



**Re-advertisement  
Request for Proposals #15-010  
For Flooring Installation Services for  
The Sanford Housing Authority**

**Sanford Housing Authority  
Request for Proposals**

The Sanford Housing Authority, a recipient of federal assistance through the U.S. Department of Housing and Urban Development (HUD), hereby gives public notice of its intent to utilize a competitive negotiation process, in accordance with 24 CFR 85.36, for the procurement of a Flooring Installation Contractor Services Contract to remove and install flooring.

Qualified contractors are invited to submit a proposal for a flooring installation services contract to the SHA no later than **Monday, June 22, 2015 at 4:00 p.m.** Proposals will be evaluated, and the licensed contractor whose proposal is most advantageous to the SHA will be selected, subject to negotiation of fair and reasonable compensation.

Complete details of this Request for Proposal may be obtained by contacting Shannon McLean, Executive Director, Sanford Housing Authority; email to [smclean@shanc.org](mailto:smclean@shanc.org). Questions regarding this RFP may also be submitted to [smclean@shanc.org](mailto:smclean@shanc.org). If you would like to visit the properties prior to submitting a bid, please call Ms. Natalie Gaddis at 919-776-7655, extension 222.

The SHA is an equal opportunity agency. The SHA solicits and encourages Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) participation in all of its contracts.

Proposals should be submitted to Sanford Housing Authority, Attention Shannon McLean, P.O. Box 636, Sanford, NC 27331, no later than Monday, June 22, 2015. Proposals must be clearly marked "Flooring Installation Contractor Services Proposal".

Shannon McLean  
Executive Director

**RFP#15-010**

**GENERAL CONTRACTOR FOR VACANT UNIT PAINT, CLEAN, AND RENOVATION**

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## Article 1: Statement of Work

### 1. Background

The Sanford Housing Authority (SHA), with its administrative offices located at 1000 Carthage Street, Sanford, North Carolina 27330, requires a flooring replacement contract at all SHA locations throughout Sanford. SHA seeks to solicit a qualified contractor to perform flooring replacement (which will at times require repair) work. SHA intends to select a contractor to enter into contract pursuant to this solicitation.

### 2. Scope/Objective

The contractor shall provide all labor, materials and equipment and perform all operations necessary to perform the flooring replacement at various locations owned by SHA. SHA requires the Contractor to respond timely to service calls to renovate units and perform the following but not limited to: removing and replacing carpet, removing tile and installing carpet, removing carpet and installing tile. Workmanship is to be of the highest quality standards to the satisfaction of SHA. **Damage caused by the contractor will be the financial responsibility of the contractor.**

Surfaces to receive VCT shall be thoroughly cured and dry, broom clean and free of dirt, grease and oil. Fill all cracks, holes and voids in underlayment and thoroughly clean surfaces. Prime concrete and gypsum cementitious underlayment according to the adhesive manufacturer's recommendations.

Contractor shall install new VCT flooring over existing concrete floor (where it exists). Installation shall include the application of a concrete embossed leveler over the existing concrete to fill any deviations and prevent "telegraphing" of imperfections.

All carpet shall lay smooth and straight with limited number of seams. All VCT shall be tight with no gaps and cleaned and ready for waxing.

After completion of work, all new and existing components shall be inspected, adjusted, put into working order and left clean, free of dirt, etc. Contractor shall also protect installed product's finished surfaces from damage.

### 3. Experience

- A. The Contractor shall have experience with the various trades to remove and install flooring as requested.
- B. Bidders are required to submit two (2) references for similar projects or work. References should include the name of the contact person, business phone number, and general description of the project or work that was performed.
- C Contractor must demonstrate two (2) years of carpet installation. SHA reserves the right to verify experience and NC License requirements.

## Article II. Types of Work

### 1. Carpet and Tile Replacement

As needed, vendor shall remove and replace existing carpet, remove and replace VCT tile, remove VCT tile and replace with carpet, or remove carpet and replace with VCT tile. This shall include padding.



Upon notification, vendor will meet with SHA staff for a unit investigation before beginning work. The selected vendor shall make themselves familiar with the different types of residences. If a Notice to Proceed is signed by the contractor and SHA prior to 12:00 PM it will be established as the beginning start date. If signed after 12:00 PM the established start date will be the following day.

Contractor's employees (including subcontractors) shall conduct themselves in a professional manner at all times. No drink bottles, wrappers, lunches, or other debris will be allowed to be left inside or outside of the units. Parking will only be permitted in the streets or driveways.

All activity will be conducted in a safe manner. Tools, materials, and other equipment will be kept only in the work areas and will not interfere with residents' use of the facilities. **All waste must be disposed of by the contractor off SHA property.**

Contractors will plan a schedule of work to be approved by the designated Maintenance Staff and Housing Manager for the development. Any condition which may prevent a contractor from performing the work outlined and agreed upon will be reported immediately to the designated Maintenance Staff and Housing Manager for the development.

All work is to be performed in accordance with all applicable local, State, and Federal standards and any applicable manufacturer's specifications.

### **Article III. General Provisions**

#### **1. Materials Used**

All materials used will be the highest-grade products and shall be standardized with the SHA material list or approved by the designated Maintenance Staff or Housing Manager.

Adhesive shall be a waterproof adhesive as recommended by the manufacturer for the specific sheet VCT, substrate and location. Edge Strips or carpet molding shall be metal or vinyl matching the color of the adjacent flooring as close as possible.

#### **2. Floors (Resilient Floor Covering Materials):**

- Where vacuuming methods are selected, High Efficiency Particulate Air (HEPA) filtered vacuuming equipment and a metal floor attachment must be used. The equipment shall be used and emptied in a manner that minimizes the re-entry of asbestos into the workplace.
- Waste Disposal: Asbestos waste scrap, debris, bags, containers, equipment and contaminated clothing consigned for disposal shall be collected and disposed of in sealed, impermeable containers.
- Care of Asbestos-Containing Flooring Material: All vinyl and asphalt flooring material shall be maintained in accordance with this paragraph unless the building/facility owner demonstrates that the flooring does not contain asbestos.
- Sanding of flooring material is prohibited.

- Stripping of finishes shall be conducted using low abrasion pads at a speed lower than 300 rpm and wet methods.
- Burnishing or dry buffing may be performed only on flooring which has sufficient finish so that the pad cannot contact the flooring material.
- No Dusting of debris in an area containing accessible thermal system insulation or surfacing material or visible deteriorated Asbestos Containing Material (ACM).
- Floors shall not be dusted or swept dry, or vacuumed without using HEPA filter.
- Filters shall be promptly cleaned up and disposed of in airtight containers.

### 3. Workmanship

All workmanship shall be of the highest standards with material installed properly and in a professional workmanship-like manner. **The responsible contractor shall assume full responsibility and warrant for one year the satisfactory performance of all labor and materials (notwithstanding additional manufacturer warranties).**

### 4. Damage to Units:

The contractor will be liable for damages caused to units, furnishings, and personal property of residents when work is being conducted in units.

### 5. Contract Period:

The initial term of this contract will be until **September 30, 2016**. All changes in the terms and conditions of this contract must be confirmed in the form of a written amendment, which is to be approved by the SHA. Change orders must be approved by the designated Site Maintenance Staff member, Property Manager and Senior Property Manager.

### 6. Change Orders

From time to time it may be necessary to make changes to the initial or subsequently agreed upon scope of work for a unit. All such changes shall be accomplished via a written change order outlining the additional directions, work to be performed, time for completion, and additional cost.

### 7. Termination

The agreement may be terminated by SHA when it is deemed that termination is in the best interest of the agency. Any such termination shall be effected by delivery of a Notice of Termination and the date upon which the termination becomes effective. The contractor may make a claim for the cost of work performed up to the date of the termination. Any disputes with regard to termination are subject to the Disputes provisions of the agreement. Either party may terminate the agreement without cause at anytime.

### 8. Disputes

Disputes pursuant to the agreement may either be in regards to the quality of work or performance and those related to the contract terms.



**A. Quality of work/performance disputes:**

1. If a Contractor disagrees with a finding that work performed is inadequate or otherwise unacceptable, a written claim will be submitted to the Housing Manager.
2. The Housing Manager will have 30 days to render a decision.
3. If a Contractor disagrees with the Housing Manager's decision, one appeal may be filed within 10 days to the Housing Manager's supervisor.
4. Said supervisor will have 30 days to render a decision. All such decisions shall be final.

**B. Contract related disputes:**

1. If a Contractor disagrees with the application, interpretation, or execution of any terms of the contract, they shall submit a claim to the SHA' Contracting Officer, in this case, the Executive Director. The Contracting Officer will render a decision and notify the contractor within 30 days of receipt. Such decisions will be final.

**9. Davis-Bacon Compliance**

All Contractors will be required to comply with the provisions of the Davis-Bacon Act and related acts as described in General Conditions for Non-Construction Contracts Section II – (With Maintenance Work) HUD Form 5370-C (10/2006).

**10. Insurance**

The contractor shall obtain and keep in force the minimum insurance depicted below.

Prior to execution of any contract, the Contractor shall furnish proof that such insurance is in effect.

**All insurance maintained by the Contractor must include a requirement that the insurer will provide SHA with at least ten days written notice of any material change in or cancellation of such insurance. The Sanford Housing Authority must be added as an additional insured on the Certificate of Insurance provided to SHA.**

All insurance shall remain in effect for the duration of this contract. All insurance and bonds shall be secured from companies licensed to do business in the State of North Carolina and shall be countersigned by a licensed resident agent.

Required insurance coverages include:

1. Worker's Compensation – as required by the laws of North Carolina covering all Contractor employees engaged in any work hereunder. Coverage must be in an amount at least equal to \$10,000 per employee per accident.
2. Commercial Liability Insurance – in the amount of \$100,000 for liability for bodily injury or death of any one person in any one accident; for property damage in the amount of \$10,000 for any one accident and \$10,000 in the aggregate. It is understood that any work described in this agreement that is undertaken by a subcontractor for the contractor will be required to carry the same insurance as listed above. SHA will require proper certificates be furnished

evidencing that such insurance is in effect for at least the same terms as the Contractor.

The Contractor shall notify the Sanford Housing Authority promptly of all injuries and damages to person(s) or property in any way arising out of performance of work under this contract. No settlement of payment for any claim to which the SHA may be charged with the obligation to payment or reimbursement shall be made by the contractor without the written approval of the SHA.

#### **11. Liability**

The contractor shall assume liability for damage or loss resulting from the wrongful act(s) and/or negligence of its employees while they are on SHA premises. The contractor or his insurer shall reimburse the SHA for any such damage or loss within 30 days after a claim is submitted.

#### **Article IV. Contract Price**

SHA will pay the Contractor from current funds upon successful completion and acceptance of work per unit and submission of an individually numbered invoice, including the purchase order number issued by SHA. Payment terms are normally net 30 from receipt of the invoice.

#### **Article V. Contract Documents**

The Contract shall consist of the following component parts:

1. Instructions to Offerors – Non-Construction HUD-5369 B (8/93)
2. Certifications and Representations of Offerors - Non-Construction Contract (HUD-5369-C)(8/93)
3. General Conditions for Non Construction Contracts – Section I & II (HUD 5370-C) (10-2006)
3. Request for Proposals (this document)
4. Scope of Work (included in this document)
5. Contractor Qualifications for Work Involving Hazardous Building Materials
6. Non-Collusive Affidavit
7. Wage Rates
8. Certificate of Insurance

This document, together with the other documents enumerated in Article V above, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract.

## **Exhibit A**

DEVELOPMENT AND UNIT INFORMATION

RFP #15-010

CONTRACTORS FOR SHA

FLOORING REPAIR AND REPLACEMENT



## Sanford Housing Authority

Development Name	# of Bedrooms	Unit Size	Carpet Replacement Cost	Tile Replacement Cost
Linden Heights	efficiency	384 sq. ft.		
(Units currently comprised of tile)	1	600 sq. ft.		
	2	625 sq. ft.		
	3	918 sq. ft.		
	4	1140 sq. ft.		
Gilmore Terrace	1	640 sq. ft.		
(Units currently comprised of tile)	2	846 sq. ft.		
	3	1015 sq. ft.		
	4	1480 sq. ft.		
	5	1728 sq. ft.		
Matthews Court	efficiency	420 sq. ft.		
(Units currently comprised of tile)	1	550 sq. ft.		
	2	590 sq. ft.		
Garden St Community	4	1018 sq. ft.		
(Units currently comprised of tile)	3	825 sq. ft.		
	3	945 sq. ft.		
	2	750 sq. ft.		
Stewart Manor	efficiency	420 sq. ft.		
(Units currently comprised of carpet and tile)	1	525 sq. ft.		
	2	840 sq. ft.		
Harris Court	1	561 sq. ft.		
(Units currently comprised of tile)	2	825 sq. ft.		
Utley Plaza	1	552 sq. ft.		
(Units currently comprised of tile)	2	725 sq. ft.		
	3	950 sq. ft.		
Foushee Heights	2	646 sq. ft.		
(Units currently comprised of tile)	3	1,014 sq. ft.		
CRESVIEW 310	3	1,005 sq. ft.		
CRESVIEW 308	3	1798 sq. ft.		
(Units currently comprised of carpet and tile)				

# Wilrik Hotel Apartments

The units currently comprise of carpet and tile

FLOORS	Unit Size	# of Bedrooms	Carpet Replacement Cost	Tile Replacement Cost	
First Floor	610 SQ. FT	1			
	600 SQ. FT.	2			
Second Floor	675 SQ. FT	1			
	1072 SQ. FT.	1			
THIRD FLOOR	560 SQ. FT.	1			
	733 SQ. FT.	2			
	610 SQ. FT.	1			
	604 SQ. FT.	1			
	797 SQ. FT.	2			
	598 SQ. FT	1			
	702 SQ. FT.	1			
FOURTH FLOOR	560 SQ. FT.	1			
	733 SQ. FT.	2			
	610 SQ. FT.	1			
	604 SQ. FT.	1			
	797 SQ. FT.	2			
	598 SQ. FT.	1			
	702 SQ. FT.	1			
FIFTH FLOOR	560 SQ. FT	1			
	733 SQ. FT.	2			
	610 SQ. FT.	1			
	604 SQ. FT.	1			
	797 SQ. FT.	2			
	598 SQ. FT.	1			
	702 SQ. FT.	1			