



QUOTATIONS FOR SMALL PURCHASES (QSP)

QSP NO. 2024-005

Date: 7/31/2024

Project Description: Installation of Wrought Iron Fence at HACR Main Office

Location: 5555 Arlington Avenue, Riverside, CA 92504

QSP INFORMATION AT A GLANCE

CONTACT PERSON FOR QUESTIONS/INTERPRETATIONS:	George Eliseo, Contracting Officer Housing Authority 5555 Arlington Ave. Riverside, CA 92504 Phone: (951) 955-6405 / Fax: (951) 688-6873 Email: gceliseo@rivco.org
HOW TO OBTAIN THE QSP DOCUMENTS:	1. Access www.harivco.org 2. On the Vendors & Contractors page scroll down and find the link for QSP 2024-009 3. Download the QSP to your device
HOW TO FULLY RESPOND TO THIS QSP BY SUBMITTING A QUOTE:	Quoter's must submit proposed pricing where provided on the last page of this form (Form of Quote form) only. 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.
NON-MANDATORY JOB WALK:	Thursday, August 8, 2024 at 10:00 AM
PROJECT LOCATION:	Housing Authority of the County of Riverside 5555 Arlington Avenue Riverside, CA 92504
QSP DEADLINE (DUE DATE)	Thursday, August 15, 2024 at 5:00 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
This is a Davis Bacon Wages Job	WD# CA20240017 Mod# 8 Date: 6-28-24

INTRODUCTION: The Housing Authority of the County of Riverside, (HACR) is seeking quotes from qualified, licensed, and bonded contractors to provide and install a wrought iron fencing around the vacant lot next to HACR'S main office, located in Riverside, CA. HACR will award a contract to the lowest priced Quoter.

1.0 **HACR CONTACT:** All questions pertaining to this QSP shall be addressed to George Eliseo (hereinafter, the Contracting Officer or CO), 5555 Arlington Avenue, Riverside, CA 92504,



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Telephone: (951) 343-5439; Email: gceliseo@rivco.org

- 2.0 **APPLICABILITY:** By submitting a quote to 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 HUD document, Form HUD-5370-C Section II, *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 QSP process, or to terminate the QSP process at any time, if deemed by HACR to be in the best interest of HACR, in its sole and absolute discretion;
- 3.2 Terminate a contract awarded pursuant to this QSP 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 QSP;
- 3.4 Reject and not consider any quote that does not, in the opinion of the CO, meet the requirements of this QSP, including, but not necessarily limited to: incomplete quotes, offering of alternate items or services (not including "or equivalent" 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 **CONTRACT PERIOD:** This is a simple installation contract and should not take more than fourteen (14) days to complete, however this time period is flexible.
- 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 CO, it is in the best interests of 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



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result of any award ensuing from this QSP. HACR shall retain one contractor only and shall retain the right to order from that contractor (successful Quoter), on a task order basis, any amount of services or items that HACR requires during the ensuing contract period. This means that if HACR decides that it is in its best interests to delete from the ensuing contract any quantities or work from the preceding table, then 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 HACR.

9.2 **AWARD CRITERIA:** If an award is completed pursuant to this QSP, and unless otherwise instructed in writing by the CO, 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 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 Quoter is thereby agreeing to "abide by all terms and conditions pertaining to this QSP as issued by HACR, in hard copy, including an agreement to execute HACR'S contract or any other form substantially approved as to form and substance by HACR." A copy of the Sample Contract will be made available to any Quoter upon written request.

9.4 **SCOPE OF WORK:** All Technical Specifications and/or Scope of Work listed within the subsequent HACR contract will generally be the same as detailed within this QSP'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 CO 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



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are excluded from coverage by HUD-determined or HUD-adopted prevailing wage 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 HACR, may invalidate the quote submitted. Furthermore, HACR shall reserve the right to reject, without consideration, alternate quotes, meaning those that do not meet the requirements of this QSP.
- 11.0 **QUOTE COSTS:** There shall be no obligation for HACR to compensate any Quoter or prospective Quoter for any costs that he/she may incur in responding to this QSP.
- 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 HACR'S site or other location, as specified within this QSP or on the PO issued. HACR will not pay any additional costs above those quoted on the Form of Quote form.
- 13.0 **ASSIGNMENT OF PERSONNEL:** HACR shall retain the right to demand and receive a change in personnel assigned by the successful Quoter to provide the described services to HACR if HACR believes that such change is in the best interest of 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 QSP (including but not limited to, selling, or transferring the ensuing PO or contract) without the prior written consent of the CO. 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 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 the laws of the State of California. Policy shall include Employers' Liability (Coverage B)



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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 HACR as Additional Insured. Policy's limit of liability shall not be less than \$2,000,000 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 **RESERVED.**

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 QSP in the **State of California, County of Riverside.**

17.6 A copy of the Quoter's business license or certificate of qualification, allowing that entity to provide such services within the State of California.

17.7 **LICENSE:**

A copy of the bidder's license issued by the California Contractors State License Board (CSLB) allowing the bidder to provide the services detailed herein. To be considered, a potential bidder must have a "**C-13**" – **Fencing Contractor** license, as required under provisions of Public Contract Code Section 3300, and the California Business and Professions Code Sections 7058 and 7059, for work covered in its bid when a bid is submitted. Contractor shall be licensed as required by the jurisdiction in which the service is to be performed and the license shall be current and in good standing.

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

18.1 Form of Quote form (last page);



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- 18.2 Form HUD-5370-C Section II, *General Conditions for Non-Construction Contracts*, which is incorporated herein by this reference;
- 18.3 24 CFR 135, commonly known as Section 3, (included by reference – a copy will be delivered by HACR to any Quoter upon submission to the CO of a written request for such). The successful Quoter hereby agrees to comply with all requirements of the HUD Section 3 Program as detailed therein. If Quoter chooses to certify as a Section 3 Quoter, he/she shall receive the preference noted therein. In any case, the successful Quoter 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 Quoter must hire anyone to help with the work, they must submit a work plan showing how they will give first preference to such jobs to Section 3 persons.
- 18.4 HACR reserves the right to require the successful Quoter/contractor to utilize any form required by HACR or HUD 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 AND SCOPE OF WORK (TS/SOW):

- 19.1 **Wrought Iron Fencing:** Contractor to provide and install approximately four hundred and twenty-eight feet (428') of new wrought iron fence, seven feet (7') in height and one sliding gate approximately six feet high (6') and thirty feet (30') wide.
- 19.2 **Warranty:** Fence and gate shall include the standard one-year warranty on parts and labor.
- 19.3 **Field Verification:** Contractor is 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.
- 19.4 **Extra Work:** Successful Quoter shall furnish HACR with a **firm quote** for any extra work which the successful Quoter determines may be needed or desired during the contract period. The HACR will provide written approval if the quote is approved before any extra work shall commence.
- 19.5 All tools, materials, and equipment shall be provided by the contractor and must meet all local applicable safety requirements.
- 19.6 Contractor shall furnish sufficient personnel with the technical knowledge and experience necessary to complete the work.



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19.7 All work shall be performed in accordance with local safety standards and recognized safe practices.

19.8 Contractor will be responsible for any and all permits, testing or inspections necessary to make the project functional and operational.

20.0 **RECAP OF ATTACHMENTS:** It is the responsibility of each Quoter to verify that he/she has downloaded the following attachments pertaining to this QSP, which are hereby reference included as a part of this QSP:

Attachment	Attachment Description
A	Form of Quote (page 8)

~~~~~**YOUR ACTION REQUIRED ON PAGE 8**~~~~~



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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. All fields below are **required**. \*Contract will be awarded to the lowest responsive and responsible Quoter, and the most advantageous to the HACR, in its sole and absolute discretion. The undersigned Quoter hereby quotes the below amounts to complete the required work. Further, by submitting this quote, the undersigned Quoter agrees to abide by all terms and conditions pertaining to this QSP, including an agreement to execute their Contract or any other form substantially approved by HACR.

| # | Item                             | Footage | Height              | Price: |
|---|----------------------------------|---------|---------------------|--------|
| 1 | Wrought iron fence               | 428'    | 7'                  | \$     |
| 2 | 6' x 30' sliding gate w/hardware | 30'     | 6'                  | \$     |
|   |                                  |         | <b>TOTAL PRICE:</b> | \$     |

**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 (City, State, Zip) |                          |
| CSLB License Number | Expiration Date            | CSLB License Designation |