



East Hartford Housing Authority
546 Burnside Ave, East Hartford, CT 06108

Main Office
860-290-8301

Maintenance\24 Hour Emergency
860-290-8300

TDD 1-800-545-1833 ext 216

Finance Dept Fax
860-290-8308

Leasing Dept Fax
860-289-1688

www.ehhousing.org

INVITATION FOR BID - Vacant Unit Painting Services

The East Hartford Housing Authority will be seeking contracts with qualified firms for painting services to vacant and occupied units located at various locations all located in the Town of East Hartford. This proposed will be held for a three (3) year period with two additional 1 year extensions possible upon mutual agreement of both parties. All bids must be submitted in a sealed envelope clearly marked "2019 Bid for Painting Services" and include the bidder's name.

I. PROPOSED SERVICE REQUIREMENTS

1. Painting services and prices should include all labor, materials, tools, and equipment necessary to complete vacant unit painting to include the following: cleaning and prep walls and ceilings, minor sheetrock repair, wall paper, or border removal, sanding, caulking, priming, and wood cabinet refinishing or painting. Apartment interior services are to include all walls, baseboards, ceilings, closets, stairwells, doors (interior and exterior), shelves, radiators, windows as needed, and any other area in an apartment necessary to completely paint each apartment. Holes smaller than a fist size in sheetrock walls are covered under basic conditions.
2. Selected contractor must provide an hourly rate for repairs needed outside of the scope of work.
3. Selected contractor will take protective measures as necessary to protect surfaces that are not to be painted such as wood floors, appliances, windows, door hardware and door labels, sprinkler heads, escutcheons, lights, outlets, outlet covers, switches, switch plates, etc.
4. Painting services are required to be started with-in twenty-four (24) hour of notice of vacant apartment. Apartments are to be completed with-in a forty-eight (48) hour period of work being started for all efficiency, one bedroom, and two bedroom units. Seventy-two (72) hours will be allotted for a three and four-bedroom unit.
5. Selected contractor must use paint and colors selected by East Hartford Housing Authority (EHHA). We currently use Sherwin Williams Pro-Mar 200 in Semi-Gloss for walls, Flat white for ceilings and Kilz primer when necessary. Contractor will need to match existing entry door colors using Sherwin Williams A-100 in Semi-Gloss, doors are to be painted on interior and exterior sides to include jambs, frames, and trim.

II. EHHA CURRENT PORTFOLIO INCLUDES –

1. Shea Gardens - 47 Elderly/Disabled Apartments, 14 Efficiencies and 33 one Bedroom at Holmes Street & Mill Road
2. Meadow Hill Apartments - 120 Elderly Apartments, 120 one bedroom at 101 Connecticut Boulevard
3. Rochambeau - 50 Elderly Apartments, 50 one bedroom at 68 Silver Lane
4. Elms Village - 85 Elderly Apartments, 24 Efficiencies and 62 one bedroom at Elms Village Drive
5. The Highlands Apartments - 54 Elderly Apartments, 20 efficiencies and 34 one bedroom at 1403 Main Street
6. Heritage Gardens - 46 Elderly/Disabled Apartments, 46 efficiencies at 163 School Street
7. Miller Gardens Apartments - 86 Elderly Apartments, 86 one bedroom at 452 Main Street
8. Hutt Heights - 28 Elderly/Disabled Apartments, 13 efficiencies and 15 one bedroom at 70 Cannon Road
9. Hockanum Park - 100 Family Apartments, 12 one bedroom, 42 two bedrooms, 36 three bedrooms, 10 four bedrooms at Holmes Street, Mill Road and Hamilton Road
10. Veterans Terrace and Extension - 150 Family Apartments, 96 two bedrooms, 54 three bedrooms at Columbus Circle, Columbus Street and Columbus Circle Extension.
11. Scattered Sites various locations in East Hartford, duplexes & triplexes, two or three Bedrooms units.

III. PROPOSED ACCEPTANCE AND CONTRACT REQUIREMENTS

Qualified contractors must submit their acceptance of terms and service requirements along with hourly rate and marked "Vacant unit painting Services Acceptance/Bid Form"

1. Completed Bid Form
2. A certificate of insurance with the following minimum insurance -
 - General Liability
 - General Aggregate of at least 2,000,000
 - Automobile Liability \$1,000,000 per occurrence
 - Workers Compensation and Employers Liability Insurance:
 - a) Bodily injury by accident \$100,000 - each accident.
 - b) Bodily injury by disease \$100,000 - each employee.
 - c) Bodily injury by disease \$500,000 - policy limit.
3. Contractor must provide copy of valid State of Connecticut contractor's license in bid packet.
4. The contractor must include the attached Non-Collusive Affidavit completed in full signed & notarized.
5. The East Hartford Housing Authority will coordinate with the qualified contractor (s) for each work project and upon completion, contractor will submit invoice for payment. All conditions delineated in this Invitation for Bid shall be in effect for the duration of said service agreement. Payment terms will be Net 30 that invoice is received by EHHA.
6. The East Hartford Housing Authority may award to other qualified contractors, should the need for additional services be warranted. Sub-contractors may be used with the express approval of EHHA prior to any approved work. Interested bidders must submit potential sub-contractor names on attached sheet along with this bid. Sub-contractors must be licensed and be insured.
7. The East Hartford Housing Authority intends that this contract would start no later than June 3, 2019 and that the qualified contractor would provide services for a period of three years. Two (2) each, one (1) year contract extensions may be offered at the end of the initial 3-year contract period, upon mutual agreement of both parties.
8. For micro purchases under \$2,000, verbal or written quote (s) will be provided. For small purchases threshold over \$2000 and up to \$4,000, a minimum of two bids for work projects will be required. For all work projects over \$4,000, 3 written bids will be sought.
9. For all work with labor costs over \$2,000, applicable Davis Bacon wage rates will be applied and wages must be reported on the WH 347 Certified payroll form (see attached form) for all workers used on a specific project. If applicable, current wage rates will be supplied to the contractor by EHHA.
10. Prices submitted are expected to cover all conditions found so that one price will cover units in good, fair, or poor conditions and that this will balance out over the term of the bid award. Severe

damage in unit, common halls, exterior walls, basements, etc. beyond this scope of work will be contracted per a “per Bid” agreed upon (verbal and or written) prior to any work being done.

Submission Deadline:

June 3, 2019 by 2:00 p.m. – All bids must be submitted in a sealed envelope clearly marked “2019 Bid for Painting Services” and include the bidder’s name.

Contact Person for RFP:

Jason Van Allen, Asset Coordinator (860) 290-8301 - Ext. 108

Date Issued:

May 3, 2019

The East Hartford Housing Authority reserves the right to reject all bids and/or waive any informality in the proposal process, when such action is deemed in the best interests of the Authority.



Chris Piszka
Finance Director

Invitation for Bid – Vacant Unit Painting Services Acceptance/Bid Form

Company Name: _____

Name of Representative: _____

Title of Representative: _____

Email: _____

Phone Contact: _____

Other documents required with bid:

1. Copy of company's State of Connecticut business license
2. Completed Non-Collusive Affidavit (see attached form)
3. Certificate of Insurance naming EHHA as additionally insured is required upon contract signing.
4. Listing of sub-contractors, if applicable

Statement of Acceptance:

I am requesting to be accepted as a qualified contractor for this Invitation for Bid – Vacant unit painting Services Acceptance work at the properties listed and I agree to all conditions and terms as listed in the Invitation for Bid and in the proposed acceptance and contract requirements.

Yes _____

No _____

Please fill section below with competitive bids –

Unit Size	Competitive Quote
0 Bedroom (Efficiency)	
1 Bedroom	
2 Bedroom	
3 Bedroom	
4 Bedroom	

Hourly rate for work out of the scope _____ **per hour**

Statement of LBP Certification (Lead Renovator or equal):

Please mark one of these statements as to the status of your LBP abilities.

_____ Our firm is certified in Lead Base Paint work procedures and our certification is attached.

_____ Our firm is not currently certified in Lead Base Paint work procedures and we are willing to get this certification within 90 days of the contract award date.

_____ Our firm is not interested in pursuing Lead Base Paint work procedures certification at this time.

Signature _____

Date _____

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CHAIRMAN

PRESCILLE YAMAMOTO
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