



REQUEST FOR QUOTATION (RFQ)

RFQ NO. 2023-004

Project Description: Asbestos & Lead Testing of Mobile Homes at Oasis Mobile Home Park

Location: 88725 Avenue 70, Thermal, CA 92274

RFQ INFORMATION AT A GLANCE

CONTACT PERSON FOR QUESTIONS/INTERPRETATIONS:	George Eliseo, Contracts Analyst 2038 Iowa Ave. Ste B102 Riverside, CA 92504 Phone: (951) 955-6405 Email: gceliseo@rivco.org
RELEASE DATE	8/10/2023
HOW TO OBTAIN THE RFQ DOCUMENTS:	1. Access www.harivco.org 2. Scroll down and select: RFQ 2023-004: Asbestos & Lead Testing for the Oasis Mobile Home Park 3. Download the RFQ
JOB WALK:	August 23, 2023 at 10:00 AM
PROJECT LOCATION:	88725 Avenue 70 Thermal, CA 92274
HOW TO FULLY RESPOND TO THIS RFQ BY SUBMITTING A QUOTE:	Quoters must submit proposed pricing where provided on the last page of this form (Form of Quote) only. HWS will accept the executed Form of Quote form in person, by fax, email (preferred – scanned as a .pdf file) or by US Mail ONLY. HWS will NOT accept proposed pricing verbally or by telephone.
RFQ DEADLINE (DUE DATE)	August 31, 2023 at 5:00 PM
NOTE: HWS 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

INTRODUCTION: HWS is seeking quotes from qualified, licensed, and bonded entities to provide asbestos and lead testing for all mobile home units located within the Oasis MHP in Thermal, CA.

The selected contractor shall furnish all labor, supervision, material, parts, tools, and equipment required for asbestos and lead testing of all mobile home units (i.e. travel trailers, ancillary structures or parts thereof) located within the Oasis Mobile Home Park.

PROCEDURE: Quoters must submit proposed pricing where provided on the last page of this form (Form of Quote) only. The department of Housing and Workforce Solutions of the County of Riverside (HWS) will accept the proposed pricing form in person, by fax, email (preferred – scanned as a .pdf file) or by US Mail **only**. We will **NOT** accept proposed pricing verbally or by telephone.



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- 1.0 **HWS CONTACT:** All questions pertaining to this RFQ shall be addressed to George Eliseo, 2038 Iowa Avenue, Ste B102 Riverside, CA 92507. Telephone: (951) 955-6405
- 2.0 **APPLICABILITY:** By submitting a quote to HWS, 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 HASA *General Conditions for Construction Contracts*, which is incorporated herein by this reference.
- 3.0 **HWS RESERVATION OF RIGHTS:**
 - 3.1 Reject any or all quotes, to waive any informalities in the RFQ process, or to terminate the RFQ process at any time, if deemed by HWS to be in the best interest of HWS, in its sole and absolute discretion;
 - 3.2 Terminate a contract awarded pursuant to this RFQ 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 RFQ;
 - 3.4 Reject and not consider any quote that does not, in the opinion of the Contracts Analyst, meet the requirements of this RFQ, including but not necessarily limited to: incomplete quotes, offering of alternate items or services (not including "or equal" items), or non-requested items or services.
- 4.0 **QUOTER'S RESPONSIBILITY:** Each quoter must carefully review and comply with all instructions provided herein, including those provided within any attachments.
- 5.0 **PERFORMANCE PERIOD:** All work as described in the plans, specifications and/or scope of work must be completed within **ten calendar days** of each work order being issued. Contractor shall perform all services Monday - Friday, 8:00AM to 5:00PM.
- 6.0 **DEADLINE:** Each quoter shall submit their proposed costs, prior to the posted deadline, as provided for herein. Whereas this is an informal solicitation process, HWS reserves the right to extend the posted deadline at any time prior to the deadline, if it is in the best interests of HWS to do so.
- 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, HWS does not guarantee any minimum or maximum amount of work as a result



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of any award ensuing from this RFQ. HWS shall retain one contractor only and shall retain the right to order from that contractor (successful quoter), on a work order basis, any amount of services or items that HWS requires during the ensuing contract period. This means that if HWS decides that it is in its best interests to add or delete from the ensuing contract, any quantities or work, then HWS 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" or not increase the proposed quote prices during the term of the work.
- 9.0 **PURCHASE ORDER (PO):** HWS 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 HWS.
- 9.1 **AWARD CRITERIA:** If an award is completed pursuant to this RFQ, and unless otherwise instructed in writing by the Contract Analyst, the award shall be made to the responsive and responsible quoter that submits the lowest price. The results of the solicitation will not be released until the contract is executed between HWS and the lowest responsive and responsible quoter.
- 9.2 **CONTRACT FORM:** By completing, executing, and submitting the Form of Quote, (last page), the quoter is thereby agreeing to "abide by all terms and conditions pertaining to this RFQ as issued by HWS, in hard copy, including an agreement to execute their contract or any other form substantially approved as to form and substance by HWS." The Sample Contract will be made available to any quoter upon written request.
- 9.3 **SCOPE OF WORK:** All Technical Specifications or Scope of Work listed within the contract will generally be the same as those listed within this RFQ's Scope of Work section (19.0). Any quoter that believes the listed Specifications or Scope of Work are unreasonable or incomplete shall address such issues with the HWS designee, in writing during the solicitation period, prior to the deadline. Once the deadline has passed, revision of the specifications set forth will not occur. There will be no negotiations after the submittal deadline.
- 10.0 **INVALID OR ALTERNATE QUOTES:** Failure to complete and submit all required information, or to add any additional requirements not acceptable to HWS, may invalidate the quote submitted. Furthermore, HWS shall reserve the right to reject, without consideration, alternate quotes, meaning those that do not meet the requirements of this RFQ.



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- 11.0 **QUOTE COSTS:** There shall be no obligation for HWS to compensate any quoter or prospective quoter for any costs that they may incur in responding to this RFQ.
- 12.0 **SHIPPING COSTS:** Each quoted sum submitted shall include shipping, delivery and/or completion of the specified services at the site or location, as specified within this RFQ or on the PO issued. HWS will not pay additional shipping/delivery costs unless agreed to beforehand.
- 13.0 **ASSIGNMENT OF PERSONNEL:** HWS shall retain the right to demand and receive a change in personnel assigned by the successful quoter to provide services, if HWS believes that such change is in its best interest and the completion of the work or provision of the items.
- 14.0 **BIDDER'S SECURITY:** Quotes in excess of twenty-five thousand dollars (\$25,000.00) shall be accompanied by a bid guarantee of not less than ten percent (10%) of the amount of the quote, including the aggregate of all separate quote items and schedules covered by the quote, which may be: bid bond, money order, certified check or bank draft, U.S. Government Bonds at par value, or a bid bond secured by a surety company acceptable to the U.S. Government and authorized to do business in the state where the work is to be performed. A Bid Bond must be fully completed, executed and notarized and submitted as a part of the quote submittal for any quote in excess of twenty-five thousand dollars (\$25,000.00). The check or bond shall be made payable to Housing and Workforce Solutions and shall be given as a guarantee that the quoter, if awarded the work, will enter into an agreement with the HWS and will furnish the necessary insurance certificates, Payment Bond (for any quote in excess of twenty five thousand dollars (\$25,000.00)), and Performance Bond (for any quote in excess of twenty five thousand dollars (\$25,000.00)). Each of said bonds and insurance certificates shall be in the amounts of stated in the Standard Specifications or Special Provisions. In case of refusal or failure of the successful bidder to enter said Agreement, the check, or Bid Bond, as the case may be, shall be forfeited to HWS. If the Quoter elects to furnish a Bid Bond as its security, the quoter shall use the **Form of Bid Bond**. (Forms available upon request)
- 15.0 **RESERVED**
- 16.0 **UNAUTHORIZED SUB-CONTRACTING PROHIBITED:** The successful quoter shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQ (including, but not limited to, selling, or transferring the ensuing PO or contract) without the prior written consent of HWS. Any purported assignment of interest or delegation of duty, shall be void and may result in the cancellation of the PO or contract with HWS.
- 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:
- 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



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laws of the State of California. Policy shall include Employers' Liability (Coverage B) 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 HWS 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 HWS as Additional Insureds.

17.4 The quoter shall possess all of the required state and local licenses, and certifications required to perform work of the type required by this RFQ in the ***State of California, County of Riverside.***

17.5 A copy of the quoter's business license allowing that entity to provide such services within the ***State of California, County of Riverside*** if required.

17.6 **License:** A copy of the quoter's license issued by the State of California Division of Occupational Safety and Health allowing the quoter to provide the services detailed herein.

18.0 DOCUMENTS THAT APPLY TO THIS RFQ:

18.1 Form of Quote form (last page);

18.2 *HASA General Conditions for Construction Contracts* (included by reference – a copy will be delivered by HWS to any firm upon written request), incorporated herein by this reference.



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18.3 HWS reserves the right to require the successful quoter/contractor to utilize any form required by HWS or the California Department of Industrial Relations to complete the required work and by submitting his/her quote each quoter/contractor agrees to do so at no additional charge.

19.0 **SCOPE OF WORK:** HWS is seeking quotes from qualified, licensed, and bonded entities to provide asbestos and lead testing services at the below listed site:

**Oasis Mobile Home Park
88725 Avenue 70
Thermal, CA 92274**

19.1. The work under this contract shall be performed at the Oasis Mobile Home Park in Thermal, Riverside County, State of California.

19.2 Contractor to perform inspection for asbestos containing materials for all mobile homes, awning, sheds, structures, and grounds at various units located within the Oasis MHP. All in accordance with AQMD rule 1403 prior to the demolition of building structures. This will involve on-site inspection, collection of suspect materials samples for asbestos analysis, asbestos analysis by a NVLAP certified laboratory, and preparation of a report documenting results of the inspections.

19.3 Contractor to also perform lead-based paint inspections for units in the Oasis MHP. This will involve on-site inspection, collection of samples for lead analysis, and preparation of report documenting results of inspection.

19.4 Contractor to be a Certified Asbestos Consultant (CAC), who is experienced in asbestos and lead inspections and State of Certified Lead Inspector/Assessors.

19.5 Execution of Work: All work is to be performed by qualified, competent trained personnel. The selected contractor is to be licensed and responsible for providing supervision of the work by appropriately identified personnel. All tools, materials, and equipment shall be provided by the contractor and must meet all local applicable safety requirements. A designated area will be made available for contractor's container if needed for materials and equipment. All work shall be performed in accordance with local safety standards and recognized safe practices. HWS may require the contractor to remove from the work such employees as the local authority deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed by the HWS to be contrary to the public interest. The contractor shall ensure full cooperation of all workers and suppliers and shall be confined to this project only. The contractor and his personnel shall respect the rights of tenants in the surrounding dwellings where work is being performed. The contractor will give HWS' designee 48 hours' notice in writing,



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before beginning work. The contractor's working hours may vary depending upon the type of work being performed. Contractor may work longer hours if approved in advance.

- 19.6 Field Verification: Contractor responsible to field verify existing conditions and promptly notify HWS 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.
- 19.7 Amendments to the RFQ: If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. Quoters shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment, by identifying the amendment number and date on the quote form, or by letter, telegram, or facsimile, if those methods are authorized in the solicitation. HWS must receive acknowledgement by the time and at the place specified for receipt of quotes. Quotes which fail to acknowledge the quoter's receipt of any amendment will result in the rejection of the quote if the amendment(s) contained information which substantively changed HWS' requirements. Amendments will be on file in the offices of HWS at least 7 days before bid opening.
- 19.8 Caution to Quoters: Prospective quoters are cautioned not to merely examine the plans and specifications in making their quote, since requirements are imposed upon the quoter by various other portions of this RFQ.

~~~~~ **Your Action Required on Page 8** ~~~~~



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**FORM OF QUOTE**

Each quoter shall submit their quote on this form only, which shall be completed, signed, and returned to HWS as detailed herein.

\*Contract will be awarded to the lowest responsive and responsible quoter, and the most advantageous to HWS, in their sole and absolute discretion.

The undersigned quoter hereby quotes the above amounts to complete the required work (print clearly and legibly!). Further, by submitting this quote, the undersigned quoter agrees to abide by all terms and conditions pertaining to this RFQ as issued by HWS, in hard copy, including an agreement to execute its contract or any other form substantially approved as to form and substance by HWS.

**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 (Street; City; State; Zip)

\_\_\_\_\_  
CAC License Number

\_\_\_\_\_  
Expiration Date

Avg. Price for Asbestos and Lead Testing of One (1) Single-Wide Mobile Home Unit: \$ \_\_\_\_\_

Avg. Price for Asbestos and Lead Testing of One (1) Double-Wide Mobile Home Unit: \$ \_\_\_\_\_