



**REQUEST FOR QUOTE TO INSTALL DOOR AUTOMATIC OPENER
AT 2940 GRADY ROAD TALLAHASSEE FLORIDA 32312**

The Tallahassee Housing Authority (hereinafter, “the Agency”) is a public entity that was formed in 1946 to provide federally subsidized housing and housing assistance to low-income families, within the City of Tallahassee, FL. The Agency is headed by an Executive Director and is governed by a seven-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations and the Agency’s procurement policy. Though brought into existence by a Resolution of the City of Tallahassee, it is a separate governmental entity from the City.

Currently, the Agency owns and/or manages: three developments totaling 544 units of HUD-funded public housing; 93 LIHTC units; and 2,200 housing choice vouchers. The Agency currently has approximately sixty employees. In keeping with its mandate to provide efficient and effective services, the Agency is now soliciting quotes from qualified, licensed, and insured entities to provide **a handicap door opener installation** to the Agency. All quotes submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

Scope of Work

The primary objective of this project is to provide and install an electronic door opener for the front entry door at the main office located at 2940 Grady Road Tallahassee Fl. 32312.

1. The contractor is responsible for all labor, material, and necessary permits for this project.
2. The contractor shall install a new electric door opener on the front door at the main office.
3. The contractor shall install a release switch located at the receptionist desk.
4. The contractor shall install an external switch for the door opener.
5. The contractor shall make all necessary repairs to the existing door to insure proper opening and closing without gaps or looseness.
6. The contractor is responsible for installing any needed electrical power supply lines to the opener and switches.
7. Contractor is responsible for repairs in a timely manner and for damage to any THA property or any other property damaged.
8. All completed work will be inspected and accepted by the THA upon completion. All work that is not completed to the satisfaction of the THA will be corrected within 3 workdays.



Conditions

1. The Agency is seeking proposals from qualified; licensed entities to install an electric door opener at the main office front door entry.
2. THA will clearly identify the door that is to be repaired.
3. THA will provide a representative for questions: Contact person –Ken Jones—850-212-6604;
4. The Contractor is solely responsible to ensure that all work is satisfactorily complete and performed in conformance with this contract including, but not limited to, work quality and scheduled work completion dates. Work will be determined unsatisfactory if any parts of the Contractor's work or operations are not in conformance with the contract, including this document, at any time within the contract period.
5. The Contractor and its employees shall wear clothing identifying the Contractor's company and shall also maintain photo identification on their person at all times.
6. The Contractor and its employees are cautioned to conduct themselves in keeping with THA regulations and shall refrain from any behavior, language or activity that is unbecoming and disrespectful. The Contractor shall remove employees exhibiting unbecoming or disrespectful behavior from the project site at the request of the Project Contact Person.
7. The Contractor will conduct work between the hours of 8am thru 5pm Monday/Friday.
8. The Contractor shall complete this project in a period no longer than 10 days after contract signing.

General Responsibilities

1. CONTRACTOR is responsible for being familiar with the site;
2. This contract shall be awarded based on the assurance that adequate, qualified manpower will be provided to carry out the scope of work;
3. Work must begin and end in accordance with the project schedule. The schedule may be revised at the discretion of THA;
4. CONTRACTOR shall provide all necessary equipment and flagging personnel required for off-loading, handling and distribution of the CONTRACTOR's materials;
5. CONTRACTOR shall provide all services in a safe manner;
6. THA is not responsible for fire, theft, loss and/or vandalism of any CONTRACTOR's tools, equipment, materials, supplies and/or work in progress;
7. CONTRACTOR must be knowledgeable and experienced in all aspects of door opener service and procedures, methods, regulations, codes and municipal requirements for performing this service; and
8. CONTRACTOR must check-in to the site office upon entering property.



Insurance Requirements

The CONTRACTOR shall provide and maintain, at his expense, a minimum of \$1,000,000 general liability insurance against claims made for damages for personal injury or property damage by reason of anything done or not done by the CONTRACTOR, its employees or agents, in connection with the performance of this Agreement. Proof that the OWNER is named as addition insured is required upon successful awarding of the contract.

QUOTE

CONTRACTOR MUST SUBMIT QUOTE TO THE TALLAHASSEE HOUSING AUTHORITY MAIN OFFICE LOCATED AT 2940 GRADY ROAD TALLAHASSEE FL. 32312 BEFORE 4:00PM ON 12/30/2019.

QUOTE MUST BE SUBMITTED IN A SEALED ENVELOPE WITH NO ALTERATIONS MADE TO THIS FORM, ADDRESSED TO **TAWANA THOMPSON** AND MUST BE TIME STAMPED AT THE FRONT DESK.

(2940 Grady Road Tallahassee Florida 32312)

CONTRACTOR MUST SUBMIT ALL INFORMATION REQUESTED BELOW:

Company Name _____

Address _____

Email address _____

Phone Number _____

Quote Amount _____

Print Name _____

Signature _____

Date _____