

DAYTON METROPOLITAN HOUSING AUTHORITY
400 WAYNE AVENUE, P O BOX 8750 DAYTON, OHIO 45401-8750
PHONE: 937/910-7613

QUOTATION REQUEST

THIS IS NOT AN ORDER

RFQ: # 10-12
Date: March 9th, 2010

Prospective Bidders:

Please quote us your best price on the items enumerated below. Your quotation, to be accepted, must reach us by Tuesday, March 23rd, 2010, at 10:00 a.m. We are exempt from both Federal Excise and Ohio Sales Tax.

Return one signed copy to DMHA, Procurement Department, 400 Wayne Avenue, P O Box 8750, Dayton, Ohio 45401-8750, and retain one copy for your files.

Pamela K. Randall

Purchasing Manager

DESCRIPTION

DMHA is seeking an experienced professional maintenance contractor for our Windcliff Village property located in Germantown Ohio. Address; 155 Windcliff Village Drive, Germantown Ohio 45327. **Please see attached specs.** Any suspected discrepancies of this RFQ should be brought to the attention of Todd Daniel (tdaniel@dmha.org) prior to submitting a proposal. Any questions or to view the site should be brought to the attention of Shawn Farrel @ 937-910-7630 or Thelma Emrick @ 937-855-7460, Monday through Friday, between the hours of 8:30 a.m. and 5:00 p.m.

Please fax quotations to the Procurement Department by 10:00 a.m. on or before the day outlined above. ((937) 910-7628) No bid opening will be conducted. Results will be available upon request.

DMHA 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 DMHA.

Please reference the General Specifications, Instructions to Bidders, HUD Form 5369 (10/02), Representations, Certification and Other Statements of Bidders, HUD Form 5369A (11/92), General Conditions of Contract for Construction HUD Form 5370EZ (10/06), Cost/Price Analysis, and Wage Rates, attached for more detailed requirements.

If favored with an order, we agree to furnish the items enumerated above at the prices under the conditions indicated.

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

Date: _____ Signed: _____ By _____

Dayton Metropolitan Housing Authority- is seeking to secure an experienced professional maintenance contractor who will be responsible for, but not limited to the following:

Role and Responsibilities of Maintenance Contractor:

The maintenance contractor will perform a variety of maintenance tasks under the general direction of the Asset Management Department for the Windcliff Village site located at 155 Windcliff Drive, Germantown, Ohio that is managed by DMHA for Dayton Metro Homes, LLC. The candidate should be flexible and have a basic understanding of repairs, renovation, property management, detail and task oriented, reading, writing and mathematical computation. The contractor should also have the ability to transfer from one task to another and make decisions, if necessary, with minimal supervision and assistance. Ability to diagnose, analyze and make recommendations on repairs. Work well with a variety of persons in a diverse and “team oriented” environment. Adhere to safety rules and be able to submit reports on a weekly basis. Record keeping information is essential. Contractor must have solid working knowledge and experience in plumbing, electric, HVAC; painting, drywall repair, appliance repair, and carpentry. Related maintenance education is required. A State of Ohio Driver’s License is required.

General Repairs:

The contractor will maintain contact with the Asset Management Department personnel during normal office hours to determine if there are any work orders. **There will be a maximum of 20 hours allotted for general maintenance services - Monday thru Friday.** (See detailed list on next page for all “recognized maintenance emergencies”).

- Miscellaneous work includes: unit turnover, minor cosmetic repairs, electrical repairs, plumbing repairs, roof repairs, painting, carpentry, drywall repair, appliance repair, and other items necessary for maintaining 35 rental units, both interior and exterior.
- Emergency repairs, the contractor must be available via cellular telephone or pager in order to be alerted immediately. The site manager will make the determination of what items can wait for correction during normal business hours and/or what items need to be addressed within 24 hours of occurrence.

Emergency On-Call Specifications:

The ONLY emergency situations that require immediate response to DMHA, and the proper authorities, would be fire, explosion, theft, break-in and/or vandalism.

All other responses to Emergency Calls should be reported to the site manager.

The time frame for “other” types of Emergency Calls should be reported in the morning at the beginning of business on the next business day following the incident.

The contractor will be issued a cellular phone or pager by DMHA for the taking of emergency calls from DMHA’s answering service. Windcliff residents have been informed to call DMHA’s

24-hour answering service for any emergency need during non-business hours. When appropriate, the answering service will contact the contractor via cellular phone or pager for any emergency maintenance needs.

Recognized Maintenance Emergencies:

Gas Leaks
Lockouts
Power Failure
Raw Sewage Back Ups
Broken/Frozen Lines
No Heat
Fire or Explosion
Smoke Alarm/Fire Alarm
Inoperable Door/Lock or Kicked In Door
Broken Refrigerator
Broken Stove
Broken Windows
Exposed Wires
No Water
Air Conditioners
Structural Damage

Completion of Repairs

Emergency repairs, as described above, must be corrected within 24 hours of the time they are reported to the maintenance contractor.

Non-emergency repairs must be completed within 3 days of the day the work order was given to the Maintenance Contractor.

Reporting Requirements:

The contractor shall be responsible for providing the Site Manager a monthly-itemized listing of calls received and dispatched by the fifth working day of each month. The Contractor must provide the following information in all itemized monthly reports submitted:

- Name and address of caller
- Date (day, time, and year) call was received
- Requested work item(s) of caller
- Date (day, time, and year) call was dispatched
- Date (day, time, and year) and address where work was completed
- Description of work performed

Contractor must report all resident complaints or problems to the Site Manager within 24 hours.

RFQ 10-12 Maintenance Services for Windcliff Village

Quote

1. Hourly Rate (*20 hours/per week – Monday thru Friday*)

\$ _____

2. Emergency Hourly Rate (*See RFQ 10-12 for what constitutes an emergency*)

\$ _____