

**QUOTATIONS FOR SMALL PURCHASES (QSP) No. Q26001 RHA Seymour 1
Construction Remodel - Labor Only**

PROCEDURE: Bidders will be able to submit proposed pricing through the procurement site Auburn Housing Authority (AHA). We will accept the proposed pricing through the eprocurement site, email and by mail delivery. AHA will NOT accept proposed pricing verbally or by telephone!

- 1.0 AUBURN HOUSING AUTHORITY (AHA) CONTACT:** All questions pertaining to this QSP document shall be addressed to Richetta Stephens, Accountant, telephone: (334) 821-2262 x228, fax 334-821-2264, or e-mail: rstephens@auburnhousingauth.org.
- 2.0 APPLICABILITY:** By submitting a quote to the AHA, the vendor is agreeing to abide by all terms and conditions listed herein, including those terms and conditions within HUD Handbook 7460.8 REV 3, Procurement Handbook for Public Housing Agencies, and HUD Table 5.1, Mandatory Contract Clauses for Small Purchases other than Construction.
- 3.0 AHA RESERVATION OF RIGHTS:** The AHA 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 AHA to be in the best interest of the HA;
 - 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 Bidder;
 - 3.3** Determine the days, hours and locations that the successful Bidder 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;
 - 3.5 AHA reserves the right to:**
 - 3.5.1** To make an award to the same vendor (aggregate) for all items; or,
 - 3.5.2** To make an award to multiple Vendors for the same or different items.
- 4.0 BIDDER'S RESPONSIBILITY:** Each Bidder must carefully review and comply with all instructions provided herein, provided within any named attachments and those provided within the noted Internet system.
- 5.0 DEADLINE:** Quotes must be received by Thursday, September 3, 2026 at 2:00 P.M. CST Each vendor shall submit his/her proposed costs, prior to the posted deadline, as provided for herein. Whereas this is an informal solicitation process, the AHA 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 AHA to do so.

QUOTATIONS FOR SMALL PURCHASES (QSP) No. Q26001 RHA Seymour 1
Construction Remodel - Labor Only

- 6.0 HOLD PRICES/NON-ESCALATION:** By submitting a quote, and whereas the quote sum submitted is a firm-fixed quote, each Bidder thereby agrees to "hold" or not increase the proposed quote prices during the term of the work.
- 7.0 PURCHASE ORDER (PO):** AHA will procure the applicable goods or services by issuance of a PO (which shall have the same meaning as a "contract"). PO's will be issued on an as needed basis only. By submitting a quote, the successful Bidder thereby agrees to confirm receipt of the PO in the manner directed by AHA.
- 8.0 AWARD CRITERIA:** If an award is completed pursuant to this QSP, and unless otherwise instructed in writing by the CO, award shall be made to the responsive and responsible Bidder that submits the lowest cost.
- 9.0 INVALID OR ALTERNATE QUOTES:** Failure to complete and submit all required information, or to add any additional requirements not acceptable to AHA, may invalidate the quote submitted. Furthermore, AHA shall reserve the right to reject, without consideration, alternate quotes, meaning those that do not meet the requirements of this QSP.
- 10.0 QUOTE COSTS:** There shall be no obligation for the AHA to compensate any Bidder or prospective Bidder for any costs that he/she may incur in responding to this QSP.
- 11.0 SHIPPING COSTS:** Each quoted sum submitted shall include completion of the specified services at the AHA site or location, as specified within this QSP or on the PO issued.
- 12.0 ASSIGNMENT OF PERSONNEL:** AHA shall retain the right to demand and receive a change in personnel assigned by the successful Bidder to provide services to the HA if the HA believes that such change is in the best interest of the HA and the completion of the work or provision of the items.
- 13.0 E-VERIFY:** U.S. Law requires companies to employ only individuals who may legally work in the United States - either U.S. citizens, or foreign citizens who have the necessary authorization. The Contractor must certify compliance with E-verify, in that the Contractor is registered, uses, and will continue to use the E-Verify, Federal Work Authorization Program throughout the contract period. The 1-page form (attached) must be fully completed, executed where provided thereon and will be a part of the contract.
- 14.0 SECTION 3/RESIDENT PARTICIPATION:** AHA encourages the hiring of residents by the Contractor for any employment opportunities available as a result of its contracts. The Contractor will be asked to make every effort to hire residents and to post job opportunities in the Management Office of the communities where the work is to be performed. The Contractor will be asked to report the hiring of any residents to assist AHA in monitoring resident participation in the performance of work under its contracts, progress toward achieving established goals and in the development of future resident participation programs.
- 15.0 UNAUTHORIZED SUB-CONTRACTING PROHIBITED:** The successful Bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this QSP (including, but not

QUOTATIONS FOR SMALL PURCHASES (QSP) No. Q26001 RHA Seymour 1
Construction Remodel - Labor Only

limited to, selling or transferring the ensuing PO or 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 AHA.

16.0 LIABILITY-INDEMNITY-REMEDIES

- 16.1** In the course of performing the services under this Agreement, Contractor shall assume full liability for any and all claims and demands for injury and property damage caused by its employees, agents, or equipment. To the extent any such claim is made or determined payable against AHA, Contractor further shall indemnify and hold AHA harmless therefore. This shall include any and all claims arising from the implementation of this Agreement and arising from the work and performance of services undertaken by Contractor, its employees, agents, or subcontractors and arising out of any other operation no matter by whom performed for and on behalf of Contractor, whether or not due in whole or in part to conditions, acts, or omissions done, or permitted by Contractor or AHA.
- 16.2** To the full extent authorized by law, Contractor agrees to indemnify, hold harmless and defend AHA, its commissioners, employees, and agents from and against any and all liabilities, claims, damages, losses, suits, penalties, forfeitures, actions, decrees, judgments, attorneys' fees, court costs, and other costs and expenses incidental thereto (including but not limited to the cost of defense, settlement, judgment, and reasonable attorneys' fees) which AHA, its officers, commissioners, employees, or agents may suffer or which may be sought against, recovered from, or obtainable against AHA, its commissioners, employees, or agents, as a result of, by reason of, arising out of, on account of, or in consequence of any act or failure to act on the part of Contractor, its subcontractors or agents, or anyone directly or indirectly employed by any such subcontractors or agent, in the fulfillment or performance of the terms, conditions, or covenants that are contained in this Agreement, and which said act or failure to act is contrary to or is not authorized by this Agreement or is otherwise negligent, wanton, willful, or contrary to any applicable law, regulation, or recognized standard of practice or performance. The covenants and obligations set forth in the preceding sentence shall exist and remain in full effect notwithstanding the fact that the occurrence which gave rise to such claim, damage, loss, liability, suit, action, judgment, or expense was caused in part by the negligence or other wrongful act of any party indemnified hereunder. Nothing contained herein shall waive any rights, privileges, immunities, or limitations of liability to which AHA is entitled under §11-93-2 of the Code of Alabama (which limits recovery for damages against a governmental entity to \$100,000 for bodily injury or death for one person in a single occurrence; \$300,000 in the aggregate for bodily injury or death for more than two persons in a single occurrence; and \$100,000 for damage or loss of property in a single occurrence) or under any other present or future statute or rule of law which limits any liability of AHA in any manner.

**QUOTATIONS FOR SMALL PURCHASES (QSP) No. Q26001 RHA Seymour 1
Construction Remodel - Labor Only**

17.0 LICENSING AND INSURANCE REQUIREMENTS: Prior to award (but not as a part of the quote submission) the *successful Bidder* will be required to provide:

- 17.1 An original certificate evidencing the Bidder's current industrial (worker's compensation) insurance carrier and coverage amount;
- 17.2 An original certificate evidencing General Liability coverage, naming AHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of AHA 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;
- 17.3 An original certificate showing the Bidder'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.
- 17.4 A copy of the Bidder's business license allowing that entity to provide such services within the jurisdiction of Roanoke, Alabama;
- 17.5 A copy of the Bidder's license issued by the State of Alabama licensing authority allowing the Bidder to provide the services detailed herein.

18.0 SCOPE OF SERVICES:

Auburn Housing Authority is seeking quotes from Contractors to provide all labor, debris management and removal, tools, equipment, supervision, associated insurance, licenses and permits required for the remodel of Seymour Apt #1., Roanoke Housing Authority located in Roanoke, Alabama. The required services include the following:

Contractor shall be responsible for touring the individual unit prior to submitting a quote. The inspection date can be scheduled by contacting Mr. Anthony Askew at email aaskew@auburnhousingauth.org or by phone at 334.740.7587.

- 18.1 All Bidders are required to examine carefully the site of the proposed work and it is mutually agreed that the submission of a Quotes shall be evidence that the Bidder has made such examination and has judged for and satisfied himself/herself as to the conditions to be encountered and as to the character, quality, and quantities of work to be performed and materials will be furnished. Bidders shall also familiarize themselves with and shall comply with the requirements of all Federal, State, and Local Laws and Ordinances which may directly or indirectly affect the job, prosecution of the job, persons engaged in or employed on the job, or the materials or equipment used on the job. No adjustments or compensations will be allowed for losses caused by failure to comply with the above requirements.

QUOTATIONS FOR SMALL PURCHASES (QSP) No. Q26001 RHA Seymour 1 Construction Remodel - Labor Only

18.2 General Requirements

The contractor shall furnish all labor, equipment, tools, supervisor, and disposal necessary to complete the described herein.

- Contractor is responsible for all demolition, installing, and debris removal.
- Work shall comply with HUD Construction standards, local codes, and industry practices.
- Unit should be cleaned throughout.
- Unit should be painted throughout.
- Maintain a safe and clean job site at all times.
- Unit must be delivered clean, sanitary, and move-in ready.

18.3 Electrical

- Detach old and install new smoke detectors and carbon monoxide tester.
- Replace all light fixtures.
- Replace new fluorescent fixture in kitchen.
- Install new HVAC thermostat.
- Detach and replace new GFI outlets (bathroom, kitchen, and laundry).
- Replace:
 - All switches
 - All outlets and receptacles
 - All covers

18.4 Cable/Communications

- Run cable line through ceiling.
- Provide cable outlets in
 - Living room
 - Four (4) bedrooms
- All work must be **code compliant**.

18.5 Flooring

- Remove all existing tile/VCT flooring and install new VCT tile.
- Remove old baseboards and install new wood painted and primed baseboards.
- Apply floor-leveling compound as needed.
- R&R underlayment as needed throughout unit.
- Install quarter round throughout unit.

18.6 Doors and Hardware

- Install new interior door slabs (lauan).
- Sand and apply one coat urethane per side.
- Install new locksets and doorknobs.
- Repair all damaged doorjambs.
 - Apply steel-reinforced auto body filler.
 - Apply a rust-inhibiting primer, and repaint.

QUOTATIONS FOR SMALL PURCHASES (QSP) No. Q26001 RHA Seymour 1
Construction Remodel - Labor Only

- Paint:
 - Door slabs.
 - Jambs and casings (two coats interior paint).
 - Exterior door slab (one coat exterior paint).

18.7 Trim and Carpentry

- Remove existing trim boards throughout unit.
- Install new 1x6 pine trip boards and paint (caulk and level trim).
- Remove and install new baseboards throughout.
- Provide carpentry work as required, including:
 - Bracing shelving
 - Adjustments for access panels
 - General repairs

18.8 Drywall and Paint

- Scrape and prep all surfaces.
- Patch and repair drywall.
- Install drywall where required.
- Encase exposed pipes with drywall where applicable
- Apply:
 - One (1) coat PVA primer
 - Two (2) coats of paint
- Paint:
 - Walls
 - Trim
 - Shelving (minimum one coat)

18.9 HVAC Closet

- Detach and reset door and casing.
- Install drywall as needed.
- Paint floor (two coats).
- Install new extra-large cold air return cover.
- Clean and seal door slab.

18.10 Living Room and Closets

- Apply floor-leveling compound (as needed).
- Paint shelving (minimum one coat).

18.11 Pantry

- Frame and install new ceiling access panel.
- Replace underlayment.
- Replace drywall and encase pipes.
- Paint shelving (one coat minimum).

QUOTATIONS FOR SMALL PURCHASES (QSP) No. Q26001 RHA Seymour 1
Construction Remodel - Labor Only

18.12. Kitchen

Cabinets and Countertops

- Detach and replace upper and lower cabinets.
- Remove backsplash and install stainless steel backsplash.
- Install plastic laminate countertops (standard grade).
- Install new water heater closet cabinet and door.

Appliances

- Remove and install:
 - Range and pigtail (owner provided).
 - Install 3-prong receptacle for range.
 - Refrigerator (owner provided).
 - Replace range hood (owner provided).
 - Install electric water heater (owner provided).
 - Ensure water heater is working properly and temperature setting is accurate.
 - Install new supply lines.

Plumbing

- Tear out wet wall and replace with moisture resistant drywall (green board).
- Tear out a repair behind range so range is flush with cabinets.
- Detach and install new sink (double basin).
- Replace:
 - Faucet
 - Supply lines
 - Angle stop valves
 - Drain assembly
 - P-trap

18.13 Bathroom

- Install new fiberglass tub and fiberglass shower surround.
- Install all new plumbing (including P-trap, faucet, shower head, stop valves, supply lines, etc.).
- Install bathroom vanity.
- Install vanity.
- Install countertop (flat laid plastic laminate).
- Install backsplash.
- Install new toilet.
- Install new sink faucet, bath faucet and all plumbing parts and supply lines.
- Install accessories
 - Toilet paper holder
 - Soap Dish
 - Toothbrush and cup holder
 - Towel Bar

QUOTATIONS FOR SMALL PURCHASES (QSP) No. Q26001 RHA Seymour 1
Construction Remodel - Labor Only

- Detach old and install new medicine cabinet (ensure fit).
- Install new ventilation fan.
- Frame window after shower surround installed.
- Scrape ceiling and prepare to paint (primer and paint).
- Scrape walls and prepare to paint (primer and paint).

18.14 Bedrooms (x4)

- Remove old baseboards and trim and install new wood painted and primed boards.
- Level floor for VCT flooring.
- Trim out closet.
- Install new closet doors (lauan) with dummy knobs.
- Install new bedroom door (lauan) and standard grade doorknob.
- Paint closets, walls, ceilings, door trim and door jamb.
- Repair all wall cracks.
- Level floor to install tile.
- Re-run cable wire through ceiling.

18.15 Fixtures and Finishes

- Install all required light fixtures.
- Ensure all fixtures are operation and code compliant.

18.16 Final Requirements

- Remove all debris from site.
- Performs final cleaning of entire unit and porch area.
- Including all windows, thresholds, and windowsills.
- Unit must be inspection ready and move-in ready.

18.17 HUD Requirement Notice

Applicable HUD construction and procurement forms and requirements will be provided separately by the Housing Authority.

The selected contractor must comply with all HUD-related requirements as issued.

19.0 The successful low bidder is responsible for acquiring the appropriate business licenses and permits to conduct work within the City of Roanoke. A bid bond will be required of the successful bidder.

19.1 A Notice to Proceed, which specifies when the work is to begin, will be given to the Contractor in writing. Any preliminary work started or materials ordered or purchased before receipt of the notice to proceed are at the risk and expense of Contractor.

QUOTATIONS FOR SMALL PURCHASES (QSP) No. Q26001 RHA Seymour 1
Construction Remodel - Labor Only

19.2 The Contractor shall diligently perform the job to completion within a reasonable and responsible amount of time. Approximately 12 weeks. Weather conditions will be taken into consideration for any delays. Any substantial amount of time needed to complete work, other than mentioned, will need to be requested in writing by the Contractor.

Please contact Tony Askew for more details and information regarding the site visits.

Anthony Askew
Auburn Housing Authority
931 Booker Street
Auburn, Alabama 36832
334.740.7587
aaskew@auburnhousingauth.org

20.0 CLIENT INFORMATION AND REFERENCES

20.1 Vendor shall submit a listing of former or current clients, including any other Public Housing Authority for whom the vendor has performed similar or like services to those being proposed in the QSP. The listing shall at a minimum include:

- ❖ Client's name
- ❖ Client's contact name
- ❖ Client's telephone number
- ❖ A brief description and scope of the service(s) and the dates the services were provided

21.0 DOCUMENTS THAT APPLY TO THIS QSP:

21.1 Detailed Quote;

21.2 Profile of Firm Form;

21.3 Client Reference Form;

21.4 Bid Submission and Signature

21.4 Form HUD 5370-EZ (1/2014), *General Contract Conditions for Small Construction/Development Contracts*; (attached)

21.5 Applicable HUD Wage Rate Decision (attached).

21.6 The HA reserves the right to require the successful Bidder/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.

**QUOTATIONS FOR SMALL PURCHASES (QSP) No. Q26001 RHA Seymour 1
Construction Remodel - Labor Only**

- 21.7 The HA reserved the right to require the successful Bidder/contractor to complete other necessary forms required by HUD and AHA.

22.0. HUD Requirement Notice

- 22.1 Applicable HUD construction and procurement forms and requirements will be provided separately by the Housing Authority.
The selected contractor must comply with all HUD-related requirements as issued.

**QUOTATIONS FOR SMALL PURCHASES (QSP) No. Q26001 RHA Seymour 1
Construction Remodel - Labor Only**

Bid Submission and Signature

Contractor Name: _____

Company Name: _____

Address: _____

Phone: _____

Email: _____

Total Bid Amount: \$ _____

Authorized Signature: _____

Printed Name: _____

Date: _____

**QUOTATIONS FOR SMALL PURCHASES (QSP) No. Q26001 RHA Seymour 1
Construction Remodel - Labor Only**

PROFILE OF FIRM

(This Form must be fully completed and placed in the submittal.)

PRIME _____ SUB-CONTRACTOR _____

(Proposer must also identify his sub-contractors (if any) by providing Profile of Vendor form for each)

(1) Name of

Vendor: _____

(2) Address, City, State, Zip: _____

(3) Telephone: _____ Fax: _____

Email: _____

(4) Proposer Diversity Statement: You must check all of the following that apply to the ownership of this vendor and enter where provided the correct percentage (%) of ownership of each:

☐ Caucasian ☐ Public-Held ☐ Government ☐ Non-Profit American (Male) Corporation Agency Organization
_____ % _____ % _____ % _____ %

Resident – (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one of more of the following:

☐ Resident-Owned	☐ African American	☐ Native American	☐ Hispanic American	☐ Asian/Pacific American	☐ Asian/Indian American
_____ %	_____ %	_____ %	_____ %	_____ %	_____ %

☐ Woman-Owned (MBE)	☐ Woman-Owned (Caucasian)	☐ Disabled Veteran	☐ Other (Specify)
_____ %	_____ %	_____ %	_____ %

WMBE Certification Number: _____

Certified by: _____

(NOTE: A CERTIFICATION / NUMBER NOT REQUIRED TO PROPOSE – ENTER IF AVAILABLE)

(5) Federal Tax ID No. _____

DUNS No. _____

(6) Business License No. _____ State _____ (7)

General Liability Insurance Carrier: _____

Policy No. _____ Expiration Date _____

(8) Worker's Compensation Insurance Carrier: _____

Policy No. _____ Expiration Date _____ (9)

Professional Liability Insurance Carrier: _____

Policy No. _____ Expiration Date _____

AUBURN HOUSING AUTHORITY, ALABAMA

QUOTATIONS FOR SMALL PURCHASES (QSP) No. Q26001 RHA Seymour 1
Construction Remodel - Labor Only

- (10) Debarred Statement: Has this firm or any principal(s) ever been debarred from provided any services by the Federal Government, any state government, the State of Alabama, or any local government agency within or without the State of Alabama? ☐ Yes ☐ No
If "Yes" please attach a full detailed explanation, including dates, circumstances and current status.
- (11) Disclosure Statement: Does this firm or any principals thereof have any current past personal or professional relationship with any Commissioner or Officer of AHA? ☐ Yes ☐ No
If "Yes" please attach a full detailed explanation, including dates, circumstances and current status.
- (12) **Non-Collusive Affidavit:** The undersigned party submitting this proposal or bid hereby certifies that such proposal or bid is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person to put in a sham proposal or bid or to refrain from proposing or 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 proposal or bid price of affiant or of any other proposer or bidder, to fix overhead, profit or cost elements of said proposal or bid price, or that any other proposer or bidder or to secure any advantage against the Housing Authority or any person interested in the proposed contract; and that all statements in said proposal or bids are true.
- (13) **Verification Statement:** The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if AHA discovers that any information entered herein if false, that shall entitle AHA to not consider nor make or to cancel any award with the undersigned party.
- (14) **Code of Alabama §11-93-2. Maximum amount of damages recoverable against governmental entities; settlement or compromise of claims not to exceed maximum amounts.**

The recovery of damages under any judgment against a governmental entity shall be limited to \$100,000.00 for bodily injury or death for one person in any single occurrence. Recovery of damages under any judgment or judgments against a governmental entity shall be limited to \$300,000.00 in the aggregate where more than two persons have claims or judgments on account of bodily injury or death arising out of any single occurrence. Recovery of damages under any judgment against a governmental entity shall be limited to \$100,000.00 for damage or loss of property arising out of any single occurrence. No governmental entity shall settle or compromise any claim for bodily injury, death or property damage in excess of the amounts herein above set forth. (Acts 1977, No. 673, p. 1161, §2.)

Signature

Date

Printed Name

Title

**QUOTATIONS FOR SMALL PURCHASES (QSP) No. Q26001 RHA Seymour 1
Construction Remodel - Labor Only**

Client Reference Form

The past performance of the respondent on prior work of the same or similar nature, in the past (3) years, based on the letters of reference and/or client lists submitted, and based upon the results of any consultation that the AHA chooses to conduct with such. The past performance shall also include quality of work, and compliance with performance schedules.

Respondent shall submit a listing of former or current clients, including any other Public Housing Authority for whom the respondent has performed similar or like services to those being proposed in the QSP. The listing shall at a minimum include:

- Client's name
- Client's contact name
- Client's telephone number
- A brief description and scope of the service(s) and the dates the services were provided

Client Information

Organization Name (Client):	Organization Address:
Contact Name:	Title:
Phone Number:	Email address:

Brief Description of Services	Dates Provided

Client Information

Organization Name (Client):	Organization Address:
Contact Name:	Title:
Phone Number:	Email address:

Brief Description of Services	Dates Provided

QUOTATIONS FOR SMALL PURCHASES (QSP) No. Q26001 RHA Seymour 1
Construction Remodel - Labor Only
