



# The Housing Authority of The City of Fort Myers

## INVITATION FOR BID

IFB No. 20-78, On-Call Standard Plumbing,  
Backflow and Emergency Services

Closing Date: January 14, 2021 @ 4:00 P.M.

Housing Authority of the City of Fort Myers, Florida  
4224 Renaissance Preserve Way  
Fort Myers, FL 33916



## TABLE OF CONTENTS

<b>Item</b>	<b>Page No.</b>
<b>Advertisement</b>	<b>3</b>
<b>Introduction to Respondents</b>	<b>4</b>
<b>Timeline</b>	<b>5</b>
<b>Background</b>	<b>6</b>
<b>Section I - Scope of Services</b>	<b>7-10</b>
<b>Section II – Vendor Submittals</b>	<b>11</b>
<b>Section III – Insurance</b>	<b>12 – 13</b>
<b>Bid Form</b>	<b>14</b>
<b>Attachment A – Proposers Check List</b>	<b>15-16</b>

### **Required Forms**

- a) 5369 A Representations, Certifications, and Other Statements of Bidders
- b) 5369 B Instruction to Offerors – Non-Construction
- c) 5369-C Certifications and Representations of Offerors – Non-Construction
- d) Disclosure of Lobbying Activities
- e) Non-Collusion Affidavit of Contractor
- f) Section 3 Policy
- g) Section 3 Certification
- h) 5370-C General Conditions – Non-Construction
- i) 50070 Drug Free Workplace
- j) Public Entity Crime Form
- k) Equal Employment Opportunity Form



## Advertisement

The Housing Authority of the City of Fort Myers (HACFM), Florida is requesting competitive sealed proposals for **IFB No. 20-78, On-Call Standard Plumbing, Backflow and Emergency Services.**

The successful contractor(s) shall furnish all supplies, parts, labor, equipment, transportation, and materials necessary to provide Professional Plumbing Services on an as needed basis. The work will replace HACFM's provision of a total maintenance and repair program consisting of a variety of tasks

**Specifications and solicitation documents may be examined and downloaded online at:**

<http://www.hacfm.org/web/page.asp?urh=BusinessOpps>

HACFM will receive electronic submissions of Proposals sent to [Laurie@hacfm.org](mailto:Laurie@hacfm.org) on or before January 14, 2021 @ 4:00 p.m.

**IMPORTANT: Please be sure to label the email Subject Line as follows: "IFB No. 20-78, On-Call Standard Plumbing, Backflow and Emergency Services."** The email date and time stamp shall serve as the official receipt and late submissions shall not be accepted. HACFM shall not be responsible or liable for any lost or misdirected responses. Submissions are the responsibility of the proposer.

The owner reserves the right to waive formalities in any proposal; to reject any or all proposals with or without cause. The owner reserves the right to select one or more vendors to provide the services and to select the proposal(s) that, in its judgment, will be in the best interest of the Housing Authority of the City of Fort Myers.

***HACFM encourages Minority and Section 3 participation.  
TTY #(800) 995-8771***

**Advertise: 12/19/2020 and 12/26/2020**



The Housing Authority of the City of Fort Myers (HACFM), Florida is requesting competitive sealed proposals and qualifications for **IFB No. 20-78, On-Call Standard Plumbing, Backflow and Emergency Services.**

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**IMPORTANT:** Please be sure to label the email Subject Line as follows: **“IFB No. 20-78, On-Call Standard Plumbing, Backflow and Emergency Services”** The email date and time stamp shall serve as the official receipt and late submissions shall not be accepted. HACFM shall not be responsible or liable for any lost or misdirected responses. Submissions are the responsibility of the proposer.

**QUESTIONS:** All questions about the meaning or intent of the IFB documents are to be directed to **Laurie Victory, e-mail: [laurie@hacfm.org](mailto:laurie@hacfm.org)**. Questions received less than seven (7) days prior to solicitation dues date may not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

**Contract Term:**

The contract resulting from this IFB shall provide for a term of one (1) year with automatic renewals not to exceed a total of five (5) years unless otherwise cancelled by either party.

Either party may cancel a contract that may result from this IFB by giving a thirty (30) day written notice to the other party.

Unless otherwise stated in the contract, the contract term shall commence on the date specified in the Contract or Purchase Order issued by HACFM.

**ADDENDUMS: All ADDENDUMS shall be placed on the HACFM website. Bidders will not be notified when an ADDENDUM is issued.**

**It is the responsibility of the bidder to check the website for any ADDENDUMS.**



**Timeline:**

***Timeline is provided as a guideline only and is subject to change at the discretion of HACFM.***

Action	Estimated Date of Completion
IFB Issued and made available	December 15, 2020
IFB Closing Date	January 14, 2021 @ 4:00 p.m.
Contract Award	TBD
Notice to Proceed	TBD

*There is no obligation on the part of the HACFM to select and award any submitting response or to any firm or individual submitting a response. **No work is guaranteed.***



## **BACKGROUND:**

### ***The Housing Authority of the City of Fort Myers***

The Housing Authority of the City of Fort Myers (the “Authority” or HACFM) is a public housing (PH) authority created pursuant to Chapter 421 of the Florida Statutes of 1969. Being a municipal dependent special district, the Authority has general statutory authority to operate within the City limits of Fort Myers (the “City”), Lee County, Florida. The Authority develops, owns, and manages public and affordable housing. The Authority is responsible for the administration/management of 570 units of low rent Public Housing (PH), 604 LIHTC Tax Credit Units, 210 Section 8 Project Based Units, and 2,100 total other vouchers.

The City of Fort Myers has a diverse population and the Authority provides affordable housing for the low-income individuals and families who cannot afford housing in the private market. The Authority has partnered with the City, the Lee County Housing Finance Authority (the “County”), other local profit, and not-for-profit groups and citizens of the community desiring to provide more affordable housing options within the City: to rehab units; to redevelop PH; to create new housing (inclusive of new PH units); to support development of community services and resources for the citizens and to seek out new funding sources for the Authority. The Authority and its partners are committed to preserving the community historical roots while building and redeveloping a community that is affordable and viable in the present.

The Southwest Florida Affordable Housing Choice Foundation, Inc., an affiliate nonprofit 501(c)(3) corporation of the HACFM was formed in 2006 to provide, develop and manage affordable housing opportunities on behalf of the HACFM, who currently manage 142 units and expect rent to be collected for those sites and any other future sites or units that may be added.



## SECTION I: SCOPE OF WORK

1. The successful contractor(s) shall furnish all supplies, parts, labor, equipment, transportation, and materials necessary to provide Professional Plumbing Services on an as needed basis. The work will replace HACFM's provision of a total maintenance and repair program consisting of a variety of tasks.
  - 1.1 Work will take place in or around HACFM's Public Housing Units, the Administration Building, Dr. Carrie Robinson Center and any other areas where services may be required by the authority and its affiliates.
  - 1.2 Services shall include but not be limited to minor plumbing repairs, troubleshooting, emergency plumbing repairs, installing and repairing piping, fixtures and maintenance for commodes, urinals, drinking fountains, water spray features, backflow systems, removal and/or installations of faucets, shower traps, shower diverters, tubs, shower basis, sink and tub drains, solder of copper pipe, cut and thread piping, testing plumbing services and plumbing systems and components, laying out new system, removal and/or installation of piping and fittings, removal and/or reinstallation of piping in slabs, and other related work and additional plumbing related issues as they arise and the services necessary to insure safe, well maintained influent, effluent and closed loop systems.
  - 1.3 Systems include, but are not limited to domestic water, heating, cooling, hot water systems, conditioned water systems, backflow systems, sanitary, sewer, and storm systems as well as all related components required for commercial and residential buildings and facilities.
  - 1.4 A 24-hour on call service is required. The response time to the site must be within two (2) hours of an emergency request. HACFM reserves the right to terminate the repair job with the contract vendor and reassign the job to another contract vendor if contractor fails to respond to the job site and begin the needed repair within two (2) hours.
  - 1.5 Contractor(s) shall be licensed by the appropriate State and/or local regulatory agency. The Contractor shall secure and pay for all permits, fees, insurance, and licenses necessary for the proper execution and completion of the work. The Contractor shall observe and comply with all federal, state, county, and city laws, codes, ordinances, rules, and regulations in accomplishing the work.
  - 1.6 Contractor(s) shall be responsible for maintaining a safe and secure worksite for the duration of the work being performed. Work areas shall be cleaned up daily. All safety



regulations for the protection of workmen, HACFM employees and tenant's property must be followed.

- 1.7 All materials and installation shall conform to all applicable federal, state, and local codes, manufacturer's instruction, OSHA, and this specification.
- 1.8 Contractor(s) shall provide and maintain all necessary safety cones and barriers at the job site during the execution of work to alert building occupants of potential hazards and keep the residents and staff safe.
- 1.9 Time billed shall be based on actual time spent on the job site and not transit time or time acquiring materials or supplies.
- 1.10 Contractor(s) must be trained and licensed (if required) to remove, install, and maintain natural gas products to include, but not limited to ovens, stoves, water heaters, and gas supply lines.
- 1.11 Upon completion of the work, contractor(s) shall remove any debris generated by the repairs from HACFM premises. At no time, will contractor discard debris into any HACFM refuse containers. HACFM shall retain salvage rights on any replaced equipment. In the event the equipment is of no value to HACFM, it will be the responsibility of the contractor to properly dispose of equipment.
- 1.12 Upon completion of the work, the Contractor shall provide a clear and legible copy of the work order showing all work performed, indicating the date and time of arrival and departure at the facility for each employee and a list of all parts or supplies used. Work orders shall have a statement that shall be signed by the contractor's representative that work was performed. Contractor shall contact the Property Manager or Project Manager, or his/her designee, at completion of work and deliver the work order to the property manager or his/her designee.
- 1.13 Contractor(s) shall perform criminal history checks, and drug screening test on all prospective employees performing work under this contract. Prospective employees whose criminal history check discloses a misdemeanor or felony involving moral turpitude, sexual offenses or harm to persons or property will not be employed to perform work under this contract. Contractor is required to perform drug screening of all employees and to ensure acceptable test results. Criminal history and drug screening checks will be completed at the sole expense of the contractor





- 1.14 Contractor(s) shall be responsible for the conduct and performance of the contractor's employees. At all time when on HACFM property contractor(s) and employees shall have badges and/or uniforms that visibly identify them as employees of contractor.
- 1.15 Contractor(s) personnel shall be neat and conduct all work in a professional manner with minimal disturbance to the property's residents and the general public.
- 1.16 Contractor(s) shall be responsible for providing the appropriate types and skill levels of personnel, which is considered customary in the industry, required to accomplish the work. The contractor must have Journeymen and Master Plumbers on staff.
- 1.17 Contractor(s) shall provide a company contact and phone number for all inquiries from HACFM. Contractor shall have a 24-hour dispatching service. Contractor shall also provide a contact and phone number for emergency 24-hour service calls. Contractor shall notify HACFM within three (3) days of any change in contact information.
- 1.18 Parts shall be invoiced to HACFM at Contractor's cost plus the percentage for profit and handling listed on the Bid Form. HACFM reserves the right to request proof of cost and contractor shall provide such proof within three (3) business days of request or HACFM shall not be obligated to pay for the part.
- 1.19 HACFM will not pay any trip or service charges. All fees must be included in the hourly rate listed on the Bid Form.
- 1.20 Contractor(s) shall commence and end all services on the same day unless otherwise agreed to by HACFM.
- 1.21 If at any time plumbing service, including but not limited to water, gas, or sewer, to the property must be disconnected or interrupted, contractor must notify HACFM property manager or his/her designee prior to disrupting service.
- 1.22 Contractor(s) shall maintain industry standard quality of work and guarantee all installations meet and pass city inspections. If work does not pass inspection, contractor shall make all repairs necessary to pass inspection at no additional cost to HACFM.
- 1.23 Contractor(s) shall not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required.



- 1.24 All work shall be performed in accordance with industry standards, according to the material/manufacturer recommendations and to satisfaction of HACFM.
  - 1.25 Contractor(s) and employees shall be pro-active and keep HACFM apprised of all recommendations, malfunctions, and any corrective action that may need to be taken on a regular basis. No work shall be done without the pre-approval of HACFM.
  - 1.26 Any required staging areas shall be in accordance with HACFM's direction and Service Provider shall maintain any staging area in a neat and presentable condition.
  - 1.27 Contractor(s) shall immediately notify HACFM Staff of any damages to the facilities as a result of the Service Providers operations. Any damages to property by the Service Provider shall be at the Service Providers cost.
2. Project Repairs that exceed \$2,000 in labor costs shall be in compliance with Davis Bacon Wage Determination No. 2015-4529 Date of last revision 07/08/2020. Each year upon renewal of contract the Davis Bacon Wage Determination shall be updated to the most recent wages. The Davis Bacon requirements will only be required on project specific repairs and not the repetitive maintenance portion of the contract.



## SECTION II: Vendor Submittals

1. References – minimum of three (3) references. Include the companies name, address, contact person, phone number and email address. Prefer at least one (1) governmental reference, however, this is not a mandate.
2. List of any subcontractors used on a regular basis. Name of company and a description of work they perform for the contractor(s).
3. Workmanship Warranties.
4. Forms and documents required under Attachment A.



### SECTION III: INSURANCE

**INSURANCE:** The vendor shall secure and maintain during the contract period the following coverage's:

**Workers' Compensation:** Insurance covering all employees meeting statutory limits in compliance with the applicable state and federal laws.

**Commercial General Liability:** Coverage shall have minimum limits of \$500,000 per occurrence, combined single limit for bodily injury liability and property damage liability. This shall include premises and operations; broad form property damage; XCU coverage; independent contractors; products and completed operations and contractual liability.

**Business Auto Liability:** Coverage shall have minimum limits of \$300,000 per occurrence, combined single limit for bodily injury liability and property damage liability. This shall include: owned vehicles, hired and non-owned vehicles, if applicable.

#### **Professional Liability:**

Coverage shall include the following:

- a. A minimum combined single limit of \$1,000,000.
- b. Should the Professional Liability Insurance Policy issued pursuant to the above requirements and limits, or self-insurance program, provide an applicable deductible amount, or other exclusion or limitation, or sovereign immunity as to the amount of coverage to be provided within the minimum coverage limits set forth above, the HACFM shall hold the PROVIDER responsible and liable for any such difference in the amount of coverage provided by the insurance policy. In the event of any such deductible amount, exclusion or limitation or amount of sovereign immunity, the PROVIDER shall be required to provide written documentation that is acceptable to the HACFM establishing that the PROVIDER has the financial resources readily available to cover damages, injuries and/or losses which are not covered by the policies

**Special Provisions:** HACFM is to be specifically included as an **additional insured** on both the comprehensive general liability and the business auto liability policies.

The certificate holder should read as follows: The Housing Authority of the City of Fort Myers, 4224 Renaissance Preserve Way, Fort Myers, Florida 33916

No HACFM Division or individual name should appear on the certificate. No other format will be acceptable. The certificate must state the project number and name.

**HOUSING AUTHORITY OF THE CITY OF FORT MYERS  
INVITATION FOR BID  
IFB No. 20-78, On-Call Standard Plumbing, Backflow and Emergency  
Services**



Current valid insurance policies meeting the requirements herein identified shall be in effect and maintained during the duration of the named project. Renewal certificates shall be sent to HACFM 10- days prior to any expiration date.



## BID FORM

Item No.	Plumbers Licensed Commercial & Residential	Amount per hour 8:00 a.m. - 6:00 p.m.	Amount per hour After Hours 7:00 p.m. - 8:00 a.m.	Holiday Rate
1	Apprentice	\$	\$	\$
2	Journeyman	\$	\$	\$
3	Tradesman	\$	\$	\$
4	Master Plumber	\$	\$	\$
5	Sprinkler Fitters	\$	\$	\$
6	pipe fitters	\$	\$	\$
7	Pipe Layers	\$	\$	\$
8	Backflow - Fire	\$	\$	\$
9	Backflow - other	\$	\$	\$
10	Parts/Materials Percentage off Contractor Cost			



## **Attachment A**

### **CHECK LIST FOR PROPOSAL SUBMISSION**

Please read carefully, sign in the spaces indicated and return with your bid/proposal.  
Proposer should check off each of the following items as the necessary action is completed.

- l) Proposal Form if applicable
- m) The Bid prices offered have been reviewed.
- n) The price extensions and totals have been checked
- o) 5369 A Representations, Certifications, and Other Statements of Bidders
- p) 5369 B Instruction to Offerors – Non-Construction
- q) 5369-C Certifications and Representations of Offerors – Non-Construction
- r) Disclosure of Lobbying Activities
- s) Non-Collusion Affidavit of Contractor
- t) Section 3 Policy
- u) Section 3 Certification
- v) 5370-C General Conditions – Non-Construction
- w) 50070 Drug Free Workplace
- x) Public Entity Crime Form
- y) Equal Employment Opportunity Form

I acknowledge receipt of the following addenda, and the cost, if any, of such revisions has been included in the price of the proposal.

Addendum # _____	Date: _____	Addendum # _____	Date: _____
Addendum # _____	Date: _____	Addendum # _____	Date: _____



The bid/proposal will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise bid cannot be considered.)

The undersigned, herein referred to as the Proposer, has familiarized themselves with the IFB in its entirety and the local conditions under which the work is to be performed and is satisfied with the conditions of delivery, handling and storage of equipment and all other matters which may be incidental to the work, before submitting a proposal.

The undersigned agrees, if this proposal is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Proposal will be one hundred eighty (180) calendar days.

By submitting a proposal in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is not on the Federal Government's or the State of Florida's list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of bid/proposal submission and time of award, the bidder/proposer will notify the HACFM. Failure to do so may result in terminating this contract for default.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this IFB package.

By signing this document I, an authorized representative of the Proposer, certify that my company has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a Proposal; that the Proposal we have submitted for this IFB has been independently arrived at without collusion with any other Proposer, competitor or potential competitor; that our Proposal has not been knowingly disclosed prior to the opening of Proposals to any other Proposer or competitor; that the above statement is accurate under penalty of perjury.

Failure to sign and return this form will result in the rejection of the entire proposal.

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Company Name

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Authorized Signature

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Date