

400 N. 15th Street
Palatka, Florida 32177
(386) 530-2360
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Palatka Housing Authority

PROCUREMENT and CONTRACTS

2015

PHA-15-IFB-PS-001

PAINTING SERVICES

BID PACKAGE

Due By 10:00 a.m. on September 29, 2015

Striving for Excellence

BID DOCUMENT CHECKLIST
PHA-15-IFB-PS-001

EACH BIDDER SHALL PROVIDE THE FOLLOWING DOCUMENTS IN THEIR BID.

1. PROVIDE CERTIFICATE OR COPY OF THEIR CONTRACTOR'S/BUSINESS LICENSE
2. PROVIDE CURRENT COPY OF THEIR CERTIFICATE OF LIABILITY INSURANCE TO INCLUDE WORKMAN COMPENSATION INSURANCE OR STATE EXEMPTION CERTIFICATE
3. COMPLETE HUD FORM 5369a REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF BIDDERS
4. COMPLETE HUD FORM 5369c CERTIFICATIONS AND REPRESENTATIONS OF OFFERORS NON CONSTRUCTION CONTRACT
5. COMPLETE HUD FORM 2530 PREVIOUS PARTICIPATION FORM
6. COMPLETE NON-COLLUSIVE AFFIDAVIT (Requires Notary)
7. SIGN DAVIS-BACON WAGE RATE FORM
8. FILL OUT PUBLIC ENTITY CRIME SWORN STATEMENT (Requires Notary)
9. SIGN ACKNOWLEDGEMENT RECEIPT OF HUD FORM 5224 AND FORM 4010
10. BIDPRICE PROPOSAL FORM (Signed and Dated)

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INSURANCE, LICENSE, TAX REQUIREMENTS

The Contractor shall take out and maintain throughout the contract period insurance in the following **minimum** requirements.

GENERAL LIABILITY INSURANCE: Shall be maintained with limits for bodily injury or death of not less than \$1,000,000.00 aggregate per policy, and with limits for property damage of not less than \$250,000.00 per occurrence and not less than \$1,000,000.00 aggregate for the policy.

AUTOMOBILE LIABILITY INSURANCE: All motor vehicles used in connection with the contract whether owned, non-owned, or hired, shall have limits for bodily injury or death of not less than \$50,000.00 per person and not less than \$50,000.00 for each occurrence, and not less than \$250,000.00 per aggregate.

WORKER'S COMPENSATION AND EMPLOYERS LIABILITY INSURANCE: All employees including owner or partners shall be covered by the following minimum limits. However partners or owner that qualifies for exemption under the workman compensation law can submit the proper exemption certificate. Listed below are the minimum limits of insurance.

1. Bodily injury by accident, \$100,000.00 each accident.
2. Bodily injury by disease, \$100,000.00 each person.
3. Policy limit \$500,000.00

The Contractor shall furnish to the Palatka Housing Authority a Certificate of Insurance showing the name of **the insurance company, type** of insurance, amount of coverage, policy number, effective date and expiration date of the policy. This certificate must be signed by a representative of the insurance company and must include the provision that no change in, or cancellation of any policy listed in the certificate will be made prior to written notice to the owner. The Contractor shall furnish to the Palatka Housing Authority the Certificate of Insurance before the commencement of work.

TAXES

FEDERAL, STATE, AND LOCAL PAYROLL TAXES

No Federal, State, local income tax or payroll tax of any kind shall be withheld or paid by the Local Authority on behalf of the Contractor or the employees of the Contractor. The Contractor shall not be treated as an employee with respect to the services performed hereunder for Federal, State, or local tax purposes.

The Contractor understands that the Contractor is responsible to pay, according to law, the Contractor's income taxes. If the Contractor is not a corporation, the Contractor further understands that the Contractor may be liable for self-employment (social security) tax, to be paid by the Contractor according to law.

HUD REQUIREMENTS

The Contractor agrees to abide by all applicable HUD regulations as well as Federal, State, and Local Laws and regulations that may apply to the work or services provided. The Contractor has reviewed and agrees to follow the State of Florida, current Davis-Bacon Wage Determination Rate for all employees. The Contractor is responsible for obtaining any and all permits or regulatory authorizations prior to commencement of the work or Contract.

NON-COLLUSIVE AFFIDAVIT

PHA-15-IFB-PS-001

STATE OF _____
COUNTY OF _____

_____, Being first duly sworn, deposes and says:

That he/she is _____
(A partner or officer of the firm of, etc.)

The party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the bid price of Affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the Palatka Housing Authority or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of:

Bidder, if bidder is an individual

Partner, if the bidder is a partnership

Officer, if the bidder is a corporation

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public

My Commission expires: _____

SWORN STATEMENT UNDER SECTION 287.133(3)(A),
FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

(To be signed in the presence of a notary public or other officer authorized to administer oaths)

STATE OF _____
COUNTY OF _____

Before me, the undersigned authority, personally appeared _____, who, being by me first duly sworn, made the following statement:

1. The business address of _____ (name of bidder or contractor) is _____.

2. My relationship to _____ (name of bidder or contractor) is _____.
(relationship such as sole proprietor, partner, president, vice president)

3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand that "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

5. I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the bidder or contractor nor any officer, director, executive, partner, shareholder, employee, member, or agent who is active in the management of the bidder or contractor nor any affiliate of the bidder or contractor has been convicted of a public entity crime subsequent to July 1, 1989.

(Draw a line through paragraph 6 if paragraph 7 below applies)

7. There has been a conviction of a public entity crime by the bidder or contractor, or an officer, director, executive, partner, shareholder, employee, member, or agent of the bidder or contractor who is active in the management of the bidder or contractor or an affiliate of the bidder or the contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____. A copy of the order of the Division of Administrative Hearings is attached to this statement.

(Draw a line through paragraph 7 if paragraph 6 above applies)

Sworn to and subscribed before me in the state and county first mentioned above on the _____ day of _____, 20 ____.

Notary Public

My Commission Expires _____

**BID PROPOSAL SHEET
PHA-15-IFB-PS-001**

THE PROPOSED BID IS SUBMITTED TO: Willie Mae Thomas Contract Officer
ADDRESS: Palatka Housing Authority
400 North 15th Street
Palatka, Florida 32178-1277

BID DUE DATE: September 29, 2015 BY 10:00 A.M.

SCOPE OF WORK BID/CONTRACT

SCOPE: THE CONTRACTOR SHALL FURNISH ALL LABOR, TOOLS AND MATERIALS (*EXCLUDING PAINT or INCLUDING PAINT*) AND PERFORM ALL WORK NECESSARY AND INCIDENTAL TO PAINTING SERVICES TO UNIT VACANCIES AT PHA PUBLIC HOUSING PROPERTIES

- 1.) WESTOVER MANOR (30 - 1&2 br units)
- 2.) LEMON HEIGHTS (20 - 1,2,3,& 4 br units)
- 3.) MADISON COURT (34 - 1&2 br units, efficiency)
- 4.) NORTHSIDE HOMES (116 - 2,3,4,& br units)
- 5.) JAMES A. LONG (84 - 1,2,3, & 4 br units)
- 6.) JAMES A. LONG CT'S (16 - 4 & 5 br units)
- 7.) ROSA K. RAGSDALE (84 - 2 & 3 br units)
- 8.) ANNIE M. SPELLS (36 - 1 br units)
- 9.) WESTOVER AL's (30-1 br units)

BID PRICE FOR INTERIOR PAINTING (CONTRACTOR PROVIDE PAINT)

EFFICIENCIES \$ _____	3 BEDROOMS \$ _____
1 BEDROOM \$ _____	4 BEDROOMS \$ _____
2 BEDROOMS \$ _____	5 BEDROOMS \$ _____

BID PRICE FOR INTERIOR PAINTING (PHA PROVIDE PAINT)

EFFICIENCIES \$ _____	3 BEDROOMS \$ _____
1 BEDROOM \$ _____	4 BEDROOMS \$ _____
2 BEDROOMS \$ _____	5 BEDROOMS \$ _____

COMPANY/CONTRACTOR_____

AUTHORIZED SIGNATURE/TITLE_____

DATE_____

PHONE_____

EMAIL_____

PAINTING SPECIFICATIONS/STATEMENT OF WORK

The Contractor shall provide painting services to the following PHA properties as they become vacant, that includes (420 public housing units located within 9 developments and ranging from 0-5 bedrooms):

• Westover Manor	0 – 2	Bedrooms
• AMS	1	“
• Lemon Heights Homes	1 – 4	“
• Madison Court	0 – 2	“
• Northside Homes	2 – 5	“
• Dr. James A. Long	1 – 4	“
• Dr. James A. Long CTs	4 – 5	“
• Rosa K. Ragsdale	2 – 3	“
• Westover AL's	0 – 1	“

Below is a list of average square footage per bedroom size. (Please note that these are only average square footages and we strongly suggest that you take your own measurements for accuracy):

- Efficiency – 468 SQ FT
- 1 Bedroom – 533 SQ FT
- 2 Bedroom – 826 SQ FT
- 3 Bedroom – 1037 SQ FT
- 4 Bedroom – 1318 SQ FT
- 5 Bedroom – 1475 SQ FT

1. The Contractor agrees to prepare all units for painting such as removal of door hardware, globes, shades, switch covers, receptacle covers, and nails from walls. In addition, the Contractor will scrap any loose paint, caulk (spackle) holes and cracks in walls and any other items that may be in the way of painting.
2. Contractor agrees to complete units within 72 hours (including weekends and holidays) from notification of vacancy (This means that the contractor shall have the unit painted and completed with 3 days of notification). A penalty clause in the amount of **\$50.00** per day per unit for units not completed with the required timeframe, (stated above).
3. General painting of units shall include the following:
 - All interior walls
 - Baseboard
 - Ceiling
 - Shelving
 - Interior and exterior doors and jambs
 - Bathroom medicine cabinets
 - Exterior storage rooms shall also be painted along with exterior window ledges and exterior wood posts on porch.
 - All screen doors and window frames.

4. Contractor will paint all screen doorjambes and window frames, as needed both interior and exterior.
5. Contractor agrees to provide all equipment, materials and tools for painting. If contractor is to provide paint, specifications of paint must be approved by PHA.
6. Contractor will apply 2 coats of paint.
7. Contractor will not clean brushes, rollers or any other painting tools in the units. Paint is not to be poured down any drains or in bathtubs.
8. Contractor is required to clean any over spray and to remove painting debris from each unit after the job is complete.
9. Contractor is responsible to move appliances for painting walls that are located behind such appliance.
10. All paint and finish must be done at a professional level.
11. The Local Authority Director of Maintenance or his designee will inspect and approve all work.

EMAIL ADDRESS

_____ @ _____ . _____

_____ @ _____ . _____

FAX NUMBER

(_____) _____ _____

