

Quotations for Small Purchases (QSP)

CONDITIONS TO QUOTE - GARDEN BED INSTALLATION

Solicitation No. HADC - 2011 - 020: GARDEN BED INSTALLATION

THE HOUSING AUTHORITY OF DEKALB COUNTY

QSP No. HADC - 2011 - 020: Garden Bed Installation  
At Hairston Lake Apartments

**Prepared by:**  
**Department of Procurement**  
**Of**  
**The Housing Authority of DeKalb County**  
**750 Commerce Drive, Suite 201**  
**Decatur, GA 30030**

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The Housing Authority of DeKalb County (HADC) is seeking price quotes from qualified entities that demonstrate professional competence and experience in installing raised garden beds. The Contractor will provide all materials, labor, tools, and equipment necessary to install raised garden beds, sidewalks fence with gates.

This Quotation for Small Purchase contains submission requirements, scope of services, period of services, terms and conditions and other pertinent information for submitting a proper and responsive proposal. Individuals are required to send confirmation of receipt of the downloaded proposal package to [atp@dekalbhousing.org](mailto:atp@dekalbhousing.org) and it is the responsibility of the firm to periodically visit the website to retrieve any Addenda that may have been issued during this solicitation.

Prospective bidders desiring any explanation or interpretation of the solicitation must be directed in writing to the attention of "Alicia Pope" at [atp@dekalbhousing.org](mailto:atp@dekalbhousing.org). **Deadline for questions is January 17, 2012 at 2:00 p.m.**

**Deadline for submission is January 27, 2012 at 2:00 p.m.**

Submission will be evaluated on the criteria stated in the QSP. After evaluation of the responses, the Contract will be awarded to the bidder/s representing the "Best Value" to HADC.

HADC and its affiliated entities reserve the right to reject any and all submissions.

The quote should be marked as "Garden Beds" with the bidder's name and return address. Mailed or e-mailed quotes are acceptable; however, late quotes will not be opened.

Please submit to:

**The Housing Authority of DeKalb County  
Attention: Alicia Pope  
750 Commerce Drive, Suite 201  
Decatur, GA 30030**

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Notice: Contact with members of the HADC Board of Commissioners, or HADC officers and employees other than the contact person shown above, by any prospective Bidders, after publication of the quote and prior to the execution of a contract with the successful bidder(s) could result in disqualification of your proposal. In fairness to all prospective bidder(s) during the quote process, if HADC meets in person with anyone representing a potential provider of these services to discuss this quote other than at the pre-submittal meeting, an addendum will be issued to address all questions so as to insure no Bidder has a competitive advantage over another. This does not excluded meetings required to conduct business not related to the quote, or possible personal presentations after written qualifications have been received and evaluated.

THE HOUSING AUTHORITY OF DEKALB COUNTY

By: \_\_\_\_\_  
Eugene P. Walker, Jr.  
Executive Director

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**PROCEDURE: Bidders must submit proposed pricing where provided on the last page of this form only. The HADC will accept the proposed pricing in person, email or by mail delivery only. The HADC will NOT accept proposed pricing verbally or by telephone.**

- 1.0 HADC CONTACT: All questions pertaining this QSP shall be addressed to Alicia Pope (hereinafter, the Procurement Specialist) by Telephone: (404) 270-2519 or by e-mail [atp@dekalbhousing.org](mailto:atp@dekalbhousing.org)
- 2.0 APPLICABILITY: By submitting a quote to the HADC, the firm or individual doing so (hereinafter, "the Bidder") is automatically agreeing to abide by all terms and conditions listed herein, including those terms and conditions within the HUD document, *Table 5.1, Mandatory Contract Clauses for Small Purchases Other than Construction*, which is attached hereto.
- 3.0 HADC RESERVATION OF RIGHTS: The HADC reserves the right to:
  - 3.1 Reject any or all quotes, to waive any informalities in the QSP process, or to terminate the QSP process at any time, if deemed by the HADC to be in the best interest of the HADC;
  - 3.2 Terminate a contract awarded pursuant to this QSP at any time for its convenience upon delivery of a 10-day written notice to the apparent or successful Bidder;
  - 3.3 Determine the days, hours and locations that the successful Bidder shall provide the items or services called for in this QSP;
  - 3.4 Reject and not consider any quote that does not, in the opinion of the Contracting Officer, meet the requirements of this QSP, including but not necessarily limited to incomplete quotes offering alternate (not including "or equal" items) or non-requested items or services;

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- 4.0 **BIDDER'S RESPONSIBILITY:** Each Bidder must carefully review and comply with all instructions provided herein, provided within any named attachments and those provided within the HADC website.
- 5.0 **DEADLINE:** Each Bidder shall submit his/her proposed costs, prior to the posted deadline, as provided for herein. Whereas this is an informal solicitation process, the HADC reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of the Procurement Department, it is in the best interest of the HADC to do so.
- 6.0 **HOLD PRICES/NON-ESCALATION:** By submitting a quote, and whereas the quote sum submitted is a firm-fixed quote, each Bidder thereby agrees to "hold" or not increase the proposed quote prices during the term of the work.
- 7.0 **PURCHASE ORDER (PO):** The HADC 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 Bidder thereby agrees to confirm receipt of the PO in the manner directed by the HADC.
- 7.1 **AWARD CRITERIA:** If an award is completed pursuant to this QSP, and unless otherwise instructed in writing by the Procurement Department, award shall be made to the responsive and responsible Bidder that submits the lowest cost.
- 8.0 **INVALID OR ALTERNATE QUOTES:** Failure to complete and submit all required information, or to add any additional requirements not acceptable to the HADC, may invalidate the quote submitted. Furthermore, the HADC shall reserve the right to reject, without consideration, alternate quotes, meaning those that do not meet the requirements of this QSP.
- 9.0 **QUOTE COSTS:** There shall be no obligation for the HADC to compensate any Bidder or prospective Bidder for any costs that he/she may incur in responding to this QSP.
- 10.0 **SHIPPING COSTS:** Each quoted sum submitted shall include completion of the specified services at the HADC site or location, as specified within this QSP or on the PO issued.

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- 11.0 **ASSIGNMENT OF PERSONNEL:** The HADC shall retain the right to demand and receive a change in personnel assigned by the successful Bidder to provide services to the HADC if the HADC believes that such change is in the best interest of the HADC and the completion of the work or provision of the items.
- 12.0 **UNAUTHORIZED SUB-CONTRACTING PROHIBITED:** The successful Bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this QSP (including, but not limited to, selling or transferring the ensuing PO or contract) without the prior written consent of the Procurement Department. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the PO or the contract with the HADC.
- 13.0 **LICENSING AND INSURANCE REQUIREMENTS:** Prior to award (but not as a part of the quote submission) the *successful Bidder* will be required to provide:
- 13.1 An original certificate evidencing the Bidder's current industrial (worker's compensation) insurance carrier and coverage amount;
- 13.2 An original certificate evidencing General Liability coverage, naming the HADC as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the HADC as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000;
- 13.3 An original certificate showing the Bidder's automobile insurance coverage in a combined single limit of \$500,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000.
- 13.4 A copy of the Bidder's business license.
- 13.5 A copy of the Bidder's license issued by the State of Georgia licensing authority allowing the Bidder to provide the services detailed herein.

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- 14.0 Documents that apply to this QSP (PLEASE NOTE: The following Section 14.3 only applies to this QSP and the ensuing award if the successful Bidder will provide any work.
- 14.1 This Conditions To Quote form;
  - 14.2 HUD form *Table 5.1, Mandatory Contract Clauses for Small Purchases Other than Construction* (attached);
  - 14.3 A copy of 24 CFR 135, commonly known as Section 3 (included by reference; a copy will be delivered by the HADC to any firm upon submission to the CO of a written request for such). The successful Bidder hereby agrees to comply with all requirements of the HUD Section 3 Program as detailed therein. If a bidder chooses to certify as a Section 3 Bidder, he/she shall receive the preference noted therein. In any case, the successful Bidder shall be required to, as detailed therein, "to the greatest extent feasible . . . provide economic opportunities to low- and very-low income persons," meaning, if the successful Bidder must hire anyone to help with the work, he/she must submit a work plan showing how he/she will give first preference to such jobs to Section 3 persons.
  - 14.4 The HADC reserves the right to require the successful Bidder/contractor to utilize any form required by HUD to complete the required work and by submitting his/her quote each contractor agrees to do so at no additional charge.
- 15.0 Technical Specifications or Statement of Work (SOW) that applies to this QSP:

#### 15.1 Scope of Work

The Contractor will provide all materials, labor, tools, and equipment necessary to install raised garden beds, sidewalks fence with gates in two locations. First location to be at end of parking lot by office, remove shrubs by curb and start fence here. Second bed in rear of E building see stakes for location.

For an example of what the garden beds need to look like go by Tobie Grant Manor located at 3218 Tobie Circle, Scottdale GA 30079.

HADC is looking for ways to trim cost for the beds so suggestions or recommendations will considered and evaluated.

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Please read the scope as changes have been made to the original scope.

Contractor to submit schedule of values with bid proposal.

See attached drawings for more information.

15.1.1 Grade out area to be level for beds. When complete, there needs to be a positive flow for rainwater away from garden. Install heavy fabric under beds and walkway to prevent weeds. The fabric should be porous enough to allow water to penetrate.

15.1.2 All debris generated from work should be remove daily. All work should be completed in a safe manner.

15.1.3 Contractor must maintain the necessary erosion control to ensure site is in compliance (whether it be slit fence or hay bales or another). All specs to be as spec or equal and to be approved by HADC staff.

15.1.4 Install twenty six (26) garden beds to two and a half feet height, 4 feet wide, 16' in length and add dirt with the top 1 foot of good-screened topsoil (food waste compost) with fertilizer in the top 8" add 50 red wigglers to each bed. Thirteen (13) garden beds will be at each location with four-inch numbers on each bed.

15.1.5 All concrete to be 3000 psi with fiber mesh with a 4" minimum depth. Compact soil to be 95 percent proctor. Allow side walkway to be at least 30' in length to beds. Install sidewalk to new garden areas to be five feet wide. Install a 5'X5' concrete landing for other gate. Install a 6' by 12' concrete pad for composter and rain barrel. Install 6" X 4" curb with fence.

15.1.6 Bed timbers to be 6x6 pressure treated. Timbers to be square and true. Timbers are secured with 10" spikes at all corners and 2' centers for the long sides. Install a dead man anchor. Anchor base row with #5 rebar 2' long to secure it in the ground 2' on center. Lap joints no short sections nothing less than 4'.

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15.1.7 Install two hose bibs to be 1' above the bed for each location. Tie into hose bib to building with a shut off valve to be able to drain for the winter.

15.1.8 Install fence around garden with two gates. Fence to be "Ironcraft, Berkshire Black" 48 in X 72 in in three rail picket fence.

15.1.9 The walkways in garden area to have black rubber mulch with a 4" minimum depth.

15.1.10 Composters to be Mantis ComposT-Twin Dual-Chamber Composter and anchored to concrete pad.

15.1.11 Rain barrels to be Mayne, Madison Black rain Barrel (Lowe's item #114880).

15.1.12 Install two 6' Rally Benches(item # D6002 from upbeat) on a 4' X 8' concrete pad around each of the new garden beds. Locations and color TBD.

15.1.13 Each location will have a garden tool shed. Sheds to be built to code. Sheds will be within 30' of existing building. Sheds will be 6'x8' 8' height on rear and 10' on the front on a concrete pad with a footer along with a 5'X5' H/C ramp to the shed made with Hardi-Plank siding. Soffit and facial boards to be trimmed with Hardi- Plank.

15.1.14 Roofs to be lean to type with 1' over hang with  $\frac{3}{4}$  in plywood and trip edge. Match existing material on existing roofs.

15.1.15 New metal flush doors to be 3-0 X 6-8 with lever latch and dead bolt. Install electrical conduit from building house box to the shed. Install 1 two bulbs, 4' T-8 Fluorescent fixture with a lens. Install a 4-gang box on the interior and GCFI in the exterior. Wire the units with 12-2.

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#### 15.2 Wage Rates & Equal Employment

Attention is called to the fact that salaries, not less than the Davis-Bacon Wage Rates as published by the U.S. Department of Labor, must be paid on this project. All contractors shall be required to comply with the equal employment requirements of the Federal Government and with the stipulations contained in the Contract Work Hours and Safety Standards Act and to certify to compliance at completion of the work

#### 15.3 Work Hours

Work will only be performed between the hours of 8:00AM and 5:00PM weekdays only.

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FORM OF QUOTE

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

Item No.	Description	Total Base Bid (Lump Sum)
1	Garden Bed Installation	

The undersigned bidder hereby quotes the above amounts to complete the required work (print clearly and legibly!). Further, by submitting this quote, the undersigned bidder agrees to abide by all terms and conditions listed within any document issued by the HADC pertaining to this issue.

COMPLETED BY:

\_\_\_\_\_  
Signature Date Printed Name

\_\_\_\_\_  
Company Name Address (Street; City; State; Zip)

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Email Address