



ALBANY HOUSING
AUTHORITY

IFB Document

Invitation for Bids (IFB): 0025-C-16-028
Tub Refinishing Services

BY

Albany Housing Authority

Central Office

200 S. Pearl St.

Albany, NY 12202

IFB Issued:	September 30, 2016
Pre Bid Teleconference call:	October 11, 2016 at 11:30 am
Questions Deadline	October 19, 2016
Bid Deadline:	October 21, 2016 at 4:30 pm

INVITATION FOR BID: 0025-C-16-028 Tub Refinishing Services

0025-C-16-028 - Tub Refinishing Services

Table of Contents

Section	Description	Page
	Introduction	1
	IFB Information at a Glance	1
1.0	AHA'S Reservation of Rights	1
2.0	Scope of Work/Technical Specifications	3
3.0	Bid Format	5
4.0	Bid Evaluation	8
5.0	Contract Award	9

INTRODUCTION

Albany Housing Authority, (hereinafter, "AHA") is a public entity that was formed in 1948 to provide federally subsidized housing and housing assistance to low-income families, within the City of Albany. The AHA is headed by an Executive Director (ED) and is governed by a seven-person board of commissioners, five of whom are appointed by the Mayor and two of whom are "Resident Commissioners" elected by AHA residents and recipients of Housing Assistance Vouchers and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and the AHA's procurement policy.

Currently, the AHA owns and/or manages: (a) 14 multi-family apartment complexes totaling 1,674 units; (b) 2 senior complexes, totaling 340 units; (c) administers a total of 2,490 Section 8 Housing Choice Vouchers. The AHA currently has approximately 125 employees.

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

IFB # 0025-C-16-028 INFORMATION AT A GLANCE

AHA CONTACT PERSON	Peter Chiarella, Telephone 518-641-7523 pchiarella@albanyhousing.org ; TDD: 800-662-1220
HOW TO OBTAIN THE IFB DOCUMENTS ON THE APPLICABLE INTERNET SITE	1. Access albanyhousing.org 2. Click on Procurement and Purchasing tab on the left hand side 3. Scroll down to see the IFB documents for this solicitation and print them or save them to your computer.
PRE BID TELECONFERENCE	October 11, 2016 @ 11:30. Please see section 3.6 for teleconference details
HOW TO FULLY RESPOND TO THIS IFB	1. As directed within Section 3.2 of the IFB document, submit 1 original and 3 copies of your "hard copy" Bid to the Central Office
BID SUBMITAL RETURN & DEADLINE	October 21, 2016 at 4:30pm at the Central Office, 200 S. Pearl St. Albany, NY 12202 The "hard copy" bid must be received in-hand and time-stamped by the AHA by no later than 4:30 p.m.

1.0 AHA'S RESERVATION OF RIGHTS:

- 1.1 The AHA reserves the right to reject any or all bids, to waive any informality in the IFB process, or to terminate the IFB process at any time, if deemed by the AHA to be in its best interests.

INVITATION FOR BID: 0025-C-16-028 Tub Refinishing Services

- 1.2 The AHA reserves the right not to award a contract pursuant to this IFB. If the AHA does award a contract pursuant to this IFB, such contract will be in a format stipulated by the AHA, and will be executed by both the successful bidder and the AHA. No other act by the AHA, its officers, agents, or employees shall constitute the acceptance of the bid
- 1.3 The AHA reserves the right to terminate a contract awarded pursuant to this IFB, at any time for its convenience upon 10 days written notice to the successful bidder(s).
- 1.4 The AHA reserves the right to determine the days, hours and locations that the successful bidder(s) shall provide the services called for in this IFB.
- 1.5 The AHA reserves the right to retain all bids submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving bids without the written consent of the AHA Contracting Officer (CO).
- 1.6 The AHA reserves the right to negotiate the fees proposed by the bidder entity.
- 1.7 The AHA reserves the right to reject and not consider any bid that does not meet the requirements of this IFB, including but not necessarily limited to incomplete bids and/or bids offering alternate or non-requested services.
- 1.8 The AHA shall have no obligation to compensate any bidder for any costs incurred in responding to this IFB.
- 1.9 The AHA shall reserve the right to at any time during the IFB or contract process to prohibit any further participation by a bidder or reject any bid submitted that does not conform to any of the requirements detailed herein. By accessing the nahro.economicengine.com Internet System (hereinafter, the "noted Internet System" or the "System") and by downloading this document, each prospective bidder is thereby agreeing to abide by all terms and conditions listed within this document and within the noted Internet System, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the AHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the AHA, but not the prospective bidder, of any responsibility pertaining to such issue.

2.0 SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S): AHA's estimated, annual tub refinishing need is approximately 60-80 bathroom tubs located throughout the AHA development portfolio. The following specification must be followed and all work must be met with the approval of AHA development management staff.

- 2.1 Remove all caulking around entire perimeter of tub, apply mineral spirits to areas and scrape off all caulk residues left behind using a razor scraper;
- 2.2 Clean entire tub surface with a soap film remover, scraping or scrubbing areas where soap has built up using either a scotch bright pad or razor scraper making sure all soap film has been removed prior to the etching process;
- 2.3 Rinse and dry tub surface thoroughly;
- 2.4 In the event that the tub has had been previously glazed, chemical stripping of the old glazing is a must, all surfaces of the tub both inside and out should be stripped down completely to its factory finish making sure that all corners are clean and free of the old glazing, rinse and dry thoroughly before proceeding to the next step.
- 2.5 Apply etching compound to entire surface of tub, letting stand a minimum of 5 minutes prior to its removal;
- 2.6 Rinse and dry tub surface thoroughly;

INVITATION FOR BID: 0025-C-16-028 Tub Refinishing Services

- 2.7 Check for rust and/or chips in tubs surface, sanding down rusted areas to bare metal surface. Fill all areas with a metal or fiberglass body filler sanding down to a smooth finish that is undetectable after the completion of the glazing process;
- 2.8 Sand down entire tub surface to remove all clear porcelain topcoat left behind by the etching process;
- 2.9 Vacuum tub and apply a dust eliminator and static preventer to entire tub surface.
- 2.10 Tape entire perimeter of tub using an easy removal painter's tape and minimum of 12" masking paper;
- 2.11 At no time shall sink or tub drains be used to clean chemicals from tools;
- 2.12 Paper entire floor of bathroom and place plastic drop cloths over toilet and sink, securing to walls and floor with easy removal painter's tape to keep from blowing during the priming and glazing process;
- 2.13 Bathroom door opening should be draped with a canvas drop cloth to minimize odor into the living area;
- 2.14 The use of an industrial venting system with a minimum of 8" blade is a must. All vapors and mist shall be vented to the closest window available using appropriate flexible hosing;
- 2.15 Note: bathroom ceiling vents should not be turned on during the glazing process;
- 2.16 A fresh air full face or partial face mask must be used during all spraying and etching processes;
- 2.17 All hoses and vents that are run into the bathroom must be covered with drop cloth that is draped over door opening before spraying shall begin;
- 2.18 Two coats of a lead shield primer shall be applied to entire tub surface, allowing primer to tack between coats and letting stand for a minimum of 15 minutes before top coat is applied;
- 2.19 Two coats of top coat glazing should be applied allowing top coat glazing to tack between coats;
- 2.20 When glazing process is completed the venting system should not be removed for a period of 20 minutes to assure all spray particles are removed, at which time the drop cloth may be removed from the bathroom doorway;
- 2.21 Tape, paper and plastic drop cloths are to be removed and bagged;
- 2.22 Prior to leaving, the tub should be re-caulked using a 3 hours white silicone caulk, G.E. or its equivalent;
- 2.23 Over flow cover shall be reinstalled;
- 2.24 Contractor is required to clean up all construction debris and wipe down all surfaces. At this point the bathroom vent may be turned on and the door closed;
- 2.25 Material Specifications: All materials used are to be VOC compliant and must meet U.S. EPA standards;
 - 2.25.1 All MSDS sheets must remain on site for AHA management inspection. Vendor must have all information readily available;
- 2.26 Bids to complete the aforementioned work should be delivered to:

Albany Housing Authority
Attention Purchasing IFB # 0025-C-16-028
200 South Pearl Street,
Albany, N.Y. 12202

No later than 4:30 p.m. on Wednesday October 21, 2016.

INVITATION FOR BID: 0025-C-16-028 Tub Refinishing Services

3.0 BID FORMAT:

3.1 Tabbed Bid Submittal: The AHA intends to retain the successful proposer pursuant to a “Low Bid” basis. Therefore, so that the AHA can properly evaluate the offers received, all bids submitted in response to this IFB must be formatted in accordance with the sequence noted following. Each category must be separated by numbered index dividers (which number extends so that each tab can be located without opening the bid) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the AHA has published herein or has issued by addendum.

Tab No.	Description
1	Form of Bid and Schedule of Pricing: This Form is attached hereto as Attachment A to this IFB document. This Form, Schedule A and Schedule B, must be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal.
2	Form HUD-5369-C (8/93), Certifications and Representations of Offerors, Non-Construction Contract: This Form is attached hereto as Attachment B to this IFB document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal.
3	Profile of Firm Form: The Profile of Firm Form is attached hereto as Attachment C to this IFB document. This 2-page Form must be fully completed, executed and submitted under this tab as a part of the bid submittal.
4	Proposed Services: As more fully detailed within Section 2.0, <i>Scope of Bid / Technical Specifications</i> , of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation showing:
5	Managerial Capacity/Financial Viability: The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment C, <i>Profile of Firm Form</i> . Such information shall include the proposer's qualifications to provide the services; a description of the background and current organization of the firm.
6	Client Information: The proposer shall submit a listing of former or current clients, including any other Public Housing Authority, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:
	The client's name;
	The client's contact name;
	The client's telephone number;
	A brief description and scope of the service(s) and the dates the services were provided;
7	Equal Employment Opportunity: The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy.
8	Subcontractor/Joint Venture Information (Optional Item): The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the bid is a joint venture with another firm. Please remember that all information required from the proposer under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.
9	Section 3 Business Preference Documentation (Optional Item): For any proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification Form attached hereto as Attachment D and any documentation required by that form.
10	Other Information (Optional Item): The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the AHA in its evaluation.

3.1.11 If no information is to be placed under any of the above noted tabs (especially the "Optional" tabs), please place there under a statement such as "NO INFORMATION

INVITATION FOR BID: 0025-C-16-028 Tub Refinishing Services

IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." DO NOT eliminate any of the tabs.

3.1.12 Bid Submittal Binding Method: It is preferable and recommended that the proposer bind the bid submittals in such a manner that the AHA can, if needed, remove the binding (i.e. "comb-type;" etc.) or remove the pages from the cover (i.e. 3-ring binder; etc.) to make copies then conveniently return the bid submittal to its original condition.

3.2 Entry of Proposed Fees: The proposed unit pricing shall be completed and submitted by the proposer and received by the AHA by the deadline found on page 2 of this document and are a formal part of this IFB. The proposed fees submitted by each proposer are inclusive of all necessary costs to provide the proposed services not otherwise provided for herein, including, but not limited to: employee costs and benefits; clerical support; overhead; profit; supplies; materials; licensing; insurance; etc.

The proposed fees shall be submitted by the bidder and received by the HA where provided in a separate sealed envelope clearly marked pricing. Such fees shall be all-inclusive of all related costs that the Contractor will incur to provide the noted services, including, but not limited to: employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; document copying; etc.

3.2.1 Pricing Matrix

IFB Section	Description	Total
3.2.1.1	Prepare Strip and Refinish tub per specifications	

3.3 Additional Information Pertaining to the Pricing Items:

3.3.1 Please submit pricing in a separate envelope marked "Pricing"

3.4 Bid Submission: All pricing must be entered where provided within the Form of Bid attachment A Tab 1 and all "hard copy" bids must be submitted and time-stamped received in the designated AHA office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signature copy (marked "ORIGINAL") and 1 exact copy (each of the 1 separate bid submittals shall have a cover and extending tabs) of the "hard copy" bid submittal, shall be placed unfolded in a sealed package and addressed to:

Albany Housing Authority
Attn: Purchasing Department
200 S. Pearl St
Albany NY 12202

The package exterior must clearly denote the above noted IFB number and must have the proposer's name and return address. Bids received after the published deadline will not be accepted.

3.4.1 Submission Conditions: DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the AHA by the proposer, such may invalidate that bid. If, after accepting such a bid, the AHA decides that any such entry has not changed the intent of the bid that the AHA intended to receive, the AHA may accept the bid

INVITATION FOR BID: 0025-C-16-028 Tub Refinishing Services

and the bid shall be considered by the AHA as if those additional marks, notations or requirements were not entered on such. By accessing the noted Internet System, registering and downloading these documents, each prospective proposer that does so is thereby agreeing to confirm all notices that the AHA delivers to him/her as instructed, and by submitting a bid, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this IFB.

3.4.2 Submission Responsibilities: It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the AHA, including the IFB document, the documents listed within the following Section 3.7, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with the all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any of the AHA requirements contained within the documents may cause that proposer to not be considered for award.

3.5 Proposer's Responsibilities--Contact with the AHA: It is the responsibility of the proposer to address all communication and correspondence pertaining to this IFB process to the CO only. Proposers must not make inquiry or communicate with any other AHA staff member or official (including members of the Board of Commissioners) pertaining to this IFB. Failure to abide by this requirement may be cause for the AHA to not consider a bid submittal received from any proposer who may has not abided by this directive.

3.5.1 Addendums: All questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the IFB Documents). During the IFB solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation—"substantive" meaning, when decisions pertaining to the IFB are made—between the AHA and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the CO—it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the CO may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective proposers in writing by addendum.

3.6 Pre-bid Teleconference call:

3.6.1 The scheduled pre-bid walk thru identified on Page 2 of this document is, pursuant to HUD regulation, not mandatory. Many prospective proposers have previously responded to an IFB with a multi-tabbed submittal and feel comfortable in doing so without attending the pre-conference. Typically, such conferences last ½ an hour or less, though such is not guaranteed. The purpose of this conference is to assist prospective proposers in having a full understanding of the IFB documents so that he/she feels confident in submitting an appropriate bid; therefore, at this conference the AHA will conduct an overview of the IFB documents, including the attachments. Prospective proposers may also ask questions, though the CO may require that some such questions are delivered in writing prior to a response. Whereas the purpose of this conference is to review the IFB documents, attendees should have copies of the IFB documents for this conference;

3.6.2 Directions to call into Pre Bid teleconference call:

INVITATION FOR BID: 0025-C-16-028 Tub Refinishing Services

Description	Directions
Date and Time	Tuesday, October 11, 2016 at 11:30am
Dial In Number	866-476-8702
Participant PIN (remember to press the # sign at the end).	372351#

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

Attach ment	Attachment Description
A	Form of Bid,
B	Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
C	Profile of Firm Form
D	Section 3 Forms, including explanation
E	Form HUD-5369-B (8/93), <i>Instructions to Offerors, NonConstruction</i>
G	AHA Sample Contract Form (please note that this contract is being given as a sample only—the AHA reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the AHA feels it is in its best interests to do so)
G1	Form HUD-5370-C (10/2006), <i>General Conditions for NonConstruction Contracts Section I (With or without Maintenance Work)</i>
X	Insurance Requirements and sample Acord 25 Form (4 page document)
H	Proposes Products to be utilized and MSDS documentation

4.0 BID EVALUATION:

4.1 Public Opening: At the set date and time, all bids received will be opened and publicly read aloud by the CO, including the company name of the bidder and the total calculated costs proposed. At the bid opening the AHA will only disclose the following information: (a) The company name of each bidder; (b) the calculated total amount bid; and (c) the identity of the apparent lowest bidder. A copy of the bid tabulation or recap recorded will be made available to each member of the public attending such opening and to anyone who requests such afterwards. The bids will not be made available for inspection by anyone at this time; the AHA will, at a later time, review all bids in detail and will, in a timely manner (within 5 days), notify all bidders of any bidder that is, as a result of the more detailed inspection of bids submitted, ruled to be non-responsive or not-responsive (please remember, as detailed within Section 8(d) of form HUD-5369 and Section 7(b)(3) of form HUD-5369-B, the AHA reserves the right to, as determined by the AHA, “waive informalities and minor irregularities” in the offers received. Bids will be available for inspection by the public after the award has been completed.

4.1.1 Ties: In the case of bids, 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: After the public opening the “hard copy” bid submittals received will 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 AHA in a timely manner (in any case, in no less than 10 days after such determination is made).

INVITATION FOR BID: 0025-C-16-028 Tub Refinishing Services

4.3 Responsible Evaluation: The AHA will evaluate the apparent lowest responsive bidder to ensure that he/she is responsible (i.e. a firm that is qualified, responsible and able to provide to the AHA the required services). If the AHA ascertains that such firm has the required ability, capability, experience, knowledge, licensing, insurance and resources to provide the required services, the AHA may proceed with award. If the AHA determines that such firm is deemed to be not responsible, such firm will be notified of such in writing by the AHA in a timely manner (in any case, in no less than 5 days after such determination is made); in such case the AHA may proceed with the noted Responsive and Responsible Evaluations with the next lowest bidder.

4.3.1 Depending on the amount of the award (typically for awards greater than \$25,000), it is possible that the AHA may take such contract award to the AHA Board of Commissioners (BOC) for approval of the award prior to executing a contract with the apparent successful bidder.

4.4 Restrictions: Any and all persons having ownership interest in a bidder entity or familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a bidder entity will be excluded from participation in the evaluation of the bid.

5.0 CONTRACT AWARD:

5.1 Lowest Responsive and Responsible Bidder: Award of an IFB is made to the responsive and responsible bidder that submits the lowest cost; in this case, the lowest calculated cost.

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

5.2.1 By completing, executing and submitting the Form of Bid, Attachment A, the bidder is thereby agreeing to “abide by all terms and conditions pertaining to this IFB as issued by the AHA, either in hard copy or on the noted Internet System, including an agreement to execute the attached Sample Contract form.” The contract clauses already attached also apply. Accordingly, the AHA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published; and in any case the AHA has no power or authority to negotiate any clauses contained within any attached HUD documents.

5.3 Contract Conditions: The following provisions are considered mandatory conditions of any contract award made by the AHA pursuant to this IFB:

5.3.1 Contract Form: The AHA will not execute a contract on the successful bidder's form--contracts will only be executed on the AHA form and by submitting a bid the successful bidder agrees to do so (please note that the AHA reserves the right to amend this form as the AHA deems necessary). However, the AHA will during the IFB process (prior to the submittal deadline) consider any contract clauses that the bidder wishes to include therein and submits in writing a request for the AHA to do so; but the failure of the AHA to include such clauses does not give the successful bidder the right to refuse to execute the AHA's contract form. It is the responsibility of each prospective bidder to notify the AHA, in writing, prior to submitting a bid, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The AHA will consider and respond to such written correspondence, and if the prospective bidder is not willing to abide by the AHA's response (decision), then that prospective bidder shall be deemed ineligible to submit a bid.

5.3.1.1 Please note that the AHA 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 IFB.

INVITATION FOR BID: 0025-C-16-028 Tub Refinishing Services

- 5.3.2 Assignment of Personnel:** The AHA shall retain the right to demand and receive a change in personnel assigned to the work if the AHA believes that such change is in the best interest of the AHA and the completion of the contracted work.
- 5.3.3 Unauthorized Sub-Contracting Prohibited:** The successful bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this IFB (including, but not limited to, selling or transferring the 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 contract with the AHA, or may result in the full or partial forfeiture of funds paid to the successful bidder as a result of the proposed contract; either as determined by the CO.
- 5.4 Contract Period:** 3 Years with 2 consecutive options to renew at the convenience of both parties.
- 5.5 Licensing and Insurance Requirements:** Prior to award (but not as a part of the bid submission) the *successful proposer* will be required to meet or exceed all insurance limits and requirements detailed in Attachment X.
- 5.6 Contract Service Standards:** All work performed pursuant to this IFB must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.