

NOTICE OF INVITATION FOR BID
PURCHASE AND INSTALLATION OF NEW MANUFACTURED HOME
LOCATED AT: 560 30th Avenue Space 55, Santa Cruz, CA 95062

The Housing Authority of the County of Santa Cruz is seeking the services of a licensed Manufactured Home Dealer who can purchase and install a new manufactured home on the particular space listed above per specifications attached in Exhibit A.

Background

The County purchased a mobile home at Snug Harbor Mobile Home Park, Space 55, with the intention of replacing it with a new manufactured home. You are therefore invited to submit a bid for services to purchase and install a new manufactured home. All terms and conditions contained in the Qualification Requirements attached in Exhibit B apply to this project to furnish all labor, tools, equipment, and incidentals required to purchase and install a new manufactured home as noted in the Scope of Services

Property Owner: The County of Santa Cruz

Address: 560 30th Avenue, Space 55
Santa Cruz, CA 95062

APN: 032-075-15 #55

Deadline for Submitting Proposals:

Proposals will be submitted no later than Tuesday November 12, 2013 at 2:00 PM at the office of the Housing Authority located at:

2931 Mission St.
Santa Cruz CA 95060

Mandatory Walk Through:

Can be scheduled with Peter Rogers who can be reached at (831) 454-5928 or at progers@hacosantacruz.org

Scope of Services:

Purchase and install a new manufactured home on the particular space listed above per **specifications attached in Exhibit A**. All costs associated with the project to be included in the quote. Please account for the following costs and any other costs prior to submitting the quote: cost of the home, cost of transportation, cost of all permits (i.e. HCD, transportation, traffic, electrical, plumbing and similar), costs associated with installation including earthquake bracing, utility upgrades, sewer connection upgrades, lot prep, asphalt work and finishing of the unit. Additionally, all HCD inspection costs should be included in the quote. In short, this should be a “turn-key” quote. **Please note there are NO existing structures at this address; do not include removal cost in the project quote.**

The Agency requests a 2 bedroom, 1 bathroom unit at this location, approximately 14' x 48'. The contractor is responsible for correctly measuring the lot and the proposed home, which may be done at time of walk-through or at any time prior to submittal of bid, and will be subject to park, county and state approval. The unit must be brand new, including all appliances, steps, appropriate skirting, and carport. The new home must comply with state set back requirements; however, the park will have final say of the size of unit that will be placed on this space.

Park management has “initially” approved the project’s concept, but contractor must provide necessary project related documents to Housing Authority so park management approval can be received prior to the start of the project.

Prevailing Wages and Labor Provisions:

State of California Prevailing wage rates apply to all work performed on this project. Wage rates can be obtained at:

<http://www.dir.ca.gov/OPRL/PWD/index.htm>

State of California Labor Provisions and reporting requirements apply to this project.

Insurance Requirements:

The selected vendor will provide proof of insurance, as follows:

Comprehensive general liability insurance coverage is \$1,000,000 each occurrence with a limit of \$1,000,000.

Comprehensive automobile liability insurance coverage is \$500,000 each occurrence with a limit of \$1,000,000.

Employer liability insurance coverage is \$1,000,000 each occurrence with a limit of \$1,000,000.

EQUAL OPPORTUNITY:

During and in relation to the performance of this Contract, Contractor agrees as follows:

1. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, physical handicap or disability, medical condition (cancer related), marital status, sex, sexual preference, age (over 40), veteran status, or any other non-merit factor unrelated to job duties. Such non-discriminatory action shall include, but not be limited to, the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.

Provide with your quote:

1. New Manufactured Home form, Plot plan diagram, and Options List of items to be included in the quoted price.
2. Completed & notarized Non-Collusion Affidavit
3. Completed Subcontractor list
4. Contractor Information Form

Basis of Selection:

Award will be made to the bidder providing proposal which from firm whose qualifications, price and other factors are the most advantageous to the Housing Authority. The Housing Authority reserves the right to reject any or all proposals and is not bound to accept the lowest-cost proposal if that proposal is not in the best interest of the Housing Authority.

The Housing Authority will be considering the following items in selection of vendor:

- Experience, qualifications, and success in providing similar service to other clients
- Quality, dependability and durability of equipment offered,

Project Schedule:

All work will be completed within 90 days of project approval by project park owners, permit issuers, and similar regulatory agencies. Schedule may be adjusted only due to weather conditions.

New Unit Specifications (Exhibit A)

Overall Specifications

Aluminum carport with aluminum posts
Rain gutters and down spouts
Redwood Steps and Landing
All products and materials must meet Cal Green Building Code
for Residential Construction

Exterior

30-year composition roof
Cement board siding
Vapor barrier house wrap under siding
Crawl space with vapor barrier
36" 6-panel front and rear doors
Hinged exterior water heater door
Energy Star windows
Exterior lights (both exterior doors)

Interior

Minimum Insulation: R-13 wall; R-19 floor; R-30 ceiling. All formaldehyde free
Stud-mounted electrical outlets
Vaulted cathedral ceilings
Residential door hinges; satin nickel door hardware
Tape & textured interior walls throughout – (drywall)
2" Faux wood blinds (except bathroom)
Baseboard moldings
Linoleum (no vinyl), ceramic tile or laminate installed in all wet areas - kitchen and bathroom, and utility room
Shut-off valves to each plumbing fixtures
Smoke Detector with battery back-up in living room and bedrooms
Carbon Monoxide alarm
Toe kick registers kitchen & bath
Gas forced air Furnace with all ducts sealed per ASHRAE
Programmable thermostat, capable of 4 set back times
40 gallon gas water heater with outside access, with seismic straps, P&T to the exterior flex connections and pipe insulation
Low flow toilets, shower heads and all water fixtures
Ceilings lights in dining room, living room and bedrooms
TV cable and telephone outlets in living room and bedrooms
Raised panel interior doors
Carpet with 6# min. carpet pad, meets CRI Plus Guidelines

Kitchen

Upper and lower cabinets - No added formaldehyde
Laminate countertops with tile backsplash
At least 17 cu. ft. white, frost free refrigerator with freezer,
Plumbing for icemaker
30" gas range, white
30" lighted range hood vent to exterior, white
Pre-wired for dishwasher
Garbage disposal
Linoleum flooring

Deep stainless steel sink with single lever faucet
Dining room light

Utility Room

Plumbing for washer
Wire for 200V electric and gas line dryer
(Vent to exterior for dryer – vent to be smooth type)
Laundry overhead shelf

Bathroom Specifics

Countertops with tile backsplash with no added formaldehyde
Fiberglass one piece tub/shower combination
Linoleum flooring
Mirror above vanity
Privacy lock
Towel bar & tissue holder
Power vent fan
Low flow toilet, shower head and all water fixtures
Sink with vanity
Medicine cabinet

Site Work:

Electrical Service – If the lot electrical service is a 30 amp service, contractor will upgrade to a 50 amps service;
Contractor to verify feasibility of upgrade.

Plumbing – All sewer and domestic water connections will be upgraded, if needed, to comply with current code;
if there is an underground wasteline trap, it will be removed..

Asphalt – All existing asphalt will be removed as delineated. If existing sub-grade is suitable for compaction, than all organics will be removed (including tree roots to a depth of not less than 2ft.), and sub-grade will be properly prepared and compacted for new asphalt lift(s). Existing sub-grade will be removed if not suitable for compaction (including tree roots to a depth of not less than 2ft.), and engineered fill will be imported and new sub-grade will be properly prepared (to a uniform depth of 6-8 inches) and compacted. Sub-grade will be finished smooth and firm to insure positive drainage (1/4in./ft. or 2%) to roadways.

New hot mix asphalt will be installed as delineated, in lift(s) not exceeding 2 inches. All new asphalt will be compacted and finished to insure a puddle-free finish, and positive drainage (2%) to roadways. Lift used as finished paving surface will be max. 1/2” aggregate mix.

Landscape related – All remaining landscape materials (river rock, and similar) will be removed. Grade will be leveled to remove mounds and depressions, and be left in rake clean condition.

Fencing - A 3ft. high Redwood good neighbor fence will be installed (per park regulation) as delineated.

OFFICIAL PROPOSAL FORM

The undersigned offers and agrees to furnish all work, materials, equipment or incidentals required to complete the services which are included in this Scope of Work for the amount stated in conformance with all specifications, requirements, conditions, and instructions.

- A. Exceptions to or deviations from specifications, conditions, instructions, or requirements as contained in Invitation for Bid:
CHECK ONE: () NONE () STATEMENT ATTACHED
- B. If awarded a Contract (Purchase Order) all work will be completed within 90 calendar days after Notice of Award. A penalty of \$50.00 per day will be deducted from the final payment for each day that the contract deadline is exceeded, but no penalty will be assessed for delays caused by weather, litigation, or other occurrences beyond the Contractor's control.
- C. BID LUMP SUM FOR MANUFACTURED HOME NOT TO EXCEED \$ _____
- D. BID LUMP SUM FOR LOT PREP & INSTALLATION NOT TO EXCEED \$ _____
- E. **TOTAL BID LUMP SUM NOT TO EXCEED** \$ _____

I declare under penalty of perjury that I have not been a party with any other bidder to offer a fixed or uniform price in conjunction with this Invitation to Bid. I further declare that I fully understand the preceding Scope of Services and the amount stated herein is in conformance with said Scope of Services, and that no other representations have been made.

Executed in _____, California, on _____, 2013.

SIGNATURE _____ TITLE _____

PRINTED NAME: _____

NAME OF FIRM _____

ADDRESS _____ CITY _____ ZIP _____

TELEPHONE _____ DATE _____

STATE MH DEALER'S LICENSE NUMBER _____

EXPIRATION DATE _____

NONCOLLUSION AFFIDAVIT
Public Contracts Code §7106

**PURCHASE AND INSTALLATION OF NEW MANUFACTURED HOME
LOCATED AT: 560 30th Avenue Space 55, Santa Cruz, CA 95062**

NON COLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID
STATE OF CALIFORNIA, COUNTY OF SANTA CRUZ

_____ (NAME OF PRINCIPAL BIDDER), being first duly sworn, depose and says that I am _____ (OFFICE OF AFFIANT) of (NAME OF BIDDER), the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of Bidder or any other bidder, or to fix any overhead, profit or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the Housing Authority of the County of Santa Cruz, or anyone interested in the proposed contract; that all statements in the bid are true; and further, that Bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid; and that Bidder has made a complete disclosure to the Housing Authority of the County of Santa Cruz of all facts bearing upon any possible interest, direct or indirect, which Bidder believes any representative of the Housing Authority of the County of Santa Cruz or other officer or employee of Housing Authority of the County of Santa Cruz presently has or will have in this Contract or in the performance thereof or in any portion of the profits thereof.

Signature:

State of California
County of Santa Cruz

On _____, before me, _____, Notary Public, personally appeared _____, proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Signature: _____

SUBCONTRACTORS LIST

**PURCHASE AND INSTALLATION OF NEW MANUFACTURED HOME
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Bidder submits the following information as to subcontractors Bidder intends to employ if awarded the contract.

Name and Address of Subcontractor & Location of Mill or Shop	Description of Work: Reference to Contract Items	Prices Under Subcontract	Subcontractor's License No.	
			State of California Contractors License	Appropriate Business License

SIGNATURE: _____

DATE: _____

560 30th Ave #55

Entrance from 30th

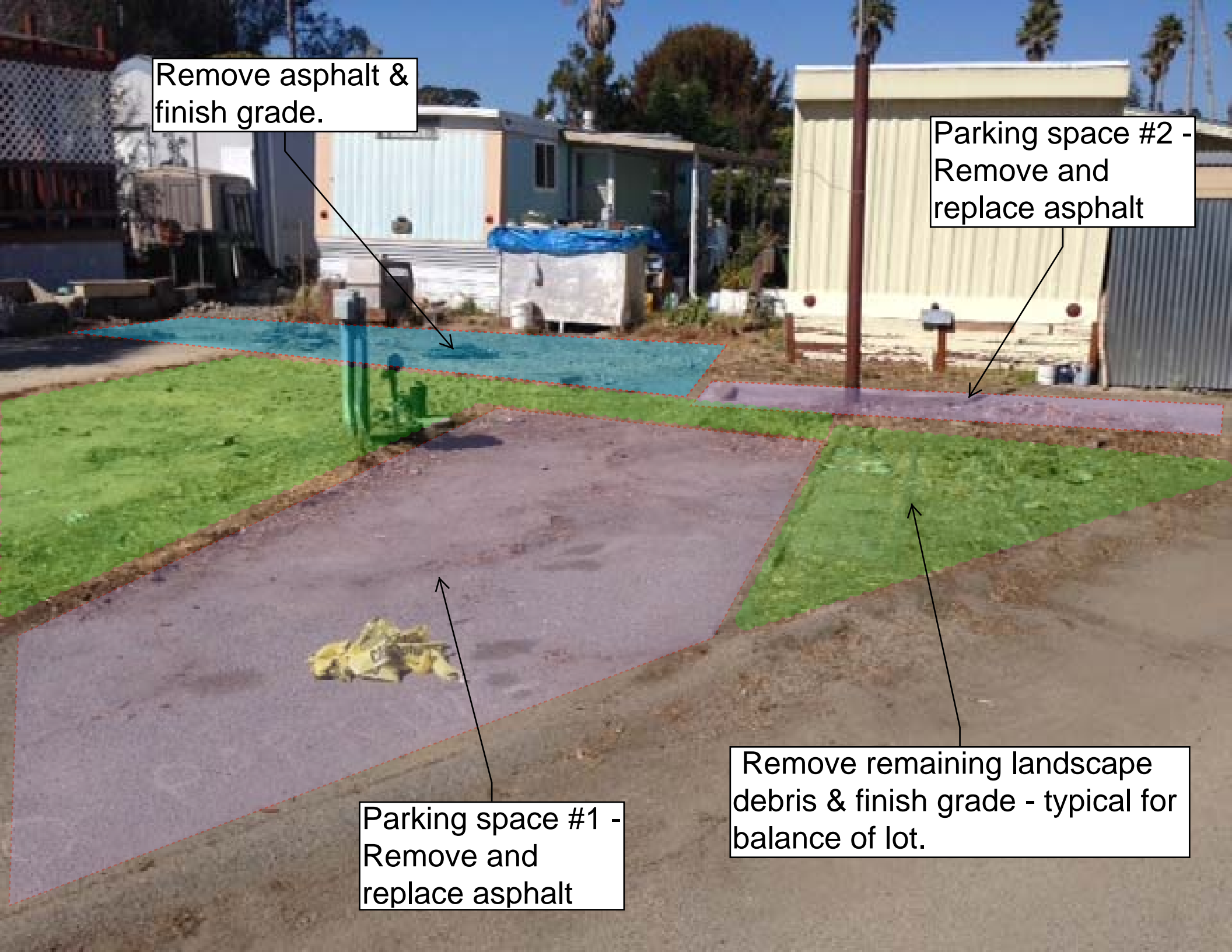


Remove asphalt & finish grade.

Parking space #2 -
Remove and
replace asphalt

Parking space #1 -
Remove and
replace asphalt

Remove remaining landscape
debris & finish grade - typical for
balance of lot.



HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ
DOCUMENT 00420, CONTRACTOR INFORMATION FORM
PURCHASE AND INSTALLATION OF NEW MANUFACTURED HOME
LOCATED AT: 560 30th Avenue Space 55, Santa Cruz, CA 95062

In order to undertake work for the Housing Authority of the County of Santa Cruz, you must provide this form, completed in its entirety. You may not leave any blanks.

CONTRACTOR INFORMATION:	
Full name / Corporate Name of Company:	Date:
Is this a Section 3 business concern (see definition on attached page)?	YES NO
California Contractor's License #:	License Type:
Federal ID#:	[<input type="checkbox"/>] Sole Proprietor [<input type="checkbox"/>] Partnership
Contact Person:	[<input type="checkbox"/>] Non Profit 501c3 [<input type="checkbox"/>] Corp.
Street Address:	Phone #:
Mailing Address:	Fax #:

INSURANCE / OTHER FINANCIAL COVERAGE:	
Worker's Compensation	
Carrier:	Phone #:
Address:	
Policy Number:	

General Liability Carrier (provide copy of Insurance Certificate listing the Housing Authority as an additionally insured entity)	
Carrier:	Phone #:
Address:	
Policy Number:	Policy Limits: \$

Guarantors of financial responsibility bonding and reliability of bidder (if applicable)	
Name of Surety Company:	Phone#:
Address:	
Name of Bank:	Phone #:
Address:	

EXPERIENCE:
The following statements and information regarding the Bidder are submitted with the bid, as a part thereof, and the truthfulness and accuracy of the information are guaranteed by the Bidder. Bidder is required to possess California Contractor's license classification listed in Invitation to Bid to be awarded this contract.
Your organization has been in business as a contractor under its present name for ____ years, from ____.
Your organization has had experience in work comparable to that under the proposed contract, as a general contract for ____ years, or as a subcontractor for ____ years.

Work similar in character to that required in the proposed contract, which bidder's organization has completed:

Year	Class and location of work and for whom performed	Contract Amount
Contact name:		Title:
Address:		Phone:

Year	Class and location of work and for whom performed	Contract Amount
Contact name:		Title:
Address:		Phone:

Year	Class and location of work and for whom performed	Contract Amount
Contact name:		Title:
Address:		Phone:

The following information is required by the Department of Housing and Urban Development

CLASSIFICATION OF BUSINESS:

This business is a small business yes no
 a small business concern is a business that is independently owned and operated, is not dominate in the field in which it is bidding, and qualifies as a small business under the criteria and size standards in 13 CFR 121

This business is a woman-owned business yes no
 a women-owned business enterprise means a business that is at least 51% owned by a woman or women who are U.S. citizens, who also control and operate the business

This is a minority owned business enterprise yes no
 a minority business enterprise means a business that is at least 51% owned or controlled by one or more minority group members, or in the case of a publicly owned business, at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more individuals. For this definition, minority group members are:
 (check the block applicable to you, the Owner or President)
 Black American(s) Hispanic American(s) Native American(s)
 Asian Pacific American(s) Asian Indian American(s) Hasidic Jewish American(s)

DEMOGRAPHICS:

The Owner/President is: male female **Owner is sole employee:** yes no

Owner/President is (check any that apply):

<input type="checkbox"/> a public housing resident	<input type="checkbox"/> low income (below 80% of county median income)																
<input type="checkbox"/> a resident of Santa Cruz County	<table border="1"> <thead> <tr> <th colspan="2">2012 income limits, area median \$73,800</th> </tr> <tr> <th># of persons in family</th> <th>80% of Median</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$51,800</td> </tr> <tr> <td>2</td> <td>\$59,200</td> </tr> <tr> <td>3</td> <td>\$66,600</td> </tr> <tr> <td>4</td> <td>\$74,000</td> </tr> <tr> <td>5</td> <td>\$79,950</td> </tr> <tr> <td>6</td> <td>\$85,850</td> </tr> </tbody> </table>	2012 income limits, area median \$73,800		# of persons in family	80% of Median	1	\$51,800	2	\$59,200	3	\$66,600	4	\$74,000	5	\$79,950	6	\$85,850
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4	\$74,000																
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6	\$85,850																

This business employs approximately _____ people

This information provides the definition of a Section 3 business concern. If you are able to answer 'yes' to any one of these questions, your business may qualify as a Section 3 concern. If you contract with this Housing Authority you will be required to submit documentation supporting this status.

1)

51% of this business is owned by persons who are (check any that apply):

a public housing resident a resident of Santa Cruz County

low income (below 80% of county median income)

2012 income limits, area median \$73,800	
<u># of persons in family</u>	<u>80% of Median</u>
1	\$51,800
2	\$59,200
3	\$66,600
4	\$74,000
5	\$79,950
6	\$85,850

2)

This business consists of permanent full time employees, 30% of whose income is at or below 80 % of median (see above) yes no

OR

within 3 years of the date of their first employment with your business 30% of your permanent full time employees met that income eligibility (at or below 80% of median) yes no

3)

Does this business subcontract work? yes no

If yes, of all the subcontracts your business awards, can you provide evidence of a commitment to assign more than 25% of the dollar amount of all subcontracts to business concerns that meet the definitions in the section of this document labeled Demographics: yes no

I certify under penalty of perjury that the foregoing information is current and accurate and I authorize the Housing Authority of the County of Santa Cruz to obtain a credit report and /or verify any of the above information.

SIGNATURE _____

DATE _____

Section 3

What is it?

Under the Department of Housing And Urban Development (HUD) Act of 1968, known as Section 3, all recipients of certain HUD financial assistance, to the greatest extent feasible, are required to provide job training, employment and contracting opportunities for low or very-low income residents in connection with projects and activities in their neighborhoods.

What does it mean to you?

All recipients of certain HUD financial assistance must, to the greatest extent feasible, provide all types of employment opportunities to low and very low-income persons, including permanent employment and long-term jobs.

Contractors are encouraged to have 'Section 3 residents' make up at least 30% of their permanent, full time staff.

In addition, the Housing Authority is encouraged to award contracts to 'Section 8 businesses concerns'.

What is a 'Section 3 resident'?

- Public housing residents and / or
- For the purposes of the Housing Authority of the County of Santa Cruz, persons who live in Santa Cruz County and who have household income that falls below HUD's income limits (see below)

What is a 'Section 3 business concern'?

- A business that is 51% or more owned by Section 3 residents;
- Employs Section 3 residents for at least 30% of its full-time permanent staff; or
- Provides evidence of a commitment to subcontract to Section 3 business concerns, 25% or more of the dollar amount of the awarded contract.

What are the HUD income limits in use for Section 3?

Number of people in the household	Annual Household Income
1	\$51,800
2	\$59,200
3	\$66,600
4	\$74,000
5	\$79,950
6	\$85,850

If you are awarded this contract, and if you will be requesting a Section 3 preference, you will be required to report information to the Housing Authority regarding the Section 3 status of your business. Further information and forms will be included with the formal contract package.

All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).