

THE HOUSING AUTHORITY OF THE CITY OF EUFAULA



Request For Proposals (RFP) for HVAC Services 411 units, 24 office/community room units

Submission Deadline:

Monday, May 6, 2024
12:00 noon CDT

Tom Wachs, Executive Director
twachs@eufaulahousing.com

Billy McClendon, Procurement Director
bmcclendon@eufaulahousing.com

Introduction

Founded in 1952, the Housing Authority of the City of Eufaula (EHA) is chartered under the laws of the State of Alabama to provide and administer affordable housing programs for the citizens of Eufaula. The Housing Authority receives policy guidance and operational approval from its five-member governing Board of Commissioners who are appointed by the Mayor of the City of Eufaula. All funding is provided by the Federal Government through the Department of Housing and Urban Development (HUD).

Located in southeast Alabama on beautiful Lake Eufaula, the Eufaula Housing Authority provides **325** units of public housing in the city limits of Eufaula. The Section 8 program administers **436** housing vouchers in both Barbour and Henry Counties. We also manage Creek Ridge Apartments, a LIHTC development of **46** units, and the Abbeville Housing Authority of **40** units. EHA's staff consists of 28 full-time employees.

The Eufaula Housing Authority is requesting proposals to provide recurring repair and emergency work and possible replacements of its HVAC systems installed in all apartments owned or managed by EHA, including administrative offices and community centers. This work will be performed under the regulation governed by the U.S. Department of Housing and Urban Development.

Response Guidelines

RFP Issue Date: April 23, 2024

Due Date: Monday, May 6, 2024 at 12:00 pm noon CDT

The Housing Authority welcomes qualified companies who can demonstrate their capabilities to provide services that meets the needs outlined in this RFP. Companies submitting a response to this RFP must provide:

- One written or electronic copy (pdf) of their proposal
- Proposal should clearly state the name of the company, telephone number and email address
- All attachments as requested

Any submittals received after the scheduled closing date and time will be disqualified and returned to the submitting Company.

An official authorized to sign on your behalf must sign the proposal. This solicitation does not commit the EHA to award a contract, to pay any costs incurred in the preparation of a proposal or to procure or contract for the articles of goods or services.

EHA reserves the right to waive any informalities or irregularities, to accept or reject any or all responses, to negotiate, to award or refrain from awarding and to amend, revise or cancel in part or in its entirety this solicitation, if it is in the best interest of the Housing Authority to do so.

Minimum Qualifications

Companies must submit comprehensive information that demonstrates and provides evidence that it has the full spectrum of capabilities, experience, and professional staff and expertise to deliver the products and perform the professional services described in this RFP. The companies responding to this RFP must:

- a) Demonstrate experience in projects that are comparable in size and scope to the proposed system for EHA.
- b) Have sufficient, competent, and skilled staff, with experience in performing the services.
- c) Have the necessary credentials, licensures, etc. (if applicable) that govern the services provided and adhere to all applicable local, state, and federal laws.
- d) Be able to provide the services confidentially and professionally.
- e) Provide proof of the minimum insurance requirements

Submittal Requirements

- Transmittal Letter
- Qualifications & Project Experience
- Client References
- Other Required Forms & Attachments

Transmittal Letter

The Company shall include a Transmittal Letter and expression of interest in the project. The Company should indicate a willingness to enter a contract with EHA and meet the requirements of this RFP, including insurance requirements. The Transmittal Letter shall also name the person(s) authorized to represent the Company in any negotiations with the name and title of the person(s) legally authorized to sign any contract that may result. The letter must be signed by the Company's authorized representative, along with the email address and telephone number.

Qualifications and Project Experience

The Company shall include a summary describing the company's history, qualifications, experience, and staffing for the proposed services. This should include any employee designated to work on EHA HVAC systems.

Client References

References may be contacted by EHA to assist with the evaluation of experience, expertise, and customer's satisfaction. Provide three (3) client references including the contact names, phone numbers, and email addresses from customers for whom the Company is currently or has previously provided services as required in this RFP (preferably clients with multiple HVAC units such as businesses or apartment complexes) within the last five (3) years.

Other Required Forms and Attachments

Please provide all other required forms provided on page 6.

Scope of Work

The selected Contractor must maintain a workforce adequate to respond to needs within a 24-hour period. Emergencies in the heat of summer must be responded to within 6 hours or first thing the following morning for overnight requests. Emergency response service must be available seven (7) days per week, without exception. There may be exceptions on occasion for after-hours work, emergency or otherwise, that must be authorized by Housing Authority Supervisory personnel.

Any contractor who submits a proposal should use the “attached” proposal sheet and complete as drafted. All technicians that work on Housing Authority property must meet state, federal and local certifications. Any company submitting a proposal must be bonded and will be required to submit proof of insurance with their proposal. If any insurance or license expires during the period of the contract, it is the responsibility of the contractor to make sure the Housing Authority is provided with current, updated certificates before any future work is done by the contractor. Insurance must be in effect at all times. Failure to maintain insurance will be grounds for contract termination, if awarded. All employees must be paid no less than the minimum wage of the newest wage published by Office of Labor Relations, HUD Form 52158 (copy attached), without exception.

<p>Chattahoochee Courts <i>(180 A/C units)</i></p> <ul style="list-style-type: none"> • 165 apts/units • 1 Office – 5 units • 1 Comm Ctr – 1 unit • Maint Bldg – 2 units • Boys/Girls Club – 7 units 	<p>Creek Ridge <i>(47 A/C units)</i></p> <ul style="list-style-type: none"> • 46 apts/units • 1 Office – 1 unit
<p>Western Heights <i>(113 A/C units)</i></p> <ul style="list-style-type: none"> • 110 apts/units <ul style="list-style-type: none"> ○ Approx 10 gas units • 1 Office – 1 unit • 1 Comm Ctr – 1 unit • RSVP – 1 unit 	<p>Abbeville <i>(43 A/C units)</i></p> <ul style="list-style-type: none"> • 40 apts/units <ul style="list-style-type: none"> ○ Approx 20 gas units • 1 Office – 1 unit • 1 Maint/Comm Ctr – 2 units
<p>Forest Hills <i>(52 A/C units)</i></p> <ul style="list-style-type: none"> • 50 apts/units • 1 Office/Comm Ctr – 2 units 	<p style="text-align: center;">435 Total A/C units</p>

Evaluation Process

EHA will evaluate each response based on the following:

- RFP Package Completion 8 pts
- Qualifications and Experience of the Company 15 pts
- Project Experience Comparable to the Proposal..... 15 pts
- Credentials, Licensures, etc. 15 pts
- References 5 pts
- Fee Structure 40 pts
- Minority/Women Owned Business..... 2 pts

Award of Contract

A committee will evaluate each proposal complete with scoring criteria and make a recommendation. The committee may accept or reject any or all companies. Once a company is selected and recommended, the Executive Director will enter into contract negotiations.

Contract & Insurance Requirements

Independent Status

Nothing in this Contract shall be deemed to represent that the Company, or any of the Company's employees or agents, are the agents, representatives, or employees of *EHA*. The Company will be an independent contractor over the details and means for performing its obligations under this Contract. Anything in this Contract which may appear to give *EHA* the right to direct the Company as to the details of the performance of its obligations under this Contract or to exercise a measure of control over the Company is solely for purposes of compliance with local, state and federal regulations and means that the Company will follow the desires of EHA only as to the intended results of the scope of this Contract.

Nondiscrimination

The Company hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the Company on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Nevada State constitutional, or statutory law. The Company shall upon request show proof of such nondiscrimination and shall post in conspicuous places available to all employees and applicants notices of nondiscrimination.

Insurance Requirements

- Commercial General Liability Insurance
 - \$1,000,000 limit per occurrence bodily injury and property damage
 - \$1,000,000 personal and advertising injury, and
 - \$2,000,000 General Aggregate
- Automobile Insurance in the amount of \$100,000.00 minimum.
- Workers Compensation Insurance in the amount of \$100,000.00 minimum.

All contractors who submit a proposal must possess a business license with the City of Eufaula and an Alabama State HVAC Contractors License.

Credentials/Licenses

- List all certifications/licenses received from State Boards
- Certifications of training
- Certificates of Awards

The Eufaula Housing Authority is an Equal Opportunity Employer



PROPOSAL SHEET

HVAC SERVICE CONTRACT

COST

The cost to the Housing Authority for services resulting from this contract will be assessed as follows:

LABOR

- Service Call* \$ _____
 - *When no issue is found
- Technician \$ _____ per hour
- Helper (when required) \$ _____ per hour

MATERIALS

Contractor will purchase and keep in stock all materials needed to ensure jobs are completed timely. EHA reserves the right to compare prices to ensure the best price is obtained.

- Materials and parts used Cost plus _____ %
 - Applies to all parts for contract term

An invoice must be presented for each job with the following details:

- Date and time the work order was received and completed
- Parts used
 - All pertinent information (example: make, model, serial number) shall be provided on the invoice for each job
 - Include contractor's price for the part plus the upcharge listed above
- Technician completing the work
- Total time being billed for

PREVENTIVE MAINTENANCE

Units should be serviced twice a year – October and March

- Servicing should include cleaning coils plus check wiring, compressor, amperage and freon levels

Flat fee \$ _____

All inside units at apartments, offices and community centers are located in a locked utility closet inside the apartment and outside units are free standing at the back of the apartment. The central office has two units in the attic.

OTHER

Specify any other fees

_____ \$ _____

_____ \$ _____

_____ \$ _____

Any questions or discrepancies resulting from this request should be directed to:

Billy McClendon, Procurement Director
bmclendon@eufaulahousing.com
 334-687-2451

Submitted proposals must be submitted timely. Any submittals received after the scheduled closing date and time will be disqualified and returned.

**HUD-52158
Maintenance Wage Rate Determination**

**U.S. Department of Housing and Urban Development
Office of Davis-Bacon and Labor Standards**

Issuance of a Maintenance Wage Rate Determination to a Public Housing Agency, Tribally Designated Housing Entity, or the Department of Hawaiian Home Lands (collectively "Local Contracting Agencies" or "LCAs") does not require the LCA to submit any materials to HUD upon receipt. Issuance of this form sets an obligation on the receiving LCA to pay no less than the HUD-determined or adopted prevailing wage rates to maintenance laborers and mechanics employed in the LCA's operation of certain Public and Indian housing projects. This requirement is set by statute pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended (42 USC § 1437j(a)), and Sections 104(b) and 805(b) of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA), as amended (25 USC § 4114(b) and 25 USC § 4225(b), respectively.)

Agency Name:	DBLS Agency ID No:	Wage Decision Type: <input type="checkbox"/> Routine Maintenance <input type="checkbox"/> Nonroutine Maintenance
	Effective Date:	Expiration Date:

The following wage rate determination is made pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended (Public Housing Agencies), or pursuant to Section 104(b) of the Native American Housing Assistance and Self-Determination Act of 1996, as amended (Tribally Designated Housing Entities), or pursuant to Section 805(b) of the Native American Housing Assistance and Self-Determination Act of 1996, as amended (Department of Hawaiian Home Lands). The Agency and its contractors shall pay to maintenance laborers and mechanics no less than the wage rate(s) indicated for the type of work they actually perform.

DBLS Staff Signature

Date

Name and Title

WORK CLASSIFICATION(S)	HOURLY WAGE RATES	
	BASIC WAGE	FRINGE BENEFIT(S) (if any)