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[www.sha-nc.org](http://www.sha-nc.org)

**Request for Proposals #21-002  
On- Call Plumbing Services**

**Shannon Judd  
Chief Executive Officer**

**February 8, 2021**

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## **Introduction**

The Sanford Housing Authority (SHA/Authority) was incorporated September 8, 1961 and is governed by a seven-member Board of Commissioners. The Chief Executive Officer and Contracting Officer is Shannon Judd.

The SHA is requesting proposals from qualified and experienced firms who have a demonstrated track record in successfully performing plumbing services in accordance with the necessary rules, laws and regulations. SHA currently administers subsidy to multiple residential housing units under various components of the Housing Assistance Programs, including the Public Housing, Housing Choice Voucher (HCV), and Rental Assistance Demonstration (RAD) Programs.

There are 446 housing units contained in eight developments.

Linden Heights: 46  
Utley Plaza: 56  
Foushee Heights: 40  
Stewart Manor: 100  
Matthews Court: 50  
Garden Street: 57  
Gilmore Terrace: 71  
Harris Court: 26

226 Linden Avenue: 5 Units (not yet renovated)

Firms must not be included on the HUD Contractor Debarred List.

There is no expressed or implied obligation for SHA to reimburse firms for any expenses incurred in preparing proposals in response to this request.

### **I. Scope of Services**

The Authority is requesting proposals from qualified, licensed, and full-time plumbers to provide on-call services for the housing developments and for its central office building. The contractor will provide plumbing repairs, upgrades, installations, and replacements on an as-needed basis to include installation, repairs or modification to water, sewer and drain lines; cleaning and unstopping of drains and sewer lines from 1” to 6”; installation, repairs or modification of a variety of bathroom, i.e., sink, shower, toilet, urinals, hot water heaters, well pumps, holding tanks, and drains; installation of gas pipes, pipe insulation, and heat tape; installation and testing of backflow preventers. Other types of repairs and services may be required.

The initial contract period will be for one year. The Authority reserves the right to issue one-year contract renewals, for a maximum contract term of five years. The pricing for the first year shall remain as bid for the entire year. Any price increase for subsequent years must be submitted to the Authority no later than sixty days prior to the renewal date and must reflect a rate not less than the current prevailing wage.

The plumbing components of these communities include but are not limited to: water piping, meters, valves, drains, waste systems, fixtures, gas piping, pumps, and backflow devices. Any proposal must be able to define

within narrow limits, the length of down time associated with the failure of any component in the plumbing system.

For the purpose of this contract, plumbing includes but is not limited to the following: plumbing repairs, emergency response and installation beyond the scope of maintenance personnel.

The purpose of this Request for Proposal (RFP) is to provide interested vendors the necessary information for preparing quotes for Plumbing Services that will meet the Authority's specific needs. The purpose of the RFP is to award a contract that guarantees response time and rates for the Authority.

### **Delivery of Services**

Contractors responding to this bid must be able to provide service twenty-four hours a day seven days a week, three hundred sixty-five days a year, including holidays for the duration of the agreement.

The Authority expects the Contractor to give "priority" service to any call for plumbing repairs. Response times must be stated on the Bidder's response form. Contractor must commit to Emergency Response times on the Bidder's Proposal. Plumbing failure is a matter of public safety; therefore, reliable emergency response capabilities are critical.

### **II. Proposal Requirements**

Respondents should provide complete and current information for all categories. The response to this RFP shall include the following information:

- a. A fee schedule including an hourly rate, material markup price, and any other fees and conditions or documents associated with plumbing work
- b. A list of no less than two references from customers for whom you have performed frequent or ongoing plumbing services in the past.
- c. A proposed arrival on-site response time for non-emergency, urgent, and emergency plumbing needs. The SHA defines emergency as "high health risk or danger or injury or loss of life" and urgent as "risk of property damage or long-term health risk."

### **III. General Requirements**

- a. All work shall comply in every respect with the Building Laws, City Regulations, Code Requirements (City, State, or International).
- b. The selected Contractor shall have and keep in effect during the term of this contract, Commercial General Liability Insurance, Business Automobile Liability Insurance and Workers Compensation Insurance. A copy of insurance certifications shall be submitted to the SHA.
- c. The contractor shall obtain and pay for all licenses as may be necessary or required for the completion of the work. The contractor shall complete all building permits as required.
- d. All repair work will be left in a clean safe and workable condition.
- e. Contractor shall ONLY repair, replace, upgrade or install work that is instructed.

- f. If there are any questions regarding the work that is to be done, it will be the responsibility of the contractor to contact the Property Manager and request clarifications before proceeding.
- g. No single job shall exceed \$3,000.00 under the terms of this contract. It is up to the expertise of the Contractor to estimate initial cost of each individual job or project and provide a written estimate to the SHA representative.
- h. It will be required that the Contractor diagnoses the problem and makes the necessary repairs as soon as possible.
- i. The Contractor must work as quickly and efficiently as is possible. All repairs are to be first class quality.
- j. The Authority reserves the right to terminate the contract with a 30-day written notice.
- k. By executing this contract, the Contractor represents that he/she has familiarized himself/herself with the local conditions under which the work is to be performed.
- l. In the event of accidental site damage, it will be the responsibility of the Contractor to return the site to its original condition at no cost to the Authority.
- m. If temporary repairs are needed due to an emergency, the Contractor is instructed to do so at the direction of the Property Manager.
- n. It will be the responsibility of the Contractor to leave the area in a clean, “broom swept” state. Contractor must remove all debris generated while making repairs, replacements, or installations.
- o. Contractor is an independent contractor. The manner in which the services are performed shall be controlled by the Contractor; however, the nature of the services and the results to be achieved shall be specified by the Development Authority. The Contractor is not to be deemed an employee or agent of the Development Authority and has no authority to make any binding commitments or obligations on behalf of the Authority except as expressly provided herein.

#### **IV. Response Information**

The Authority is not obligated to enter into any contract on the basis of any submittal in response to this RFP. SHA reserves the right to request additional information from any contractor submitting under this RFP if it is deemed that such information is necessary to further evaluate the contractor’s qualifications. SHA reserves the right to interview any contractor submitting under this RFP. Contractors shall be responsible for all costs associated with the contractor’s submittal and are not reimbursable.

The Authority reserves the right to reject all submissions, reissue a subsequent RFP, terminate, restructure, or amend this procurement process at any time.

#### **V. Submission Requirements**

Request for proposal packages will be available via [www.sha-nc.org](http://www.sha-nc.org) on February 8, 2021. Proposals must be received no later than 4:00 PM, EST, March 1, 2021.

Late bids will not be accepted.

Proposals must be submitted with one (1) original hard copy, and three (3) copies of the proposals in sealed envelopes as described in the selection process clearly identifying the first section and the second section. The envelopes must include the following information; Firm Name, Bid Number, Bid Description. The original hard copy must be stamped "Original". Proposals shall be submitted to the attention of the Chief Executive Officer, Sanford Housing Authority, PO Box 636 (Mailing Address)/1000 Carthage Street (Physical Address), Sanford, NC 27331/27330.

In response to the current COVID-19 pandemic, responses may be submitted electronically. Please email all responses in PDF format to [bstephens@sha-nc.org](mailto:bstephens@sha-nc.org). Please put "**RFP 21-002 Response**" in the subject line.

Deadline for questions will be February 18, 5p.m.. The answers to questions received will be posted on February 22, 2021 by the end of the business day. All questions and answers will be posted on the website at [www.sha-nc.org](http://www.sha-nc.org).

All inquiries should be sent via email to Bridgette Stephens, [bstephens@sha-nc.org](mailto:bstephens@sha-nc.org).

### **Pre-Bid Conference**

A pre-bid conference will be held on February 16, 2021 at 10am to review the proposal criteria and will include an optional tour of the properties. Pre-registration is required for the conference by contacting Bridgette Stephens, [bstephens@sha-nc.org](mailto:bstephens@sha-nc.org). The pre-bid conference will be held at 504 North First Street, Sanford, NC 27330. Space is limited and masks are required.

### **VI. Other Clauses**

1. No material belonging to the Authority may be removed from the office of the Authority.
2. No member, officer or employee of the Authority, no member of the governing body of the locality in which any of the projects situated, no member of the governing board of the City of Sanford where the Authority was activated, and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the Authority's projects during his/her tenure, or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof.
3. No member of or delegate to the Congress of the United States, or Resident Commissioner, shall be admitted to any share or part of the contract or to any benefits that may arise there from.
4. The plumber warrants that he/she has not employed any person to solicit or secure the contract upon any agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the Authority the right to terminate the contract, or in its discretion, to deduct from the plumber's fee the amount of such commission, percentage, brokerage, or contingent fees.
5. The plumber shall not assign or transfer any interest in the contract without prior approval of the Authority.
6. The Auditor covenants that she/he presently has no interest and shall not acquire any interest, direct or indirect, in the projects and/or programs of the Authority, or any other interest, which would conflict with the performance of his/her audit.

### **VII. Contract & Payment of Fees**

The plumbing services contract must be approved by the Board of Commissioners. Invoices are subject to approval by Authority staff.

## VIII. Selection Process

1. Proposals will be considered solely based upon the evaluation factors listed in this RFP. The firm best meeting the experience, approach and cost/price requirements will be selected.
2. The Authority shall establish a competitive range for the proposals. Any proposal which has a reasonable chance to meet the Authority's objectives should be included to maximize potential competition among the proposals. Any firm who scores within the competitive range shall be eligible for an interview if the Authority decides to use the interview process. The Authority waives the right to conduct oral interviews for the competitive range of bidders if such process proves unnecessary.
3. The Authority reserves the right to reject any or all packages when it is in the best interest of the Authority to not accept the proposal of a bidder who has not met the prerequisites of the RFP and who has failed to complete projects on time of a similar nature or in the opinion of the Authority is not in a position to perform the work satisfactorily. SHA also reserves the right to waive any informalities and technicalities.
4. Failure to respond to any requirements outlined in the RFP or failure to enclose copies of the required documents may disqualify the bid.

## IX. Evaluation Criteria

SHA will select providers, as delineated below, from among qualified applicants by determining a Score (price) based on the prices for a certain number of specifications to be determined in advance by SHA. Providers must also meet a threshold criterion score of 75 points. Criteria for threshold criteria are delineated below. The table below demonstrates the evaluation criteria that will be utilized by the Authority to evaluate proposals received from interested firms.

SHA reserves the right to select additional providers from qualified applicants as workload warrants throughout the year.

<b>Evaluation Criteria</b>	<b>Description</b>	<b>Maximum Points</b>
Three References. Ability to perform work	Technical and professional competence of principals and staff. <b>Note: Any applicant that has contracted with SHA at any time must list SHA as one of its references.</b> References will address timeliness of estimates and job completions, quality of work, communication, cleanliness and the manner in which consumers were treated. Any unfavorable reference from SHA will automatically disqualify applicants from further consideration.	Up to 25 each

Years in business.	Description of the approach to be taken in performing duties. A description of familiarity with the systems listed.	Up to 15
Cost	Cost of services	Up to 10
Section 3	Evidence of a Section 3 plan/program in place to comply with HUD Section 3 regulations or the firm is a HUD Section 3 business	Up to 10
Total		110

For each of the criteria above, proposals will be assigned a point rating from 0 to the maximum available by each member of an evaluation committee assigned to review and evaluate proposals.



**Bid Proposal: Vendor Information & Signature Page**

Vendor Plumber License #: \_\_\_\_\_

Vendor EIN #: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Vendor Ownership: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

\_\_\_\_\_

Vendor Phone Number: \_\_\_\_\_

Vendor Fax Number: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Management person is responsible for direct contact with the Authority and the services required for this Request for Proposal (RFP) Name:

Title:

Phone Number:

Email Address:

\_\_\_\_\_

\_\_\_\_\_

Signature of authorized representative

Date

**Bid Proposal Rates & Hours**

**On-Call Plumbing Services**

	<b>Rates</b>
Regular Hourly Rates Monday-Friday (8am to 5pm)	_____per hour
After Hours Rate Monday – Friday	_____per hour
Weekend Rate	_____per hour
Holiday Rate	_____per hour
Markup of materials above vendor cost	_____%
Other fees or charges	_____

**On-Call Response Time**

Regular hours Monday – Friday \_\_\_\_\_minutes/hrs  
Urgent (risk of property damage or long-term health risk) \_\_\_\_\_minutes/hrs  
Emergency (high risk or danger of injury or loss of life) \_\_\_\_\_minutes/hrs  
Number of employees available for emergency calls \_\_\_\_\_

**References**

Please list three customers for whom you have performed frequent or ongoing services.

<b>Name of Company</b>	<b>Contact Name</b>	<b>Phone Number</b>

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**

\_\_\_\_\_, the prospective participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

**NOTE:** Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Explanation Attached?  YES  NO

\_\_\_\_\_  
Signature Name Printed/Typed Date  
\_\_\_\_\_  
Name Firm  
\_\_\_\_\_  
Address/City/State/Zip

**Section 3 Clause**

The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirement of Section 3 of the Housing and Urban Development Act of 1968, as amended. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the area of the Section 3 covered project, and contracts for work in connection with the project, be awarded to business concerns which are in, or owned in substantial part by persons residing in the Section 3 covered project. For the purposes of training and employment, the Section 3 area is the metropolitan area or non-metropolitan county in which the project is located.

**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 PREFERENCE**

I, \_\_\_\_\_, certify that  
\_\_\_\_\_ is a *Section 3 Business Concern* as defined  
by (*check one*):

- The business is 51% or more owned by Section 3 residents; or,
- The business' permanent, full-time employees include persons, at least 30% of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or,
- The business can provide evidence of a commitment to subcontract more than 25% of the dollar amount of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (a) and (b) above.

\_\_\_\_\_ is a (*check one*):

- Sole Proprietorship
- Partnership
- Corporation

Evidence in support of our claim as a *Section 3 Business Concern* is attached.

Yes  No

\_\_\_\_\_  
Signature Name Printed/Typed Date

\_\_\_\_\_  
Name

Firm

\_\_\_\_\_  
Address/City/State/Zip

**Attachment A**

Instructions to Offerors Non-Construction (HUD-5369-B 8/93)

**Attachment B**

Certifications and Representations of Offerors Non-Construction Contract (HUD-5369-C 8/93)  
Supplementary Instructions to Bidders

**Attachment C**

General Contract Conditions Non-Construction–Section I (HUD-5370-C 10/2006)

**Attachment D**  
Form of Non-Collusive Affidavit



**Attachment E**  
Affidavit of Non-Default

**Attachment F**

Certification of a Drug-Free Workplace (HUD-50070 3/98)