



January 4, 2020

Gentlemen/Ladies:

SUBJECT: Indefinite Delivery/Indefinite Quantity (ID/IQ) No. 20-030 Vacant Unit Repair and Rehabilitation Services

The Oakland Affordable Housing Preservation Initiatives (OAHPI) invites proposals from qualified, experienced contractors interested in providing repair and rehabilitation of vacant apartment units in Oakland, California. The enclosed solicitation was prepared by the Oakland Housing Authority on behalf of the Oakland Affordable Housing Preservation Initiatives (OAHPI).

Proposals will be accepted online through EconomicEngine.com until 10:00 a.m. (Pacific Time) on January 25, 2021. Proposals received after 10:00 a.m. on Monday, January 25, 2021 will be rejected without consideration.

Questions of a procedural nature may be directed to Jeanne Smith at ccgs@oakha.org.

We look forward to receiving your proposal.

Sincerely,

DocuSigned by:

Patricia Wells

722CF180EE194A1...

Patricia Wells

Executive Director

Oakland Affordable Housing Preservation Initiatives



INDEFINITE DELIVERY/INDEFINITE QUANTITY

ID/IQ 20-030 Contractors for Vacant Unit and Rehabilitation Services

Introduction:

Oakland Affordable Housing Preservation Initiatives (OAHPI) was established as a California non-profit public benefit corporation in February 2009. The purpose of OAHPI is to:

- Acquire, develop, lease, finance, rehabilitate, own and operate decent, safe and sanitary housing affordable to persons and households of low income, where no adequate housing exists for such groups;
- Lessen the burdens of government by acquiring leasehold or fee interests in housing for low income persons and households that were previously owned by the Housing Authority of the City of Oakland (OHA) as Low Income Public Housing and continue to operate it as housing for low income households;
- Promote social welfare through activities related to the development of housing for low income persons and households; and
- Implement such other activities as the Board of Directors determines will benefit and support OAHPI.

OAHPI has a portfolio of approximately 1,600 Section 8 units on 250 sites in Oakland.

OAHPI serves and embodies a diverse community; therefore, it is crucial that contractors understand the effects of race, class, ethnicity, income, and other issues of difference in our society, and display a high level of cultural competency throughout their interactions with the non-profit.

Oakland Affordable Housing Preservation Initiative (OAHPI) is soliciting proposals from qualified, licensed and insured entities for Vacant Unit Preparation services, also known as "Make Ready Units".

ID/IQ Representative:	Jeanne Smith, jsmith@oakha.org
ID/IQ Issued:	Monday, January 4, 2021
Project Walk Through:	Monday, January 11, 2021 through Tuesday, January 12, 2021
Questions Due:	Tuesday, January 19, 2021 at 10:00 AM
Addendum Issued:	Wednesday, January 20, 2021
Submission Deadline:	Monday, January 25, 2021 at 10:00 AM
Submission To:	ccgs@oakha.org

WALK-THROUGH: Walk-throughs are by **appointment only** during the following time period: Thursday, January 11, 2021, through Friday, January 12, 2021. For an appointment, please email Nancy Orona at norona@oakha.org

Proposals must be submitted online via Economic Engine with the Bid Form contained in Exhibit 3 through the following link:

https://ha.internationaleprocurement.com/requests.html?company_id=63442

Bidders MUST register with Economic Engine in order to submit proposals. It may take time to upload proposals so please take that into consideration when deciding what time to start uploading your proposal. **Please make sure that your proposal has been successfully uploaded even if you receive a notice acknowledging your proposal.** If you have any technical issues with the site, please contact Larry Hancock at 1-866-526-0160.

OAHPI intends to enter into an Indefinite Delivery/Indefinite Quantity (ID/IQ) Task Order Contract with qualified Contractors for the provision of these services. Due to the nature of the work and the critical importance of the timely service, more than one Contractor will be selected. Contracts will be awarded, by job, to qualified contractors who provide low quotations and can complete the work in the required timeframe. **OAHPI will only consider responses received by the deadline in the required submission method.**

I. STATEMENT OF WORK

A. Project Scope

OAHPI is seeking proposals from qualified, licensed and insured Contractors to provide all materials and labor for Vacant Unit Rehabilitation services in multi-family housing units. Some units may require extensive work while other units will require less extensive work, such as painting, light maintenance and janitorial services. However, each unit will have the same basic tasks required, which are listed in the scope of services section of this document. Time is of essence and quick turn around on these units is critical. We are looking for vendors with the capacity to turn a unit quickly and in a professional manner. Unit turnaround time for a basic unit without extensive damage should be within twenty (20) working days or less. For the purpose of this proposal, "working day" shall not include working on Saturday and Sunday or holidays unless given special direction by the Executive Director.

B. Scope of Work

The scope of work for this project consists of all labor, materials, and workmanship required to clean and repair vacant OAHPI units. The units must be cleaned, repaired, and maintained such that they can be placed into service as units ready for immediate lease and occupancy. Contractors must be properly licensed in the State of California to perform the specified work, and shall abide by applicable local, State, and Federal requirements.

The proposal will include the unit costs for standard turn items for the rehabilitation of an OAHPI unit located at any location. Unit rehabilitation shall be completed within 20 business days, from start to finish, based on full scope units. This schedule will vary based on the scope in each specific unit. All units will be vacant.

These projects typically consist of the demolition of a unit down to the drywall. The chosen contractor would receive the unit after demolition is completed. In some cases, cabinets, doors, etc. might remain if they are deemed to be in good condition. This would reduce the overall unit scope.

Because the unit scopes will vary, we are asking for unit pricing. The scope of each unit will be calculated using the applicable unit pricing of each contractor to determine the contractor for each unit.

OAHPI expects to turn up to 80 units in this manner over the coming 4-6 months.

When a low bid is calculated, the scope of work and the calculation with the final price will be sent to the contractor to verify they will agree to complete the work for the calculated final price.

Each unit assigned to an awarded contractor will include any variety of scope components that are being bid as part of this ID/IQ. The work will include interior unit work, as well as potentially the unit entry door, rear door, exterior cleaning and painting of inner patio walls. Refer to Exhibit 1 for Scope of Work.

C. Project Requirements in Addition to Scope

Final Cleaning

Interior final cleaning to be performed by the Contractor per the following:

- Wipe down all horizontal and vertical surfaces to remove dust etc. Remove all new Appliance stickers or labels completely.
- After completion of work, the contractor shall remove and haul away all rubbish, debris and accumulated material containers resulting from the job; OHA pull carts and dumpsters shall not be used to discard materials and debris.
- Clean all surfaces stained, spotted or otherwise damaged and leave the unit in clean orderly acceptable condition; all floors, woodwork, glass, metal, hardware, furnishings, and other surfaces that cannot be cleaned of all stains or other damages caused by work under this section shall be repaired or replaced at no cost to OAHPI.

Note: Contractor will be responsible for removal of all debris (accumulated from the project) at the work site on a daily basis and at the end of the project. Clean all surfaces for final inspection.

Workmanship

- All workmanship shall be of the highest standards with material applied evenly and uniformly.
- All surfaces must be completely covered and smooth and free of runs, sags, clogs, and excessive flooding.
- All surfaces shall be entirely free of brush marks, dust, and other imperfections to the satisfaction of OAHPI.
- Damage caused by the contractor will be the financial responsibility of the contractor.

Required Work Not Included in Bid Scope

Any work in a specific unit, not included in the scope form, will be negotiated between OAHPI and the proposed contractor prior to the establishment of a contract for that unit.

Change Orders

Work scope that is found during the course of construction that is not included in the contractual scope will require a change order. No out of scope work shall be performed prior to signed authorization of a change order. Any work completed prior to an approved change order will be assumed as part of the contractual scope at no additional cost.

OAHPI maintains the right to complete any added, out of scope work with their own crews.

Punch list:

At the point of substantial completion, the Contractor shall request a written punch list from the assigned OAHPI Representative (Note: the term "substantial completion" to mean that all per-contract work has been performed, inspected and deemed as "Acceptable" by OAHPI and that if applicable, any City/County-required mechanical inspections have been performed up to and including "Final" inspections).

- a) Perform all punch list work in a timely manner and notify the OHA Inspector upon completion.
- b) Inspector to verify completion.
- c) Units not completed by the designated completion date will carry liquidated damage fee of \$25.00 per day.

The contractor shall provide all labor, materials and equipment and perform all operations necessary to perform the rehabilitation of units as specified in each individual unit scope.

Timeliness:

OAHPI requires the Contractor to respond in a timely manner to inquiries regarding progress of unit completion and progress inspections.

Rehabilitation shall be performed and completed within a set number of calendar days (to be specified on each unit form and finalized in the award) from issuance of a Notice-To-Proceed, regardless of the number of units assigned, without interference or hazard to OAHPI personnel and daily operations of the business.

OAHPI management staff or designee will inspect each vacant unit with the contractor on a set schedule for progress and compliance.

Safety and Other Requirements:

The Contractor's employees (including subcontractors) shall conduct themselves in a professional manner at all times. No drink bottles, wrappers, lunches, or other debris should be left inside or outside of the units. Parking may only be permitted on the streets at some sites.

All activity will be conducted in a safe manner. Tools, ladders, brushes, cans, cleaning materials, and other equipment will be kept only in the work areas and will not interfere with residents' use of the facilities. Contractors will be solely responsible for their own tools, materials and equipment.

Contractors will coordinate with the OAHPI Representative to plan a final schedule of work. Any condition which may prevent a contractor from performing the work outlined and agreed upon will be reported immediately to the OAHPI Representative.

All work is to be performed in accordance with all applicable local, state, and federal property rehabilitation standards and any applicable manufacturer's specifications.

The Contractor is liable for damages caused to the unit, building, property and other affected areas during the time work is being conducted in the unit.

OAHPI reserves the right to terminate the agreement for uncorrected, unsatisfactory work or if the contractor uses an unwarranted excessive amount of time for the unit to be repaired and/or rehabbed and is unresponsive to OAHPI's inquiries and requests.

D. Technical Specifications

1. General Repairs

All work to be performed in accordance with all applicable local, state, and federal property rehabilitation standards and/or manufacturer's specifications and the following specifications as attached to this ID/IQ. Please note that this is a partial list of items. Actual list will be developed for each vacant unit through the inspection process.

All work shall be done in a professional and quality workmanship like manner in accordance with trade standards.

Note: The contractor shall be responsible for all permits and associated costs.

E. Warranty

All items shall be new and guaranteed for materials and workmanship. If selected, Bidders will be required to provide a copy of all warranty information.

Guaranty of workmanship is for one year. If an issue arises with the work, OAHPI will issue a written request for warranty work. The Contractor will be required to provide a response within 48 hours for regular requests and 24 hours for emergency health and safety requests. Failure to resolve the issues will result in removal from the qualified list for all future projects until the issues are resolved to the satisfaction of OAHPI. OAHPI also reserves the right to hold back 10% retention on the work. All warranty work will be performed at the Contractors' expense.

F. Bidder/Installer Requirements

Refer to **Exhibit 2 UNIT RENOVATION SPECIFICATIONS** for all product details and specifications. Any substitutes must be approved prior to the due date of this ID/IQ.

Bidder is responsible for coordinating all aspects of installation; any and all associated costs for delivery shall be included in final bid. Bidders must be aware of the following street and conditions that may impact the project:

- a. Unit access: Delivery to units will be made via property walkways. Vehicles may not be driven on the sidewalks or landscaping.

- b. Street Access: Many properties are on very narrow streets with tight parking lots/driveways, such that an oversized truck would block traffic in both directions, which will not be permitted. Depending on the size of the delivery truck, parking lot access will be coordinated with the Property Administrator.
- c. Elevators: No elevators are located on the properties.
- d. Parking: Contractors may park one (1) vehicle in a parking space on the property while working in the unit. All other vehicles must utilize street parking.

II. CONTRACT BID INFORMATION and PRICING

A. Unit Rehabilitation/ Repair Specifications

A full set of specifications are included in **Exhibit 2: UNIT RENOVATION SPECIFICATIONS**.

B. Bid Instructions

The Bid must be recorded on the provided Bid Form in Exhibit 3. OAHPI will only consider responses received by the deadline in the required submission method.

C. Contract Term

OAHPI intends to enter into an Indefinite Delivery/Indefinite Quantity (ID/IQ) Task Order Contract with qualified Contractors for the provision of these services. Due to the nature of the work and the critical importance of the timely service, more than one Contractor may be selected. Contracts will be awarded to qualified contractors who provide low quotations and can complete the work in the required timeframe. The Contract amount will be a Not-To-Exceed ceiling for the Task Orders to be issued against the Contract during the period of performance, which will be two (2) years, with the option to renew for three additional one-year periods.

OAHPI will exercise its option to renew the Contract ninety (90) days before the Contract ends by renegotiating the price or by keeping the firm price of the original Contract, whichever is OAHPI's best interest.

III. GENERAL INFORMATION

A. Submission Requirements

To properly evaluate each offer received by OAHPI, all proposals submitted in response to this ID/IQ must be formatted in accordance with the "Proposal Format" described in the section below.

1. Letter of Interest

Please provide a letter of interest on the Contractor's letterhead, which includes the location of the primary office. Include a narrative that gives a brief description of the company, including the names and titles of principals, the name and contact information of the proposed lead Contractor, the main office's address, phone number, fax number, website and email address, when the company was organized, the principal office from which services will be offered, alternative company names and affiliations and years of experience with multi-family housing.

Provide a brief history of the business, including size, area of expertise, number of years engaged in business under the company's present name, relevant license number(s) and/or certifications, and other relevant information.

The letter should also include the name and contact information (address, phone and fax numbers, and email address) of the proposal contact and the proposed staff member(s) for this assignment and, if applicable, any branch office location and contact information.

2. Contractor License

Please submit a copy of your Contractor License with the State of California.

3. Bid Form

Complete the "Bid Forms" (Exhibit 3) which requests information regarding experience, staff, and proposed fee schedule.

4. Contractor Qualifications Questionnaire

Complete the Contractor Qualifications Questionnaire (Exhibit 4) which requests information regarding your skills and experience as well as requests references with telephone numbers of three (3) private sector clients, housing authorities and/or other government agencies, including project dollar values, where the Bidder has provided services that are similar in size and scope to those requested in this ID/IQ. If listing OAHPI as a reference, an additional reference must be submitted.

B. Reservation of Rights

Representatives of OAHPI can:

- Request clarification of responses submitted before the final selection of a vendor for this project;
- Reject any or all responses;
- Waive any informality in the selection process;
- Terminate this selection process at any time;
- Negotiate the fees proposed by bidders for this project; and
- Award a contract that provides the best value to OAHPI as determined solely by OAHPI in its absolute discretion.

C. Rejection of Proposals

OAHPI reserves the right in its sole discretion to reject any or all proposals in whole or in part, without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. Immaterial deviations may cause a bid to be rejected. OAHPI may or may not waive an immaterial deviation or defect in a proposal. OAHPI's waiver of an immaterial deviation or defect will in no way modify the bid or excuse a bidder from full compliance with the bid requirements. Any proposal may be rejected where it is determined to be not competitive, or where the cost is not reasonable. Proposals that contain false or misleading statements may be rejected.

C. Evaluation Process

The proposals will be evaluated for responsiveness and responsibility, price and timing. More than one contractor can be awarded a contract.

D. Award and Execution of Contract

No content in this request creates, nor construes to create, any contractual relationship between OAHPI and any bidder. OAHPI makes no commitment by virtue of this request, to receive or review of any responsive proposals or participate in any related discussions, and shall have no obligation to release competitive bid information or enter into any business relationship or agreement to purchase any services or supplies from any bidder.

E. Errors

If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in the bid request, the bidder should immediately provide OAHPI with written notice of the problem and request that the bid be clarified or modified. Without disclosing the source of the request, OAHPI may modify the document prior to the date fixed for submission of proposals by issuing an addendum to all potential bidders to whom the bid was sent.

F. Collusion

Bidder, by submitting a proposal, hereby certifies that no officer, agent, or employee of OAHPI has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer; and that the proposer is competing solely in its own behalf without connection with, or obligation to any undisclosed person or company.

G. Cost of the Proposal

Costs incurred by any proposer in the preparation of its response to the ID/IQ are the responsibility of the proposer and will not be reimbursed by OAHPI. Proposers shall not include any such expenses as part of their proposals.

H. Questions Regarding the ID/IQ and Alternative Material Submissions

Questions regarding the bid shall be addressed, in writing, to Jeanne Smith by e-mail: JSmith@oakha.org All questions must be submitted no later than 10am on Tuesday, January 19, 2021. The alternative material submissions can be made be provided a cut sheet that includes the material specifications. Questions will be answered and materials will be evaluated through an Addendum that will be issued by January 20, 2021.

I. Claims Procedures

Vendors wishing to contest the selection process or results will have five (5) business days from the date notice of the final selection to submit written complaints to the OAHPI Executive Director.

IV. BIDDER REQUIREMENTS

A. Minimum Requirements

1. The Bidder shall possess a current license with the state of California Contractor's License Board (CSLB) to perform the work outlined in the ID/IQ.
2. The Bidder must have been in business as a Contractor for a minimum of eight (8) years. OAHPI reserves the right to verify experience and California State Contractors License Code requirements.
3. The Bidder shall have an acceptable industry service record.
4. Bidders are required to submit three (3) references for similar projects or work. References should include the name of the contact person, business phone number, facsimile number, e-mail address, and general description of the project or work that was performed.

5. It is mandatory for the Bidder to provide either a facsimile number or e-mail address.

B. Time of Essence

Time is of the essence with respect to Contractor's performance of the services to be provided in the final agreement.

C. Warranties and Representations

Bidder warrants and represents that it possesses such expertise, experience and resources to perform the scope of services required in a diligent, timely and professional manner consistent with the standards of the industry. Bidder will supply at all times an adequate number of well-qualified personnel to perform the work. Bidder will provide a contact person available and authorized to remedy any non-conformity with this warranty.

D. Indemnity Obligations of Bidder

Bidder will indemnify and defend OAHPI (including its Board of Trustees, officers, director, agents, and employees) from all claims, demands, damages, debt, liability, obligations, cost, expense, lien, action or cause of action (including but not limited to actual damages, fines and attorneys' fees, whether or not litigation is actually commenced) arising out of: (i) the material breach by Bidder of any warranty, representation, term or condition made or agreed to by Bidder; (ii) all products and services prepared by or for Bidder hereunder and provided to OAHPI; (iii) any claim or action for personal injury, death or otherwise involving alleged defects in Bidder's business or any of its products or services provided to State Bar; (iv) any breach by Bidder of any statutory or regulatory requirement.

E. Insurance Obligations of Bidder

The Bidder will provide and keep in full force and effect during the term of this agreement, at the Bidder's own cost and expense, the following insurance policies for the joint benefit of the Bidder and OAHPI, with an insurer reasonably acceptable to OAHPI:

1. General Liability: **\$1,000,000** per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: **\$1,000,000** per accident for bodily injury and property damage.
3. Workers' Compensation and **\$1,000,000** per accident for bodily injury and Employer's Liability: property damage.

Acceptability of Insurers OAHPI

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VI, unless otherwise acceptable to OAHPI.

F. Termination

1. **At Will.** In the event of termination pursuant to this section, the Bidder's sole compensation will be for that portion of services performed or goods delivered up to the date of termination, together with reimbursable expenses, if any then due. Bidder will not be paid for any services, goods or reimbursable expenses associated with any work or service not specifically authorized by OAHPI.

2. **Authorization of Funds.** If the agreement to purchase is terminated, Bidder agrees to take back any affected products furnished under this contract, and relieve OAHPI of any further obligation, except for OAHPI's obligation to pay for services already performed pursuant to this agreement.

3. **Default by Bidder.** This agreement may be terminated by OAHPI for convenience with written notice to the Bidder in the event the Bidder is in default under any of its provisions. In the event this agreement is terminated due to the default by the Bidder, the Bidder will not be entitled to receive any compensation for services performed or for any reimbursable expenses incurred, and OAHPI will have the right to have the services completed by other parties and the Bidder will reimburse the OAHPI for the actual costs to complete the services in excess of the balance of the fee and reimbursable expenses, if any, provided for in this agreement. Any such act by the State Bar will not be deemed a waiver of any other right or remedy of the State Bar, including, without limitation, OAHPI's right to consequential damages caused directly or indirectly by the Bidder's default.

G. Assignment/Subcontracting

1. **Assignment.** The Bidder will not assign or transfer its interest, in whole or in part, under this agreement, without the written consent of OAHPI, which consent may be granted or withheld in the sole and absolute discretion of OAHPI.

2. **Subcontracting.** The Bidder may subcontract with other qualified firms or individuals as required to complete all, or a portion of, the delivery of equipment and services, with the prior written approval of OAHPI. Bidder's firm will be contractually obligated to assume all project responsibilities and the insurance requirements set forth above. As part of this ID/IQ, the Bidder must include a list of any potential subcontractors proposed to complete any work on the project.

Exhibit 1

Unit Turn Scope of Work

Explanation:

OAHPI is looking for one or more contractors for our large unit turn projects. These projects typically consist of the demolition of a unit down to the drywall. The chosen contractor would receive the unit after demolition is completed. In some cases, cabinets, doors, etc. might remain if they are deemed to be in good condition. This would reduce the overall unit scope.

Because the unit scopes will vary, we are asking for unit pricing. The scope of each unit will be calculated using the applicable unit pricing of each contractor to determine the contractor for each unit.

We expect to turn up to 80 units in this manner over the coming 4-6 months.

When a low bid is calculated, the scope of work and the calculation with the final price will be sent to the contractor to verify they will agree to complete the work for the calculated final price.

The following is a list of all possible scope in units:

Walls

- Drywall patch. (price per square foot)
- Taping prep. Tape repair holes and prep old drywall patches with poor finish. Skim coat over hand textured finish in preparation for light texture finish. Finish shall prepare walls and ceiling for texture finish without obvious imperfections. (price per square foot)
- Texture unit. Texture walls and ceiling with light knock down finish. (price per square foot)
- Paint unit. Include two coats of paint for entire unit. Paint will be two colors, walls and trim separate. Kitchen and bath to be semi-gloss, the rest of the unit satin or eggshell. All trim and doors shall be semi-gloss; trim color. (price per square foot)

Carpentry

- Install header and trimmer studs to reduce the height of the closet opening to standard door height. Include drywall and taping. (price per opening)
- Interior Door Slabs. Install new interior doors and hardware on existing jambs. (price per door)
- Interior Door Systems. Install new jambs, casing, doors, and hardware. (price per opening)
- Exterior Door Slabs. Install new interior doors and hardware on existing jambs, with new weather striping. (price per door)
- Exterior Door Systems. Install new jambs, casing, doors, weather-stripping, thresholds, and hardware. (price per opening)
- Install new security screen door. Labor only. OHA to provide materials. (price per door)
- Install cabinets/vanities. OHA to provide cabinets. Includes range vent cover. Contractor to price labor only. (price per lineal foot of lower cabinets, and per lineal foot of upper cabinets)

- Install set of toilet paper holder, towel bar, medicine cabinet, and vanity mirror. OHA to provide materials. Labor only. (price per set)
- Install window blinds. Labor only. OHA to provide blinds. (price per window)
- Install closet shelf and pole. (price per set)
- Install granite counter top. (price per lineal foot)

Mechanical

- Install new bath fan, including new hot leg from switch for non-switchable, always on operation. (price per fan)
- Install new standard bath fan/kitchen ceiling fan (not full time operable) (price per fan)
- Install new laundry box, including quarter turn valves. (price per box and accessories)
- Remove and replace angle stops. (price per angle stop)
- Remove and replace gas valve. (price per valve)
- Install tub/shower combo. Includes tub, surround, mixing valve, fixtures, and finishes. (price per combo)
- Install toilet. (price per toilet)
- Install cultured marble vanity top with integral sink and faucet, including drain line to wall. (price per set)
- Install kitchen sink and faucet, including drain line to wall. (price per set)
- Install wall heater (price per heater)
- Install new range hood. (price per each)

Electrical

- Replace service panel (price per panel)
- Remove and replace all switches, and receptacles; include GFCI where required by code. Labor only. OAHPI to provide materials. (price per box)
- Replace lighting fixtures, labor only. OHA to provide fixtures. (price per fixture)

Flooring

- Install vinyl throughout unit. (price per square foot)
- Install underlayment throughout unit. (price per square foot)

Final Clean (price per square foot)

- Wipe down all horizontal and vertical surfaces to remove dust etc. Remove all new Appliance stickers or labels completely.
- After completion of work, the contractor shall remove and haul away all rubbish, debris and accumulated material containers resulting from the job; OHA pull carts and dumpsters shall not be used to discard materials and debris.
- Clean all surfaces stained, spotted or otherwise damaged and leave the unit in clean, orderly, acceptable condition; all floors, woodwork, glass, metal, hardware, furnishings, and other surfaces that cannot be cleaned of all stains or other damages caused by work under this section shall be repaired or replaced at no cost to OHA.

Note: Contractor will be responsible for removal of all debris (accumulated from the project) at the work site on a daily basis and at the end of the project. Clean all surfaces for final inspection.

Exhibit 2
Unit Renovation Specifications

CSI Section	Item	Manufacturer	Model Number	Size	Color	Notes
6-Wood and Plastics						
	Interior Door Casing	Woodgrain Millwork	108378	2 1/4 inch	White	
8-Doors and Windows						
	Entry Door	Plast Pro	DSR 500 flat panel DSR 56B Six panel	36 inch		Fiberglass
	Entry Door Jamb	DKS	4000 series 16g			
	Security Screen Door	Unique Home Designs	IDR06400364002	Arcada Max	Varies	
	Interior Swing Doors	Jeld Wen	Colonial Textured Hollow Core		White	
	Interior Closet Doors	Jeld Wen	Colonial Textured Hollow Core		White	
	Interior Door Hardware	Better Home Products	#16215SN	Satin Nickel		
	Entry Door Hardware	OHA provided; contractor installed				
9-Finishes						
	Kichen and Bath Cabinets	JCW Cabinets	E Homestyle		River Oak	
	Countertops	Granite	Contractor Supply		Peach Red	
	Vinyl Flooring	Zeus Vinyl	145763252		Athena	
	Carpet	Engineered Floors	Top Star 540		Black walnut	
	Rubber Top Set Base	Mannington-Burke	4GL -502		Chocolate	Brown
	Wall Paint	PPG Pure Performance		Semi gloss	Navajo	
	Trim Paint	PPG Pure Performance		Semi gloss	Frost	
	Exterior Paint (Door)	PPG			Varies	
	Wall Mirror	2% of units may require a wall mirror				
	Wall protector	Generic	807848	5 inch	Ivory	
12-Furnishings						
	Shower Curtain Rod	Glacier Bay Carbon Steel 72" tension	HD14011 Home Depot	72 inches	Chrome or White	
	Medicine Cabinet	Generic	404472 404466	16W X 26 H	White	
	Blinds	Champion Vertical	439217 HD		White	
15-Mechanical/Plumbing						
	Bath Fan +motion module	Panasonic Whisper	FV- 0811RQ1		White	Motion sensor ModuleFV-MSVK1

CSI Section	Item	Manufacturer	Model Number	Size	Color	Notes
	Kitchen Fan	Broan	8 " utility 503		White	
	Range Hood	Broan 30" 7" Duct	HD 281375	30 inch	White	
	Heating Unit	Williams Wall Furnace	HD 259303		White	
	Kichen Sink	Amerisink	AS1273		Stainless	
	Kitchen Faucet	Moen	87201		Chrome	
	Bath Sink	Seasons	13-0012-4W		White	
	Bath Faucet	Moen	WS84503		Chrome	
	Hot Water Heater	Bradford White	RG240TGN			
	Tub	American Standard Princeton	2390202.02		White	
	Surround	Cultured Marble	Contractor			
	Tub Shower Valve System	Delta Multichoice	HD 418801			
	Laundry Valve Box	Oatley Quatro Copper	38529		White	
	Shower Trim	Delta Monitor 13	T13420		Chrome	
	Toilet supply line	Fluidmaster	575009	16 inch	Stainless	
	Faucet supply line	Fluidmaster	500398	16 inch	Stainless	
	1/4 turn angle stop	Maintenance Warehouse	403197	1/2 inch	Chrome	
16-Electrical						
	Panel	Powermark Gold 125	TML1212CCUP			
	Breakers	Q-Line 20 and 15 amp	THQL 1115- 1120			
	Switches	Leviton Decora	M32-05802-2WM	15 amp	White	
	Receptacles	Leviton Decora	T5325-205-004	15 amp 20amp	White	
	Single gang cover plate	Leviton Decora	M52-0PJ26-0WM		White	
	Double gang cover plate	Leviton Decora	R52-PJ262-00W		White	
	Ceiling light fixture	Seasons Carslile	326442	14 1/2 inch	satin nickel	
	Kitchen light Fixture	Seasons	326454	32 inch oval	satin nickel	
	Vanity light fixture	Seasons	326454	24 inch	satin nickel	
	10 year Smoke detector	Kiddie	21027438		White	
	10 year Combo detector	Kiddie	21027426		White	
	Surface Phone Jack	Commercial electric	192 882		White	

Unit Rehab Bid Form

Contractor: _____

		Unit of Measure	Quantity	Unit Price
1	Sheet rock patch/tape	Sq. Ft.	1	
2	Install lower closet headers, sheetrock	Ea.	1	
3	Install interior doors and hardware (incl. jamb and casing)	Ea.	1	
4	Texture unit (8' ceiling)	LF	1	
5	Paint unit (8' ceiling)	LF	1	
6	Remove and replace wall heater	Ea.	1	
7	Remove and replace gas valve	Ea.	1	
8	Remove and replace electric panel	Ea.	1	
9	Remove and replace bath fan	Ea.	1	
10	Remove and replace all switches, outlets, GFCIs (Labor Only)	Ea.	1	
11	Remove and replace all light fixtures (Labor Only)	Ea.	1	
12	Install tub/shower combo	Ea.	1	
13	Install toilets	Ea.	1	
14	Install vanity (Labor Only)	Ea.	1	
15	Install sink, faucet	Ea.	1	
16	Install medicine cabinet, TP, towel bars (Labor Only)	Set	1	
17	Install vanity mirror (Labor Only)	Ea.	1	
18	Install kitchen counters, sink and faucet	LF	1	
19	Install kitchen cabinets (Labor Only)	LF	1	
20	Install range hood	Ea.	1	
21	Remove and replace kitchen ceiling fan/powder room fan	Ea.	1	
22	Install angle stop valves	Ea.	1	
23	Install laundry box	Ea.	1	
24	Install laundry cabinet (upper))(Labor Only)	LF	1	
25	Install carpet	Sq. Ft.	1	
26	Install vinyl	Sq. Ft.	1	
27	Remove and Replace unit entry door/hardware	Ea.	1	
28	Remove and Replace security door (Labor Only)	Ea.	1	
29	Final Clean	Sq. Ft.	1	
Total (Lines 1-29)				
Profit and Overhead				
Grand Total Including Overhead and Profit				
Timing: Number of working Days to complete one 3 Bedroom Unit:				

These costs are totaled using quantity of one (1)for comparison purposes only

EXHIBIT 4

CONTRACTOR QUALIFICATIONS QUESTIONNAIRE (REQUIRED)

ID/IQ 20-030 VACANT UNIT REPAIR AND REHAB SERVICES

SUBMIT THIS FORM WITH THE ID/IQ, FAILURE TO DO SO IS GROUNDS FOR DISQUALIFICATION

General Information

Proposer's Company Name _____

Name of Contact Person _____

Legal Structure
(corporation/partner/proprietor) _____

Principle Office Address _____

City, State, Zip _____

Phone Number(s) & Fax Number _____

Email _____

Tax Identification Number _____

Title of Person Authorized to Sign _____

Print Name of Person
Authorized to Sign _____

Contractor License No./Type/Exp.
Date _____

Is Your Business a MBE / WBE /
Section 3 Business? Please specify. _____

General Questions

Describe any trades your company specializes in (check all that apply):

General Contractor for all Trades

Electrical

Plumbing

HVAC

Masonry

Roofing

Painting

If General Contractor is checked, which trades, if any, will you subcontract?

Electrical

Plumbing

HVAC

Masonry

Roofing

Painting

Cabinetry

Flooring

Drywall

Other:

Company History Questions (Yes/No, Circle One)

1. Do you have experience in rehabilitating vacant residential units? Y / N

2. Within the past 5 years has your company, Principal, or Affiliate been the subject of any of the following (respond to each)
 - (a) A judgment of conviction for any business related conduct consulting a crime under state or federal law? Y / N

 - (b) A criminal investigation or indictment for business related conduct constituting a crime under state or federal law? Y / N

 - (c) A federal or state suspension or debarment? Y / N

 - (d) A voluntary exclusion from bidding/contracting? Y / N

 - (e) An OSHA Citation and Notification of Penalty containing a violation classified as serious? Y / N

- (f) An OSHA Citation and Notification of Penalty containing a violation classified as willful? Y / N
- (g) A state labor law violation deemed willful? Y / N
- (h) Any bankruptcy or reorganization proceeding? Y / N
- (i) Any suspension or revocation of any business or professional license or certifications? Y / N
- (j) Falsified business records? Y / N

3. State the number of year/months your business has been in operation.

Response:

4. State the approximate number of jobs completed as a General Contractor in the last 5 years.

Response: (state the number of jobs that match the value)

Number of jobs completed:

Number of jobs between \$1,000 - \$5,000: _____

Number of jobs between \$5,000 - \$10,000: _____

Number of jobs between \$10,000 - \$25,000: _____

Number of jobs between \$25,000 - \$50,000: _____

Number of jobs between \$50,000 - \$100,000: _____

Number of jobs above \$100,000: _____

5. State the approximate number of days it takes your company to finish residential rehab/repair on a 1000 square foot unit. (With normal staff levels)

Response: **(Assume that the unit would require all work described in the basic scope below:)**

- Demolish all existing flooring and base, water closets, sinks, vanities, shelving, and closet systems.
- Furnish and Install all new flooring and base, 6 panel doors, and satin enamel paint (typical) throughout.
- Furnish and Install all new light switches and receptacles.
- Furnish and Install all new CO/Smoke Detectors throughout, per code.
- Repair/Patch all demolition scars and previously repaired drywall patched throughout.
- Remove all existing brackets/nails/screws and patch and repair drywall throughout.

KITCHEN

- Furnish and Install new flooring with rubber base, cabinets, sink (and all associated plumbing), counter-tops, washer/dryer hook-ups, light fixtures, one (1) new GFCI outlet, reinstall existing stove and refrigerator (cleaning by others), vent hood.
- Kitchen to receive semi-glass paint

BATHROOM

- Furnish and Install all new flooring with rubber base, vanity sink/base (and all associated plumbing), all grab bars, towel rings, toilet paper holders etc., mirror.
- Bathroom to receive semi-glass paint.

BEDROOMS

- Furnish and Install new carpet with pad, wood base, closet system with shelving/clothes bar, 6 panel closet doors

Approximate # of days: _____

Number of staff generally on crew: _____

6. What is the average number of 1000 square foot units your company can complete in 30 days? (with normal staff levels)

Response: **(Assume that each unit would require all work described in the basic scope below:)**

- Demolish all existing flooring and base, water closets, sinks, vanities, shelving, and closet systems.
- Furnish and Install all new flooring and base, 6 panel doors, and satin enamel paint (typical) throughout.
- Furnish and Install all new light switches and receptacles.
- Furnish and Install all new CO/Smoke Detectors throughout, per code.
- Repair/Patch all demolition scars and previously repaired drywall patched throughout.
- Remove all existing brackets/nails/screws and patch and repair drywall throughout.

KITCHEN

- Furnish and Install new flooring with rubber base, cabinets, sink (and all associated plumbing), counter-tops, washer/dryer hook-ups, light fixtures, one (1) new GFCI outlet, reinstall existing stove and refrigerator (cleaning by others), vent hood.
- Kitchen to receive semi-glass paint

BATHROOM

- Furnish and Install all new flooring with rubber base, vanity sink/base (and all associated plumbing), all grab bars, towel rings, toilet paper holders etc., mirror.
- Bathroom to receive semi-glass paint.

BEDROOMS

- Furnish and Install new carpet with pad, wood base, closet system with shelving/clothes bar, 6 panel closet doors

Approximate # of days: _____

Number of staff generally on crew: _____

7. Describe any experience or other factors that would demonstrate your knowledge and experience in rehabilitating residential/single family properties in the City of Oakland.

Response:

8. How does your company handle post construction warranty issues? What is the turnaround time for responding to these issues?

Response:

9. Has your company performed any residential rehab projects or any work for any public agency or entity? If yes, include the agency and contact information (name and phone number) of someone who can provide information about the project.

Response:

I certify that I have read the questions and qualification statements surrounding services of the proposed project and that the information provided in this Statement of Qualifications is true and correct to the best of my knowledge and belief. I understand that any information contained herein found to be false or willfully misleading may be grounds for disqualification from this and other Oakland Housing Authority projects.

Contractor Name: _____

Authorized Signature: _____

Date: _____

ID/IQ #20-030 VACANT UNIT REPAIR AND REHAB SERVICES

PLEASE PROVIDE A LIST OF **AT LEAST 3 REFERENCES** THAT YOU HAVE PERFORMED WORK FOR WITHIN THE LAST 5 YEARS. YOU MAY USE THE SAME REFERENCES LISTED IN QUESTION 9 IF YOU HAVE PERFORMED WORK FOR A PUBLIC AGENCY WITHIN THE LAST 5 YEARS.

SUBMIT THIS FORM WITH THE ID/IQ, FAILURE TO DO SO IS GROUNDS FOR DISQUALIFICATION

Company _____
Address _____
City, ST, Zip _____
Fax/Phone _____
Contact Name/Title _____
E-mail _____
Length of Project _____

Company _____
Address _____
City, ST, Zip _____
Fax/Phone _____
Contact Name/Title _____
E-mail _____
Length of Project _____

Company _____
Address _____
City, ST, Zip _____
Fax/Phone _____
Contact Name/Title _____
E-mail _____
Length of Project _____

Company _____
Address _____
City, ST, Zip _____
Fax/Phone _____
Contact Name/Title _____
E-mail _____
Length of Project _____

Do you have a familial or marital relationship with any reference or with anyone at any company listed? _____
If so, please describe _____

CONTRACTOR ID/IQ CHECKLIST

For our reference only. Does not need to be submitted with your proposal.

1. _____ **Read the entire document.** Note critical items such as: Mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; licensing requirements; contractual requirements.
2. _____ **Note the contract contact person's name, address, phone number and email address.** This is the only person you are allowed to communicate with regarding the ID/IQ.
3. _____ **Attend the (non-mandatory) walk through.** This walk-through of a sample unit is provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the department of any ambiguities.
4. _____ **Take advantage of the "question and answer period".** Submit your questions to the contact person by the due date listed in the schedule and view the answers given in the addendum (posted on the website, issued for this ID/IQ. www.oakha.org/procurement - Active Bids - under the ID/IQ number is where the questions and answers will be posted.
5. _____ **Follow the format required in the ID/IQ, answer all the questions, and complete each of the required documents when preparing your response.** Provide point-by-point responses to all sections in a clear and concise manner.
6. _____ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Don't assume OHA or the evaluation committee will know what your or your company's capabilities are or what items/services you can provide, even if you have previously contracted with OHA. The proposals submitted for these services will be evaluated solely on the information and materials provide in your response.
7. _____ **Use the forms provided,** i.e. Bid form, question/qualifications questionnaire, etc.
8. _____ **Check the OHA website for any ID/IQ Addenda.** It is the contractor's responsibility to check the OHA website for any addenda issued for this ID/IQ.
9. _____ **Review and read the ID/IQ documents again** to make sure that you have addressed all requirements.
10. _____ **Submit your response on time.** Keep track of all the dates and times listed on the ID/IQ schedule and submit all required items on time. **LATE RESPONSES WILL NOT BE CONSIDERED.**