



REQUEST FOR QUOTATION (RFQ)

RFQ NO. 2017-005

Date: 08/21/2017

Project Description: Asbestos & Lead Testing for Eighteen (18) Mobile Home Units in Mecca & Thermal

Location: Multiple Sites in Mecca & Thermal, CA

RFQ INFORMATION AT A GLANCE

CONTACT PERSON FOR QUESTIONS/INTERPRETATIONS:	Robert Lane, Contracting Coordinator Housing Authority - Procurement 5555 Arlington Ave. Riverside, CA 92504 Phone: (951) 343-5439 / Fax: (951) 688-6873 Email: rlane@rivco.org
HOW TO OBTAIN THE RFQ DOCUMENTS:	1. Access www.harivco.org 2. Scroll down and select: RFQ 2017-005: Asbestos & Lead Testing for Eighteen (18) Mobile Home Units in Mecca & Thermal 3. Download the RFQ
HOW TO FULLY RESPOND TO THIS RFQ BY SUBMITTING A QUOTE:	Quoter's must submit proposed pricing where provided on the last page of this form (Form of Quote form) only. The HACR will accept the executed Form of Quote form in person, by fax, email (preferred – scanned as a .pdf file) or by US Mail ONLY. The HACR will NOT accept proposed pricing verbally or by telephone.
PROJECT LOCATIONS:	Multiple Sites in Mecca & Thermal
RFQ DEADLINE (DUE DATE)	September 06, 2017 at 4:00 PM
NOTE: HACR reserves the right to deviate from this timeline and/or modify the Scope of Work at any time!	Notices of any such decisions or modifications will be located at: www.harivco.org

INTRODUCTION: The HACR is seeking quotes from qualified, licensed and bonded entities to provide asbestos and lead testing for eighteen (18) mobile home units in Mecca and Thermal.

The selected Contractor shall furnish all labor, supervision, material, parts, tools, and equipment designated for testing by HACR.

1.0 **HACR CONTACT:** All questions pertaining to this RFQ shall be addressed to Robert Lane (hereinafter, the Contracting Coordinator or CC), 5555 Arlington Avenue, Riverside, CA 92504, Telephone: (951) 343-5439; Email: rlane@rivco.org



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- 2.0 **APPLICABILITY:** By submitting a quote to the HACR, the firm or individual doing so (hereinafter, "the Quoter") is automatically agreeing to abide by all terms and conditions listed herein, including those terms and conditions within the Form HUD-5370-C Section II (01/2014), *General Conditions for Non-Construction Contracts*, which is incorporated herein by this reference.
- 3.0 **HACR RESERVATION OF RIGHTS:**
- 3.1 Reject any or all quotes, to waive any informalities in the RFQ process, or to terminate the RFQ process at any time, if deemed by the HACR to be in the best interest of the HACR, in its sole and absolute discretion;
- 3.2 Terminate a contract awarded pursuant to this RFQ at any time for its convenience upon delivery of a written notice within ten (10) calendar days to the apparent or successful Quoter;
- 3.3 Determine the days, hours and locations that the successful Quoter shall provide the items or services called for in this RFQ;
- 3.4 Reject and not consider any quote that does not, in the opinion of the CC, meet the requirements of this RFQ, including but not necessarily limited to: incomplete quotes, offering of alternate items or services (not including "or equal" items), or non-requested items or services.
- 4.0 **QUOTER'S RESPONSIBILITY:** Each Quoter must carefully review and comply with all instructions provided herein, and those provided within any named attachments or addenda.
- 5.0 **PERFORMANCE PERIOD:** All work as described in the Scope of Work must be completed within **twenty (20) calendar days** after issuance of Purchase Order (PO). Contractor shall perform all services Monday - Friday, 8:00AM to 5:00PM.
- 6.0 **DEADLINE:** Each Quoter shall submit his/her proposed costs, prior to the posted deadline, as provided for herein. Whereas this is an informal solicitation process, the HACR reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of the CC, it is in the best interests of the HACR to do so, in his sole and absolute discretion.
- 7.0 **QUANTITIES (if applicable):** All quantities entered within the preceding table (if applicable) and within the corresponding pricing items are for calculating purposes only. As may be further detailed herein, the HACR does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFQ. The HACR shall retain one contractor only and



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shall retain the right to order from that contractor (successful Quoter), on a task order basis, any amount of services or items that the HACR requires during the ensuing contract period. This means that if the HACR decides that it is in its best interests to delete from the ensuing contract any quantities or work from the preceding table, then the HACR has the right, in its sole and absolute discretion, to do so at any time during the contract period.

8.0 **HOLD PRICES/NON-ESCALATION:** By submitting a quote, and whereas the quote sum submitted is a firm-fixed quote, each Quoter thereby agrees to "hold" and not increase the proposed quote during the term of this solicitation and for ninety (90) days thereafter.

9.0 **CONTRACT AND AWARD CONDITIONS:**

9.1 **PURCHASE ORDER (PO):** The HACR 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 Quoter thereby agrees to confirm receipt of the PO in the manner directed by the HACR.

9.2 **AWARD CRITERIA:** If an award is completed pursuant to this RFQ, and unless otherwise instructed in writing by the CC, the award shall be made to the responsive and responsible Quoter that submits the lowest cost. The results of the solicitation will not be released until the contract is executed between the HACR and the lowest responsive and responsible Quoter.

9.3 **CONTRACT FORM:** By completing, executing and submitting the Form of Quote form, (last page), the proposer is thereby agreeing to "abide by all terms and conditions pertaining to this RFQ as issued by the HACR, in hard copy, including an agreement to execute the Sample Contract form or any other form substantially approved as to form and substance by HACR." A copy of the Sample Contract form will be made available to any Quoter upon written request.

9.4 **SCOPE OF WORK:** All Technical Specifications or Scope of Work listed within the subject HACR contract will generally be the same as listed within this RFQ's Technical Specifications or Scope of Work section (19.0). Any Quoter that believes the listed Technical Specifications or Scope of Work (Section 19.0) are unreasonable or incomplete shall address such issues with the HACR CC or designee, in writing during the solicitation period, prior to the posted quote/bid deadline. Once the quote/bid deadline has passed, revision of the specifications set forth will not occur (no negotiations after the quote/bid submittal deadline!).

9.5 **PROFESSIONAL SERVICES EXCLUSION:** Contracts for certain professional services are excluded from coverage by HUD-determined or HUD-adopted prevailing wage



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rates. Hourly rates charged by the Quoter must be reasonable and reflect fees that are normally charged within the Quoter's community.

- 10.0 **INVALID OR ALTERNATE QUOTES:** Failure to complete and submit all required information, or to add any additional requirements not acceptable to the HACR, may invalidate the quote submitted. Furthermore, the HACR shall reserve the right to reject, without consideration, alternate quotes, meaning those that do not meet the requirements of this RFQ.
- 11.0 **QUOTE COSTS:** There shall be no obligation for the HACR to compensate any Quoter or prospective Quoter for any costs that he/she may incur in responding to this RFQ.
- 12.0 **ALL INCLUSIVE:** Each quoted sum submitted shall include all costs, including but not limited to: sales tax, shipping, delivery, recordation, reprographic, mailings, inspections, and/or completion or assembly of the specified product or services at the HACR site or location, as specified within this RFQ or on the PO issued. The HACR will not pay any additional costs above those quoted on the Form of Quote form.
- 13.0 **ASSIGNMENT OF PERSONNEL:** The HACR shall retain the right to demand and receive a change in personnel assigned by the successful Quoter to provide services to the HACR if the HACR believes that such change is in the best interest of the HACR and the completion of the work or provision of the items.
- 14.0 **UNAUTHORIZED SUB-CONTRACTING PROHIBITED:** The Successful Quoter shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQ (including, but not limited to, selling or transferring the ensuing PO or contract) without the prior written consent of the CC. Any purported assignment of interest or delegation of duty, without the prior written consent of the CC shall be void and may result in the cancellation of the PO or the contract with the HACR.
- 15.0 **RESERVED**
- 16.0 **RESERVED**
- 17.0 **LICENSING AND INSURANCE REQUIREMENTS:** Prior to award (but **not** as a part of the quote submission) the *Successful Quoter* will be required to provide the following proofs of insurance, **if applicable** to the Project and Quoter's profession and the Scope of Work to complete the Project:
- 17.1 **WORKERS' COMPENSATION:**
If the Quoter has employees as defined by the State of California, the Quoter shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by



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the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside.

17.2 COMMERCIAL GENERAL LIABILITY:

Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of Quoter's performance of its obligations hereunder. Policy shall name the HACR as Additional Insured. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.

17.3 VEHICLE LIABILITY:

If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then Quoter shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the HACR as Additional Insured.

17.4 PROFESSIONAL LIABILITY:

If Quoter is providing services or expertise that falls under a quasi-professional role, Quoter shall maintain Professional Liability Insurance providing coverage for the Quoter's performance of work, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If Quoter's Professional Liability insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of the performance period and Quoter shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also, known as Tail Coverage); or 2) Prior Dates Coverage from a new insurer with a retroactive date back to the date of, or prior to, the inception of this Contract; or 3) demonstrate through Certificates of Insurance that Quoter has maintained continuous coverage with the same or original insurer. Coverage provided under items; 1), 2), or 3) will continue as long as the law allows.

17.5 The Quoter shall possess all of the required state and local licenses, and certifications required to perform work of the type required by this RFQ in the ***State of California, and/or the County of Riverside.***



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17.6 A copy of the Quoter's business license allowing that entity to provide such services within the ***State of California, and/or the County of Riverside.***

17.7 **LICENSE:**

A copy of the bidder's license issued by the State of California Division of Occupational Safety and Health allowing the bidder to provide the services detailed herein.

18.0 **DOCUMENTS THAT APPLY TO THIS RFQ:**

18.1 Form of Quote form (last page);

18.2 Form HUD-5370-C Section II (01/2014), *General Conditions for Non-Construction Contracts*;

18.3 The HACR reserves the right to require the successful Quoter/contractor to utilize any form required by the HACR or the California Department of Industrial Relations to complete the required work and by submitting his/her quote each Quoter/contractor agrees to do so at no additional charge.

19.0 **TECHNICAL SPECIFICATIONS OR SCOPE OF WORK (TS/SOW):** The HACR is seeking quotes from qualified, licensed and bonded entities to provide testing services at eighteen (18) sites in Mecca and Thermal:

19.1 Contractor to perform inspection for asbestos containing materials for eighteen (18) mobile homes, awning, sheds, structures and grounds at various properties located within Thermal and Mecca areas in accordance with AQMD rule 1403 prior to renovation or demolition of said building structures. This will involve on-site inspection, collection of suspect materials samples for asbestos analysis, asbestos analysis by a NVLAP certified laboratory, and preparation of a report documenting results of the inspections.

19.2 Contractor to perform lead based paint inspections for the eighteen (18) units listed in Attachment B. This will involve on-site inspection, collection of samples for analysis, and preparation of report documenting results of inspection.

19.3 Contractor to be a Certified Asbestos Consultant (CAC) and a Lead-Certified Professional in California, who is experienced in asbestos and lead inspections and State of Certified Lead Inspector/Assessors.



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- 19.4 Contractor will be responsible for coordinating with each individual mobile home unit owner to schedule testing. Contractor shall have a bilingual (Spanish) person on staff to assist with communicating with the owners of the mobile home units.
- 19.5 Execution of Work: All work is to be performed by qualified, competent trained personnel. The selected vendor is to be licensed and responsible for providing supervision of the work by appropriately identified personnel. All tools, materials, and equipment shall be provided by the contractor and must meet all local applicable safety requirements. A designated area will be made available for contractor's container if needed for materials and equipment. All work shall be performed in accordance with local safety standards and recognized safe practices. The HACR may require the vendor to remove from the work such employees as the local authority deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed by the HACR to be contrary to the public interest. The vendor shall ensure full cooperation of all workers and suppliers and shall be confined to this work only. The vendor and his personnel shall respect the rights of tenants in the surrounding dwellings where work is being performed. The contractor will give the HACR's or HACR's designee 48 hours' notice in writing, before beginning work. The office hours for all locations of the HACR are 8:00 am – 5:00 pm Monday through Friday, or as otherwise specified in the Scope of Work. The vendor's working hours may vary depending upon the type of work being performed. Vendor may work longer hours if approved in advance by the HACR.
- 19.6 Field Verification: Contractor responsible to field verify existing conditions and promptly notify the HACR if discrepancies in and omissions from the plans, specifications or other contract documents are found in the field, including unforeseen conditions that may affect the successful completion of the project and/or work.
- 19.7 Amendments to the RFQ: If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. Bidders shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment, by identifying the amendment number and date on the quote form, or by letter, telegram, or facsimile, if those methods are authorized in the solicitation. The HACR must receive acknowledgement by the time and at the place specified for receipt of quotes. Quotes which fail to acknowledge the bidder's receipt of any amendment will result in the rejection of the quote if the amendment(s) contained information which substantively changed the HACR's requirements. Amendments will be on file in the offices of the HACR at least 7 days before bid opening.



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19.8 Caution to Bidders: Prospective bidders are cautioned not to merely examine the plans and specifications in making their quote, since requirements are imposed upon the bidder by various other portions of this RFQ and the Contract Documents.

20. **RECAP OF ATTACHMENTS:** It is the responsibility of each Quoter to verify that he/she has downloaded all of the following attachments, which are a part of this RFQ, and incorporated herein by this reference:

Attachment	Attachment Description
A	Form of Quote (page 09)
B	Asbestos & Lead Testing Locations
C	Form HUD-5370-C Section II (01/2014), General Conditions for Non-Construction Contracts

~~~~~**ACTION REQUIRED ON PAGE 09**~~~~~





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**FORM OF QUOTE**

Each Quoter shall submit his/her quote on this form only, which shall be completed, executed and returned to the HACR as detailed herein.

\*Contract will be awarded to the lowest responsive and responsible Quoter, and the most advantageous to the HACR, in their sole and absolute discretion.

The undersigned Quoter hereby quotes the above amounts to complete the required work (print clearly and legibly!). Further, by submitting this quote, the undersigned Quoter agrees to abide by all terms and conditions pertaining to this RFQ as issued by the HACR, in hard copy, including an agreement to execute the Sample Contract form or any other form substantially approved as to form and substance by HACR.

**COMPLETED BY:** (NOTE: The penalty for making false statements in bids/offers is prescribed in 18 U.S.C. 1001.)

|                                              |                                    |                                                      |
|----------------------------------------------|------------------------------------|------------------------------------------------------|
| _____                                        | _____                              | _____                                                |
| Print Name                                   | Title                              | Email                                                |
| _____                                        | _____                              | _____                                                |
| Signature                                    | Date                               | Telephone Number                                     |
| _____                                        | _____                              |                                                      |
| Company Name                                 | Address (Street; City; State; Zip) |                                                      |
| _____                                        | _____                              |                                                      |
| CAC License Number                           | Expiration Date                    |                                                      |
| _____                                        | _____                              | _____                                                |
| Certified Lead<br>Inspector/Assessors Number | Expiration Date                    | Quote for Testing Eighteen (18)<br>Mobile Home Units |



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**ATTACHMENT B**

**“Asbestos & Lead Testing Locations”**

| <b>Item #</b> | <b>Site Address</b>                               |
|---------------|---------------------------------------------------|
| 1             | 82725 Ave 62, SPC 6<br>Thermal, CA 92274          |
| 2             | 66250 Martinez Rd, SPC 16<br>Thermal, CA 92274    |
| 3             | 88701 Ave 70, SPC 342<br>Thermal, CA 92274        |
| 4             | 81550 Harrison St, SPC 5<br>Thermal, CA 92274     |
| 5             | 67075 Hwy 111, SPC 28<br>Mecca, CA 92254          |
| 6             | 88510 69th Ave, SPC 4,<br>LOT D Thermal, CA 92274 |
| 7             | 67075 Hwy 111, SPC 89<br>Mecca, CA 92254          |
| 8             | 88701 Ave 70, SPC 113<br>Thermal, CA 92274        |
| 9             | 81550 Harrison St, SPC 9<br>Thermal, CA 92274     |

| <b>Item #</b> | <b>Site Address</b>                             |
|---------------|-------------------------------------------------|
| 10            | 88569 Ave 62, SPC 1<br>Thermal, CA 92274        |
| 11            | 88701 Ave 70th, SPC 107<br>Thermal, CA 92274    |
| 12            | 66860 Martinez Rd, SPC 8<br>Thermal, CA 92274   |
| 13            | 85063 Ave 54, SPC 1<br>Thermal, CA 92274        |
| 14            | 81550 Harrison St, SPC 7<br>Thermal, CA 92274   |
| 15            | 88740 Ave 70, SPC 338<br>Thermal, CA 92274      |
| 16            | 66250 Martinez Rd, SPC 23<br>Thermal, CA 92274  |
| 17            | 66250 Martinez Rd, SPC<br>22, Thermal, CA 92274 |
| 18            | 93600 68th Ave<br>Mecca, CA 92254               |



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**ATTACHMENT C**

**“HUD Form 5370-C Section II (01/2014) General Conditions for Non-Construction  
Contracts”**

**(behind this page)**