunday).
- 2.2.20 Work Standards.** It is the responsibility of the Contractor to ensure that each worker provided by the Contractor shall be fully trained and qualified to provide any assigned work. Accordingly, all work provided shall be guaranteed by the Contractor to be performed in a workmanlike manner and in accordance with all

Quotations for Small Purchases (QSP) No. Q17015, Scattered Sites Roofing

applicable laws, codes, and/or regulations, including those issued by, but not limited to the City of Minneapolis and/or the State of Minnesota, or any applicable Federal Agency.

3.0 QUOTE SUBMITTAL.

3.1 Quote Submittal Procedures. As this is a Quotations for Small Purchases (QSP) competitive solicitation process, following are the requirements for a responsive submittal in response to this QSP:

3.1.1 Quote Submittal Documentation. There is no requirement on the part of a quoter to initially submit any written documentation as a part of his/her quote submittal—the only thing that a quoter is required to do is submit a cost where provided on-line within the eProcurement Marketplace. There are several documents identified within the following Table No. 4 that the successful quoter(s) will be required to complete and submit within 5 days after being notified by the MPHA to do so.

3.1.1.1 Section 3. As detailed within the QSP Attachments B and B-1, any quoter may, if he/she wishes, request a Section 3 Business Preference by fully completing and submitting Attachment B to the MPHA, with all required documentation identified, prior to the submittal deadline identified. This Attachment B may be submitted in any one of the following methods:

3.1.1.1.1 By e-mail to mprahm@mplspha.org; or

3.1.1.1.2 By physical delivery or mail to 1001 Washington Avenue North, Minneapolis MN, 55401.

3.1.1.2 Post-deadline Submittals. The following document shall be submitted by the apparent successful quoter after the submittal deadline and within 5 days of being notified to do so by the MPHA: *Profile of Firm Form*, Attachment A.

3.1.2 Proposed Pricing. Submit proposed pricing where provided within the eProcurement Marketplace only. Proposed pricing will not be received in any other manner—meaning, we will not accept proposed pricing submitted by e-mail, fax, U.S. Mail—proposed pricing will only be accepted as detailed following within the eProcurement Marketplace. Any quoter who submits the proposed pricing in any other manner will not be considered for award, unless such quoters also submitted proposed pricing where provided within the eProcurement Marketplace—in such case the proposed pricing submitted on-line will be the only pricing that will be considered and all pricing submitted in any other manner will be automatically rejected. All proposed costs include F.O.B the MPHA, meaning, no additional shipping fees or freight costs will be paid by the MPHA (meaning, the proposed pricing is fully burdened with all costs, including shipping costs).

Quotations for Small Purchases (QSP) No. Q17015, Scattered Sites Roofing

[Table No. 3]

QSP Section	Item No.	Qty	U/M	Description
Lot #1: 3117 10th Avenue South				
3.1.2.1	1	1	Each	Firm-fixed Base Bid fee to replace the roof and incidental work at 3117 10 th Avenue South per the specified scope.
3.1.2.2	2	19	Squares	Fee to replace the sheathing if directed to by the MPHA. This fee may be added to the contract via a change order.
Lot #2: 3737 Aldrich Avenue South				
3.1.2.3	3	1	Each	Firm-fixed Base Bid fee to replace the roof and incidental work at 3737 Aldrich Avenue South per the specified scope.
3.1.2.4	4	13	Squares	Fee to replace the sheathing if directed to by the MPHA. This fee may be added to the contract via a change order.
Lot #3: 3145 Harriet Avenue South				
3.1.2.5	5	1	Each	Firm-fixed Base Bid fee to replace the roof and incidental work at 3145 Harriet Avenue South per the specified scope.
3.1.2.6	6	13	Squares	Fee to replace the sheathing if directed to by the MPHA. This fee may be added to the contract via a change order.
Lot #4: 3104 Dupont Avenue South				
3.1.2.7	7	1	Each	Firm-fixed Base Bid fee to replace the roof and incidental work at 3104 Dupont Avenue South per the specified scope.
3.1.2.8	8	22	Squares	Fee to replace the sheathing if directed to by the MPHA. This fee may be added to the contract via a change order.

3.2 Taxes. All persons doing business with the MPHA are hereby made aware that as of January 1, 2017, the MPHA is exempt from paying Minnesota State Sales and Use Taxes and Federal Excise Taxes. A letter of Tax Exemption will be provided upon request. Contractors must pay sales or use tax on the cost of all materials, supplies, and equipment to complete the construction contract.

3.3 Additional Information pertaining to the Pricing Items.

3.3.1 Quantities. All quantities entered by the MPHA and within the corresponding Pricing Items within the eProcurement Marketplace are for calculating purposes only. As may be further detailed, the MPHA does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this QSP.

3.3.2 Entry of Fees. Quoters are required to submit proposed costs, where provided for, within the eProcurement Marketplace only. Whereas no additional proposed costs can or will be received after the quote submittal deadline, any quoter that does not submit proposed pricing where provided for on-line shall be rejected without further consideration.

3.3.2.1 Firm-fixed Base Bid Fees (Pricing Items No. 1, 3, 5 and 7). The proposed fee entered for these Pricing Items shall be for all of the work detailed within the scopes to replace the roofs and complete the incidental work at each property. The MPHA reserves the right to not complete an award with any firm that submits, in the opinion of the MPHA, a cost that is either too low or a cost that is too high.

3.3.2.2 Fee to replace sheathing (Pricing Items No. 2, 4, 6 and 8). The proposed fee entered for these Pricing Items will not be included in the original contract. The MPHA may direct the Contractor to replace the sheathing once construction has begun. If it is determined that the sheathing will be replaced, the Contractor shall replace the sheathing per the proposed fee submitted. A change order will be issued to add the additional fee to the original contract.

3.3.2.3 Lots. Quoters may quote costs (and services) for:

3.3.2.3.1 Just Lot #1; or

3.3.2.3.2 Just Lot #2; or

3.3.2.3.3 Just Lot #3; or

3.3.2.3.4 Just Lot #4; or

3.3.2.3.5 A quoter may quote costs (and services) for any combination of the noted Lots, including all Lots.

3.3.2.4 If a quoter wishes to propose a cost for any Pricing Item within any Lot, he/she must propose a cost (and therefore services) for all Pricing Items within such Lot; meaning, a quoter shall not be allowed to “pick and choose” which Pricing Items (or services) listed within each Lot that the quoter may wish to respond to.

3.3.2.5 No Increase in Proposed Unit Fees. The MPHA will not, after the submittal deadline, negotiate an increase to any unit costs or fees proposed prior to the submittal deadline; accordingly, quoters are strongly cautioned to submit a realistic price for each Pricing Item identified within the preceding Table No. 3.

3.3.2.6 Review the Entry of Proposed Fees. The MPHA strongly recommends that each quoter, after entry of the proposed costs within the Marketplace, print the receipt provided and carefully review the entry to ensure that the quoter has entered the proposed fees correctly and as the quoter intended to meet the requirements (the Marketplace will allow the quoter to re-enter the Marketplace at any time prior to the posted deadline to correct any such entry). The quoter will NOT be able to correct this entry after the posted deadline has expired, which means that the Agency will utilize such entry, correct or incorrect, to calculate the quoter's quote and determine where he/she places in the ranking of all quoters.

3.3.3 Right to Award. Generally speaking, award will be made to the lowest quoter; however, the MPHA reserves the right to, based upon the quoter's capacity to complete the work within the timeframes the MPHA require:

3.3.3.1 Complete award to one firm for all Lots detailed within the preceding Table No. 4; or

3.3.3.2 Complete award to separate firms for all such Lots.

3.3.3.3 If the MPHA completes an award to a firm for a Lot at a cost higher than a lower cost submitted for that Lot, such shall occur due to the specific circumstances detailed within the preceding Section 3.3.3.

3.3.4 Applicable Wage Rates.

3.3.4.1 Davis Bacon Prevailing Wage Rates. As detailed within 24 CFR 85.36(h)(5), the Contractors required to pay Davis-Bacon wage rates (for all "construction contracts in excess of \$2,000"). The applicable Wage Rates pertaining to the work detailed is attached and detailed within Attachment D-4. This work will be subject to all of the requirements pertaining to Davis-Bacon work, including the applicable Federal forms and procedures (e.g. on-site interviews; certified payrolls; etc).

3.4 Quoter's Responsibilities — Contact with the MPHA. It is the quoter's responsibility to address all communication and correspondence pertaining to this QSP process to the Buyer only. Quoters must not make inquiry or communicate with any other MPHA staff member or official (including members of the Board of Commissioners) pertaining to this QSP. Failure to abide by this requirement may be cause for the MPHA to not consider a quote submittal received from any quoter who may has not abided by this directive.

3.4.1 Addendums. All questions and requests for information must be addressed in writing to the Buyer. The Buyer will respond to all such inquiries in writing by

addendum to all prospective quoter (i.e. firms or individuals that have obtained the QSP Documents). During the QSP solicitation process, the Buyer will not conduct any substantive conversations between the MPHA and a prospective quoter when other prospective quoter are not present that may give one prospective quoter an advantage over other prospective quoter. This does not mean that prospective quoter may not call the Buyer—it simply means that, other than making replies to direct the prospective quoter where his/her answer has already been issued within the solicitation documents, the Buyer may not respond to the prospective quoter’s inquiries but will direct him/her to submit such inquiry in writing so that the Buyer may more fairly respond to all prospective quoter in writing by addendum.

3.5 Quote Submission. Pertaining to any documents issued or that will be submitted at any point in the QSP or ensuing contract process:

3.5.1 Submission Responsibilities. It shall be the responsibility of each quoter to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by the MPHA, including the QSP document, the documents listed within the following Section 3.8, and any addenda and required attachments submitted by the quoter. By completing, signing, and submitting the completed documents, the quoter is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the quoter not authorized in writing by the Buyer to exclude any of the MPHA requirements contained within the documents may cause that quoter to not be considered for award.

3.6 Quoter’s Responsibilities — Equal Employment Opportunity and Supplier Diversity. Both the Contractor and the MPHA have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

3.6.1 Within **2 CFR § 200.321** it states:

3.6.1.1 Contracting with small and minority businesses, women’s business enterprise and labor surplus area firms.

3.6.1.2 (a) The non-federal entity must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.

3.6.1.3 (b) Affirmative steps shall include:

3.6.1.3.1 (1) Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;

Quotations for Small Purchases (QSP) No. Q17015, Scattered Sites Roofing

- 3.6.1.3.2** (2) Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;
- 3.6.1.3.3** (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women’s business enterprises;
- 3.6.1.3.4** (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women’s business enterprises;
- 3.6.1.3.5** (5) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and
- 3.6.1.3.6** (6) Requiring the prime Contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

3.6.2 Within **HUD Procurement Handbook 7460.8 REV 2** it states:

- 3.6.2.1** Section 15.5.A, Required Efforts. Consistent with Presidential Orders 11625, 12138, and 12432, the MPHA shall make every effort to ensure that small businesses, MBEs, WBEs, and labor surplus area businesses participate in MPHA contracting.
- 3.6.2.2** Section 15.5.B, Goals. MPHA is encouraged to establish goals by which they can measure the effectiveness of their efforts in implementing programs in support of . . . contracting with disadvantaged firms. It is important to ensure that the means used to establish these goals do not have the effect of limiting competition and should not be used as mandatory set-aside or quota, except as may otherwise be expressly authorized in regulation or statute. Some localities have adopted minority contracting set-aside policies or geographic limitations, which may be in conflict with Federal requirements for full and open competition.

3.7 Pre-quote Conference. There is not a Pre-quote Conference scheduled as a part of this QSP.

3.8 Recap of Attachments. It is the responsibility of each quoter to verify that he/she has downloaded the following attachments pertaining to this QSP, which are hereby by reference included as a part of this QSP:

Quotations for Small Purchases (QSP) No. Q17015, Scattered Sites Roofing

[Table No. 4]

QSP Section	Document No.	Attachment	Description
3.8.1	1.0		This QSP Document
3.8.2	2.0	A	Profile of Firm Form
3.8.3	3.0	B	Section 3 Form Submittal Form
3.8.3.1	3.1	B-1	Section 3 Explanation
3.8.4	4.0	C	Statement of Contractor's Qualifications
3.8.5	5.0	D	Sample Contract Form (please note that this contract and the listed appendices are being given as a sample only—the MPHA reserves the right to revise any clause and/or to include within the ensuing contract any additional clauses that the MPHA feels it is in its best interests to do so)
3.8.5.1	5.1	D-1	Sample Contract Appendix No. 1: Form HUD-5370-EZ (01/2014), General Contract Conditions for Small Construction/Development Contracts
3.8.5.2	5.2	D-2	Sample Contract Appendix No. 2: <i>Form HUD-50071 (01/14), Certifications of Payments to Influence Federal Transactions</i>
3.8.5.3	5.3	D-3	Sample Contract Appendix No. 3: <i>Sample Notice to Proceed form</i>
3.8.5.4	5.4	D-4	Sample Contract Appendix No. 4: <i>Davis-Bacon General Wage Decision</i>
3.8.5.5	5.5	D-5	Sample Contract Appendix No. 5: <i>Section 3 Plan</i>
3.8.5.6	5.6	D-6	Sample Contract Appendix No. 6: <i>Minnesota Statute §16C.285 Responsible Construction Contractor Verification form</i>
3.8.5.7	5.7	D-7	Sample Contract Appendix No. 7: <i>Right to Know Form</i>
3.8.5.8	5.8	D-8	Sample Contract Appendix No. 8: <i>Data Privacy Statement</i>
3.8.6	6.0	E	<i>Roof Scopes</i>
3.8.6.1	6.1	E-1	<i>Roof Pictures</i>
3.8.6.2	6.2	E-2	<i>Asphalt Single Specifications</i>
3.8.6.3	6.3	E-3	<i>EPDM Roofing Specifications</i>

4.0 QUOTE EVALUATION.

- 4.1 No Public Opening.** As this is an informal QSP competitive solicitation process, a public opening of quotes submitted will not be conducted. Instead, the MPHA will receive quotes in confidence or private (without a public opening), and will evaluate the quotes submitted, and will in a timely manner inform all quoters of the results of such evaluation.
- 4.1.1 Ties.** In the case of tie quotes, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by “drawing lots or other random means of selection.”
- 4.2 Responsive Evaluation.** Quote submittals received will first be evaluated in private for responsiveness (i.e. meets the minimum of the requirements). Firms not meeting the minimum that are deemed to be non-responsive will be notified of such in writing by the MPHA.
- 4.3 Responsible Evaluation.** The MPHA will evaluate each quoter as to responsibility (e.g. a firm that is qualified, responsible and able to provide to the MPHA the required services). If the MPHA ascertains that such firm has the required ability, capability, experience, knowledge, licensing, insurance and resources to provide the required services, the MPHA may proceed with award as detailed. If the MPHA determines that such firm is deemed to be not responsible, such firm will be notified of such in writing by the MPHA.
- 4.4 Restrictions.** Any and all persons having ownership interest in a quoter entity or familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a quoter entity will be excluded from participation in the evaluation of the quote.

5.0 CONTRACT AWARD.

5.1 Contract Award Procedure. If a contract is awarded pursuant to this QSP, the following detailed procedures will be followed:

5.1.1 By completing, executing and submitting a quote, the “quoter is thereby agreeing to abide by all terms and conditions pertaining to this QSP as issued by the MPHA, either in hard copy or on the eProcurement Marketplace,” including the contract clauses already attached as Attachments D and D-1 through D-8, each attached. Accordingly, the MPHA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

5.2 Contract Conditions. The following provisions are considered mandatory conditions of any contract award made by the MPHA pursuant to this QSP:

5.2.1 Contract Form. The MPHA will not execute a contract on the Contractor’s form— contracts will only be executed on the MPHA form (please see Sample Contract, Attachments D and D-1 through D-8 each attached), and by submitting a quote the Contractor agrees to do so (please note that the MPHA reserves the right to amend this form as the MPHA deems necessary). However, the MPHA will during the QSP process (prior to the posted question deadline) consider any contract clauses that the quoter wishes to include and submits in writing a request for the MPHA to do so; but the failure of the MPHA to include such clauses does not give the Contractor the right to refuse to execute the MPHA’s contract form. It is the responsibility of each prospective quoter to notify the MPHA, in writing, prior to submitting a quote, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The MPHA will consider and respond to such written correspondence, and if the prospective quoter is not willing to abide by the MPHA’s response (decision), then that prospective quoter shall be deemed ineligible to submit a quote.

5.2.1.1 Mandatory HUD Forms. Please note that the MPHA has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this QSP.

5.2.2 Assignment of Personnel. The MPHA shall retain the right to demand and receive a change in personnel assigned to the work if the MPHA believes that such change is in the best interest of the MPHA and the completion of the contracted work.

5.2.3 Unauthorized Sub-Contracting Prohibited. The Contractor 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 contract) without the prior written consent of the Buyer. Any purported assignment of interest or delegation of duty, without the prior written consent of the Buyer shall be void and may result in the cancellation of the contract with the MPHA, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the Buyer.

Quotations for Small Purchases (QSP) No. Q17015, Scattered Sites Roofing

- 5.3 Licensing and Insurance Requirements.** Prior to award (but not as a part of the quote submission) the *Contractor* will be required to provide:
- 5.3.1 Workers Compensation Insurance.** An original certificate evidencing the quoter's current industrial (worker's compensation) insurance carrier and coverage amount. Insurance coverage shall include Statutory Workers' Compensation, including Employers Liability with a minimum limit of \$500,000 each accident, \$500,000 Disease-Policy Limit, \$500,000 Disease Each employee;
 - 5.3.2 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the MPHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the MPHA as an additional insured under said policy (minimum of \$1,500,000 each occurrence, general aggregate minimum limit of \$1,500,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a maximum deductible amount of \$5,000;
 - 5.3.3 Builder's Risk Insurance.** The Contractor shall obtain Builder's Risk Insurance for the project. Unless otherwise noted, the Contractor shall purchase and maintain, in a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, property insurance written on a builder's risk "all-risk" or equivalent policy form in the amount of the contract on a replacement cost basis without optional deductibles. Such property insurance shall be maintained, unless otherwise provided in the contract documents or otherwise agreed in writing by all persons and entities who are beneficiaries of such insurance, until final payment has been made or until no person or entity other than the MPHA has an insurable interest in the property to be covered, whichever is later. This insurance shall include interests of the MPHA, the Contractor, and all subcontractors on the project.
 - 5.3.4 Automobile Insurance.** 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 program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.
 - 5.3.5 City/County/State Business License.** If applicable, a copy of the quoter's business license allowing that entity to provide such services within the City of Minneapolis, Hennepin County, and/or the State of Minnesota.
 - 5.3.6 Certificates/Profile of Firm Form.** Pertaining to the aforementioned (within Sections 5.3.1 through 5.3.5) insurance certificates and licenses, each quoter is required to enter related information where provided for on the Profile of Firm Form (do not attach or submit copies of the insurance certificates or licenses within the quote submittal—we will garner the necessary documents from the successful quoter prior to contract execution).

Quotations for Small Purchases (QSP) No. Q17015, Scattered Sites Roofing

- 5.4 Contract Service Standards.** All work performed pursuant to this QSP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.
- 5.5 Prompt Return of Contract Documents.** All documents required to complete the contract, including contract signature by the successful proposers, shall be provided to the MPHA within 10 work days of notification by the MPHA.