

Rutland Housing Authority
Request for patching and sealing driveways & parking areas and stripping & numbering parking lots and
handicapped accessible parking space work

INTRODUCTION

The Rutland Housing Authority (RHA) is seeking proposals for patching and sealing driveways & parking areas and stripping & numbering parking lots, as well as work on handicapped accessible parking spaces at our Public Housing Developments located at:

Templewood Court	Sheldon Towers
5 Tremont Street	14 Sheldon Place
Rutland, VT 05701	Rutland, VT 05701

(SEE SCOPES BELOW)

Contractors are required to submit written proposals that present the Contractors qualifications and understanding of the work to be performed. The proposal should be prepared simply and economically and should provide all the information it considers pertinent to the specifications listed below.

The proposal must be submitted no later than **4:00 P.M. on Friday, April 12, 2019**, directly to the Rutland Housing Authority at the following address:

Sheri McCloskey, Property Manager
Rutland Housing Authority
Templewood Court
5 Tremont Street
Rutland, VT 05701
Attn: Patching and sealing driveways & parking areas and stripping & numbering parking lots

General Instructions for Proposal:

Scope of Work – It is the contractor’s responsibility to visit the site prior to bidding and carefully examine and measure, in entirety, so as to be informed of all conditions affecting execution of the work. Proposal should include all labor, materials, equipment and services to patch any areas necessary, sealcoat driveways and parking areas, stripe and number parking lots at Templewood Court (Parking lots/driveways/roads = approximately 20,708 sq. ft which includes approximately 73 parking spaces for entire development; approximately 12 located in RHA’s main office parking lot)

- A separate price for the parking lot located in the front of RHA’s main office at Templewood Court (Included in the above square footage)
- Installation of one 96-inch van accessible parking space and one 96-inch access aisle, vertical signage and curb access at Templewood Court. Correct grading of one existing sidewalk between building one and two (grading currently too steep)
- Installation of a crosswalk connecting the existing access aisles to the existing curb access opposite the existing three (3) handicapped accessible parking spaces located at Sheldon Towers

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The contractor is responsible for coordinating all work between trades to accomplish the intent of the design. The contractor is responsible for layout of all work. All work will be done in accordance with all applicable state and local building codes. Contractor will be responsible for any permits needed pertaining to the work. Contractor agrees to conform to all applicable Labor Laws of the State of Vermont and various acts amended and supplementary thereto and to all other applicable laws, ordinances and legal requirements. All work will be conducted by experienced and skilled staff.

Proposal Award – It is the intent of the RHA to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. The proposal selected will be the most advantageous regarding price, quality of service, the Contractor’s qualifications and capabilities to provide the specified service and other factors which the RHA may consider. The RHA reserves the right to accept or reject any or all proposals.

Basis of Payment – Payment will be made to the vendor within 30 days upon receiving the contractor’s invoice. The invoice shall state the date the service was performed and amount for service. RHA reserves the right to contract with others to complete punch list items not completed within thirty (30) days from date of substantial completion. The cost of work by others will be deducted from the contract and the contractor will not be compensated for this portion of work.

Insurance Requirement – The Contractor shall provide a valid general liability insurance certificate. The insurer shall agree to waive all rights of subrogation against RHA, its Board of Commissioners, its officers, employees, agents and volunteers for losses arising from work performed by the Contractor.

Warranty – Warrant work in conformance with the Scope of Work against any defects or failures, including all labor, materials and equipment, for a period of one (1) full year from the date of completion.

Proposal Content - A completed proposal must contain the following:

- Proposal Form & Signature Page – The proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without a signature page may be deemed non-responsive.
- References – Proposals shall include a list of three (3) references including name, address, phone number and contact person. The RHA reserves the right to contact references in addition to those furnished by the vendor.
- Non-Collusive Affidavit - A notarized statement by a bidder that the bid was prepared without any kind of secret agreement intended for a deceitful or fraudulent purpose.
- Form HUD 5369-A – Representations, Certifications, and other Statements of Bidders.
- Form HUD 5369-C - Certification & Representations of Offerors Construction
- FORM HUD 92010 - EEOC Certification
- IRS Form W-9 -Taxpayer ID Form
- Section 3 Contract Rider
- Davis Bacon Wage Determination Rate

Proposal Instructions
**Request for Proposal for patching and sealing driveways & parking areas and
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1. Based on the requirements and provider qualification please provide two (2) copies of the Form of Bid to the RHA.
2. Complete signature page.
3. Complete Reference Form.
4. Complete Worker's Compensation Form
5. Non-Collusive Affidavit
6. Form HUD 5369-A Representations, Certifications and other Statements of Bidders
7. Form HUD 5369-C Certification & Representations of Offerors Construction
8. FORM HUD 92010 EEOC Certification
9. IRS Form W-9 Taxpayer ID Form
10. Section 3 Contract Rider

All proposals should be mailed or delivered in person in a sealed envelope clearly labeled on the outside of the envelope: **Request for Proposal for patching and sealing driveways & parking areas and stripping & numbering parking lots.** If delivered via email, please include in the subject line: "Request for Proposal for patching and sealing driveways & parking areas and stripping & numbering parking lots.

Proposals should be mailed or delivered in person to:

Sheri McCloskey, Property Manager
Rutland Housing Authority
Templewood Court
5 Tremont Street
Rutland, VT 05701

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Proposals shall be emailed to: smccloskey@rhavt.org

Proposal must be received no later than **4:00 P.M. on Friday, April 12, 2019.**

FORM OF BID

Request for Proposal for patching and sealing driveways & parking areas and stripping & numbering parking lots and handicapped accessible parking space work

Templewood Court \$ _____

RHA's Main Office Parking Lot \$ _____

Sheldon Towers \$ _____

TOTAL PROPOSAL: \$ _____

Signature Page

**Request for Proposal for patching and sealing driveways & parking areas and
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Name and Title (Please Print) _____

Signature _____

Vendor Address _____

Contact (Please Print) _____

Phone _____

Fax _____

E-mail _____

Client References

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Please list three (3) client references. The RHA reserves the right to contact references other than, and/or in addition to, those being furnished below.

1. Name: _____

Address: _____

Phone Number: _____

2. Name: _____

Address: _____

Phone Number: _____

3. Name: _____

Address: _____

Phone Number: _____

Worker's Compensation Certification

I hereby certify that effective the date of my contract with the Rutland Housing Authority and at all times in the performance of such contract that:

I have and will maintain in full force and effect a Worker's Compensation Policy in compliance with the laws of the State of Vermont with the following insurance company:

Company Name

Agent's Name, Address and Telephone Number

Policy Number and Effective Date

OR

I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the contract and am not required by the Laws of the State of Vermont to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

Date

Signature of Vendor