



Vacant Unit Painting Services

RFQ 5.3.2023 Vacant Unit Painting Services

Publication of Request: May 3, 2023

Contractor's Informational Meeting and Schedule a Site Visit: May 8, 2023 at 10:00 am; Location: McCormick Place Apartments 2811 McCormick Ave or join zoom meeting at <https://us02web.zoom.us/j/85497243000?pwd=aVBNdjF4QXBvNXdXY2tJci9kOE5kdz09>

Submission of Response Deadline: May 22, 2023 at 4:00 pm



7315 Hanna Street Fort Wayne, Indiana 46816
 260.267.9300 T 260.755.1058 TDD | fwaha.org

The Fort Wayne Housing Authority is seeking a professional painter to assist with the painting of our vacant units. The Fort Wayne Housing Authority consists of 12 Properties and 50 scattered site homes.

Prospective Bidders:

Please provide us with your best price on the items enumerated below. **Your quotation must be received by 4:00 pm Monday, May 22, 2023** with a **Cost/Price Analysis** detailing the cost based on the outlined scope below. We are exempt from both Federal Excise and Indiana Sales Tax.

Property & Addresses	# Bedroom Sizes
Miami Homes - 2111 Cheyenne Drive	48 Units 32 Efficiency - 16 One Bedrooms
Beacon Heights - 2210 Beacon Street	100 Units 96 One Bedrooms & 4 Two Bedrooms
McCormick Place - 2811 McCormick Avenue	96 Units 8 One Bedrooms - 20 Two Bedrooms - 38 Three Bedrooms - 18 Four Bedrooms - 12 Five Bedrooms – 2 Five Bedroom
Brookmill Courts - 2751 Millbrook	108 Units 12 One Bedrooms - 20 Two Bedrooms - 62 Three Bedrooms 10 Four Bedrooms - 4 Five Bedrooms - 2 Five Bedroom BGC
North Highlands - 2100 Saint Mary's Avenue	105 Units 101 One Bedrooms - 4 Two Bedrooms
Tall Oaks - 7300 Decatur Road	105 Units 103 One Bedrooms - 2 Two Bedrooms
Maumee Terrace - 902-932 Harmar Street	16 Units 16 One Bedrooms
River Cove - 2430 River Cove Lane	75 Units 37 Two Bedrooms - 26 Three Bedrooms - 6 Four Bedrooms
Brooklyn Manor BMA - 3626 Brooklyn Ave	52 Units 26 One Bedrooms - 26 Two Bedrooms
Village of Brooklyn Pointe – 2003-2007-2011 Nuttman	20 Units 10 One Bedrooms - 10 Two Bedrooms
Whispering Oaks - 7284-7288 Decatur Rd	24 Units 24 One Bedrooms
SSV - 7260-7240 John St	16 Units - 16 One Bedrooms

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Scattered Sites

50 Units

40 Three Bedrooms

10 Four Bedrooms

2807 Abbott St.	1314 Lombard St.	5003 Hoagland Ave.	5320 S. S. Webster St.
3313 Alpine Ave.	2603 Mauldin Dr.	3517 Holton Ave.	2210 Drexel Ave.
3007 S. Barr St.	5326 McClellan Ave.	2716 John St.	2825 John St.
5601 Bowser Ave.	1101 Oak St.	1405 Sinclair St.	822 Huffman
2505 Carlton Ct.	2133 Ontario St.	228 Cumberland	230 Cumberland
2530 Carver Ct.	2725 Oxford St.	504 Brackenridge	
2608 Carver Ct.	2511 Pittsburgh St.	1520 E. Creighton St.	3615 Rodgers Ave.
3020 Central Dr.	2517 Pittsburgh St.	3012 Drexel Ave.	3704 E. Rudisill Blvd.
3428 Chestnut St.	2305 Rehm Dr.	2917 Euclid Ave.	3902 E. Rudisill Blvd.
2614 Evans St.	5001 South Park Dr.	2714 Greenview Ave.	1123 Wabash Ave.
805 Fairfax St.	3320 Turpie St.	1501 High St.	2806 Weisser Park Ave.
2904 Gay ST.	3324 Turpie St.	2727 S. Hanna St.	4906 S. Webster St.
1129 Grant Ave.	1029 Ventura Ln.	4701 S. Hanna St.	5210 S. Webster St.

Return one signed copy to FWHA, 7315 Hanna Street Fort Wayne IN 46816, and retain one copy for your files.

DESCRIPTION

The FWHA job sites are located in Fort Wayne, IN. The FWHA will only supply the paint necessary to paint the units. The Contractor shall be responsible for all of their equipment and materials, necessary to paint the vacant unit. Please refer to the **Scope of Work** below. All responses to the RFQ must be received on or before **May 22, 2023**.

Any suspected discrepancies should be brought to the attention of FWHA prior to submitting a proposal. Any questions should be brought to the attention of Amy Jacobowitz at ajacobowitz@fwaha.org.

All responses can be mail or hand delivered to FWHA 7315 Hanna St, Fort Wayne, In 46816 or emailed to ajacobowitz@fwaha.org by **4:00 pm Monday, May 22, 2023 with a Cost/Price Analysis** detailing the cost based on the outlined scope below.

FWHA will award the contract on the best bid received, but reserves the right to waive any informalities in the bidding.

Contractor shall be responsible for obtaining and paying for all permits and inspections necessary to complete all work related to the specifications. All work shall comply with Federal, State and local codes.

Contractor shall repair any damage done by their employees in the performance of this work at no expense to FWHA.

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SCOPE OF WORK

1. Prep for painting will be completed by FWHA unless otherwise requested. If requested, the repair will be completed on a Time & Material (T&M) basis. All rooms in the units are to be painted. Including all closets, window frames, door jambs, trim work and doors if all ready painted.
2. Ceiling will be only painted at the request of FWHA.
3. Must clean up any drips, and splatters that take place during painting.
4. All work shall be performed in accordance with the specifications above and in a substantially workman like fashion.
5. Dispose of all debris when completed.
6. FWHA to supply paint.

GENERAL REQUIRMENTS

Work hours shall be Monday - Friday 8:00 am to 5:00 pm and Friday 8:00 am to 12:00 pm.

If favored with an order, we agree to furnish the items enumerated above at the prices under the conditions indicated in the Cost Analysis worksheet included below.

Federal I.D. #: _____ Phone #: _____ E-mail: _____

Date: _____ Signed: _____ Title: _____

Anticipated Start Date: _____ #of days _____ Anticipated End Date: _____

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Painting Checklist:

Painter Check List

Community _____ Apartment No: _____

Place a check mark beside items when completed.

Kitchen:

- _____ Drop Cloth Where Needed
- _____ Remove Wall Plates, Light Globes
- _____ Patch all holes (as needed)
- _____ Paint Ceiling (as requested)
- _____ Paint Doors
- _____ Paint Baseboards (as requested)
- _____ Paint Pantry/Closets & Shelving

Living/Dining Room:

- _____ Drop Cloth Where Needed
- _____ Remove Wall Plates, Light Globes
- _____ Patch all holes (as needed)
- _____ Paint Ceiling (as requested)
- _____ Paint Doors
- _____ Paint Baseboards (as requested)
- _____ Paint Closets & Shelving

Washer/Dryer Room:

- _____ Drop Cloth Where Needed
- _____ Remove Wall Plates, Light Globes
- _____ Patch all holes (as needed)
- _____ Paint Doors
- _____ Paint Baseboards (as requested)
- _____ Paint Shelving

Hallways/Stairwell:

- _____ Drop Cloth Where Needed
- _____ Remove Wall Plates, Light Globes
- _____ Patch all holes (as needed)
- _____ Paint Doors
- _____ Paint Baseboards (as requested)
- _____ Paint Closet/Shelving
- _____ Clean Paint Off Stairs

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Bathroom 1-2-3

1 2 3

			Drop Cloth Where Needed
			Remove Wall Plates, Light Globes
			Patch all holes (as needed)
			Paint Door
			Paint Baseboard/Trim (as requested)

Bedroom 1-2-3-4-5

1 2 3 4 5

					Drop Cloth Where Needed
					Remove Wall Plates, Light Globes
					Patch all holes (as needed)
					Paint Doors
					Paint Baseboard/Trim (as requested)
					Paint Closet & Shelving

General:

- _____ Clean Paint from all Door & Cabinet Hardware
- _____ Clean Paint from Windows, Blinds
- _____ Clean Paint Drips from Carpet, Appliances, etc.
- _____ DO NOT pour paint directly in sinks, etc.
- _____ Turn Heat down to 60 and/or Air Conditioning up to 70 degrees

Comments: _____

Painter Signature/Date

Inspected by/Date

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FWHA's RESERVATION OF RIGHTS:

Definitions:

Respondent – Company or individual responding to the RFQ
Contractor – Company or individual who is awarded the contract

FWHA reserves the right to:

1. FWHA reserves the right to reject any or all Responses, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by the FWHA to be in its best interests.
2. FWHA reserves the right not to award a contract pursuant to this RFQ.
3. FWHA reserves the right to terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon fourteen (14) days written notice to the successful Respondent(s).
4. FWHA reserves the right to determine the days, hours and locations that the successful Respondent(s) shall provide the services called for in this RFQ.
5. FWHA reserves the right to retain all Responses submitted and not permit withdrawal for a period of sixty (60) days subsequent to the deadline for receiving Responses without the written consent of the FWHA Contract Administrator (CA).
6. FWHA reserves the right to negotiate the fees proposed by the Respondent entity. If such negotiations are not, in the opinion of FWHA's CA, successfully concluded within a reasonable timeframe as determined by FWHA. FWHA shall retain the right to end such negotiations.
7. FWHA reserves the right to reject and not consider any Response

FAX

that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete Responses and/or Responses offering alternate or non-requested services.

8. FWHA shall have no obligation to compensate any Respondent for any costs incurred in responding to this RFQ.
9. FWHA shall reserve the right to at any time during the RFQ or contract process to prohibit any further participation by a respondent or reject any Response
10. submitted that does not conform to any of the requirements detailed herein. Each prospective respondent further agrees that he/she will inform FWHA's CA in writing within five (5) days of the discovery of any item that is issued thereafter by FWHA that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve FWHA, but not the prospective respondent, of any responsibility pertaining to such issue.
11. FWHA reserves the right, prior to award, to revise, change, alter or amend any of the instructions, terms, conditions, and/or specifications identified within the RFQ documents issued, within any attachment or drawing, or within any addenda issued. All addenda will be posted on FWHA's website www.fwaha.org under Business Opportunities. Such changes that are issued before the Response submission deadline shall be binding upon all prospective respondents.
12. In the case of rejection of all Responses, FWHA reserves the right to advertise for new Responses or to proceed to do the work otherwise, if in the judgment of FWHA, the best interest of FWHA will be promoted.
13. FWHA reserves the right to, without any liability; cancel the award of any Response(s) at any time before the execution of the contract documents by all parties.

FAX

14. FWHA reserves the right to reduce or increase estimated or actual quantities in whatever amount necessary without prejudice or liability to FWHA, if:
 - 1.1 Funding is not available,
 - 1.2 Legal restrictions are placed upon the expenditure of monies for this category of service or supplies; or,
 - 1.3 FWHA's requirements in good faith change after award of the contract.

15. FWHA reserves the right to make an award to more than one respondent based on ratings and to award with or without negotiations or a "Best and Final Offer" (BAFO).

16. FWHA reserves the right to require additional information from all respondents to determine level of responsibility. Such information shall be submitted in the form required by FWHA within two (2) days of written request.

17. FWHA reserves the right to amend the contract any time prior to contract execution.

18. FWHA reserves the right to require the Contractor to keep accurate timesheets for all employees assigned to perform any project, task, or assignment resulting from this RFQ and any resulting contract.

19. FWHA reserves the right to contact any individuals, entities, or organizations that have had a business relationship with the respondent regardless of their inclusion in the reference section of the Response submittal.

FAX

20. In the event any resulting contract is breached, prematurely terminated or cancelled due to non-performance and/or withdrawal by the Contractor, FWHA reserves the right to seek monetary restitution (to include but not limited to withholding of monies owed) from the Contractor to cover costs for interim services and/or cover the difference of a higher cost (difference between existing Contracted rate and new Contract rate) beginning the date of Contractor's termination, breach and/or cancellation through the contract expiration date.
21. FWHA reserves the right to require the Contractor to replace any employee, subcontractor, or other individuals and/or entities, found to be unacceptable, performing work under any contract resulting from this RFQ. Replacement shall occur within two (2) days of notification by FWHA.
22. FWHA must maintain appropriate records (payrolls, work orders, job descriptions, training program materials and apprentice/trainee registrations and any other data related to the employment and utilization of maintenance laborers and mechanics) which must be preserved for no less than three years or until resolution of any dispute. Employers under contract to FWHA to provide maintenance work must submit to FWHA their original employment records as described above or agree to retain the original employment records for three years or until resolution of any dispute subject to this solicitation.

The deadline for the submission of this Response is May 22, 2023 by 4:00 pm

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Painting of Vacant Units Cost Price Analysis

Miami Homes	Total Unit Est. Sq. Ft.	Cost	Ceilings	Total
Bedroom Size	Total Square Foot			
0 BR	21'1 x 16 = 337 sq ft			
1 BR	22 x 26 = 57 sq ft			

Beacon Heights	Sq. Ft.	Cost	Ceilings	Total
Bedroom Size	Total Square Foot			
0 BR	16 x 20 = 320 sq ft			
1 BR	12 x 20 420 sq ft			
1 BR (HC)	22 x 20 = 440 sq ft			
2 BR	4 x 19 = 779 sq ft			

McCormick Place	Sq. Ft.	Cost	Ceilings	Total
Bedroom Size	Total Square Foot			
1 BR	26 x 21 = 546 sq ft			
2 BR	28 x 26 = 728 sq ft			
3 BR 1st Floor	19 x 26 = 494 sq ft			
3 BR 2nd Floor	19 x 26 = 494 sq ft			
4 BR 1st Floor	22 x 27 = 594 sq ft			
4 BR 2nd Floor	22 x 29 = 638 sq ft			
5 BR 1st Floor	23 x 29 = 667 sq ft			
5 BR 2nd Floor	23 x 29 = 667 sq ft			

Brookmill Court	Sq. Ft.	Cost	Ceilings	Total
Bedroom Size	Total Square Foot			
1 BR	15 x 35 = 525 sq ft			
2 BR	27 x 29 = 783 sq ft			
3 BR 1st Story	35 x 23 = 805 sq ft			
3 BR 1st Floor	19 x 25 = 475 sq ft			
3 BR 2nd Floor	19 x 27 = 513 sq ft			
4 BR 1st Floor	21 x 29 = 609 sq ft			
4 BR 2nd Floor	21 x 29 = 609 sq ft			
5 BR 1st Floor	29 x 29 = 841 sq ft			
5 BR 2nd Floor	29 x 23 = 667 sq ft			

North Highlands	Sq. Ft.	Cost	Ceilings	Total
Bedroom Size	Total Square Foot			
1 BR	19 x 22 = 418 sq ft			
2 BR	21 x 41 = 861 sq ft			

Tall Oaks	Sq. Ft.	Cost	Ceilings	Total
Bedroom Size	Total Square Foot			
1 BR	22 x 25 = 550 sq ft			
2 BR	33 x 25 = 825 sq ft			

Maumee Terrace	Sq. Ft.	Cost	Ceilings	Total
Bedroom Size	Total Square Foot			
1 BR	22 x 28 = 616 sq ft			

River Cove	Sq. Ft.	Cost	Ceilings	Total
Bedroom Size	Total Square Foot			
1 BR	23 x 23 = 575 sq ft			
1 BR 1st. Fl.	23 x 27 = 621 sq ft			
1 BR 2nd Fl.	23 x 29 = 667 sq ft			
2 BR 1st Story	24 x 35 = 840 sq ft			
2 BR 1st Story Fl.	20 x 20 +(11 x 13) = 583 sq ft			
2 BR Snd Fl.	20 x 20 = 400 sq ft			
3 BR 1st Story	34 x 33 = 1,122 sq ft			
3 BR 1st. Fl.	19 x 20 +(20 x 12) = 548 sq ft			
3 BR 2nd. Fl.	20 x 20 +(14 x 10) = 540 sq ft			

Village of Brooklyn Pointe	Sq. Ft.	Cost	Ceilings	Total
Bedroom Size	Total Square Foot			
1 BR	40 x 20 = 800 sq ft			
2 BR	40 x 26 = 1,040 SF			

Whispering Oaks	Sq. Ft.	Cost	Ceilings	Total
Bedroom Size	Total Square Foot			
1 BR	40 x 20 = 800 sq ft			

South Side Senior Villas	Sq. Ft.	Cost	Ceilings	Total
Bedroom Size	Total Square Foot			
1 BR	40 x 20 = 800 sq ft			

Scattered Sites	Sq. Ft.	Cost	Ceilings	Total
Bedroom Size	Total Square Foot			
A 3 BR 1st FL.	26 x 29 = 696 sq ft			
3 BR 2nd FL.	11 x 29 = 319 sq ft			
B 3 BR 1st FL.	39 x 24 = 936 sq ft			
3 BR 2nd FL	39 x 24 = 936 sq ft			
C 3 BR 1st FL.	42 x 32 = 1,344 sq ft			
3 BR 2nd FL	42 x 32 = 1,344 sq ft			