



422 Chestnut Street
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REQUEST FOR PROPOSAL

The Greater Gadsden Housing Authority is requesting proposals in order to execute a contract for recurrent and emergency repair work to individual HVAC systems installed in apartments of the Housing Authority, as well as those systems installed at administrative and public facilities maintained by the Authority. Proposals will be accepted at the office of the Executive Director until 11:00 a.m. Central Time Thursday, September 9, 2021 at which time they will be opened and read aloud. If you are submitting your bid by mail please make sure we have received it by 11:00 a.m. on Thursday, September 9, 2021. Any bid received after the stated date and time will not be considered. The Bid Opening will be held at the GGHA Central Office, 422 Chestnut Street Gadsden, Alabama 35901 and everyone is invited to attend. The contract will become effective October 1, 2021 and will continue for a period of one (1) year, with an option for two additional One (1) Year terms if the GGHA and successful contractor agree to do so each year.

All contractors who submit a proposal must possess a business license with the City of Gadsden, Etowah County, and an Alabama State HVAC Contractors License. All technicians that work on Housing Authority property must meet state, federal and local certifications. Any firm 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 on GGHA properties. Insurance must be in effect at all times. Failure to maintain insurance will be grounds for contract termination, if awarded. NOTE: Contractor will not allow excess of personnel force to complete the work item reported by the Authority. 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.

- (1) General Liability Insurance in the amount of \$100,000.00 minimum.
- (2) Automobile Insurance in the amount of \$100,000.00 minimum.
- (3) Workers Compensation Insurance in the amount of \$100,000.00 minimum.

The selected Contractor must maintain a workforce adequate to respond to emergencies within 2-3 hours and non-emergencies on the day reported if possible but always within 2-3 business days. Emergency response service must be available twenty-four (24) hours per day, seven (7) days per week, without exception. Non-emergency repairs should be completed during the Contractor's normal business hours, in order to avoid overtime charges. Any after-hours work, emergency or otherwise, must be authorized by Housing Authority Supervisory personnel.

Any contractor who submits a proposal should use the “attached” proposal sheet and completed as drafted. An itemized cost to be charged the Housing Authority for each component should be submitted. Materials should be quoted at a cost-plus percentage basis. Any component not applicable for the performance of the contract should be stricken and noted as such. Any extraordinary charges in addition to what is requested should be listed under “OTHER” and detailed. (i.e. fuel surcharges; environmental fees; regulatory fees, etc.)

Submitted with each proposal, there should be a summary of the contractor’s business history, including the length of time established in business; key personnel, their qualifications and years experience; the number of certified technicians; and at least three (3) business references with permission for the Authority to contact.

Based upon the quotations submitted on the Proposal Sheet, business history and experience, and emergency management information, a contractor will be selected. However, the Housing Authority reserves the right not to enter into any contract as a result of this request for proposal.

The Greater Gadsden Housing Authority is an Equal Opportunity Employer.

GREATER GADSDEN HOUSING AUTHORITY

500 Tuscaloosa Ave.

Gadsden, AL 35901

PROPOSAL SHEET

HVAC SERVICE CONTRACT

Beginning October 1, 2018

COST

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

LABOR

A) Service Call \$ _____

Service call () includes () excludes first hour of labor

B) Technician \$ _____ per hour

C) Technician (After Hours Rate) \$ _____ per hour

D) Helper (when required) \$ _____ per hour

E) Helper (After Hours Rate) \$ _____ per hour

MATERIALS

If a compressor or the complete unit needs replaced, then the Purchasing Agent or the Maintenance Supervisory personnel will purchase and provide the necessary item to the Contractor. All pertinent information (i.e. make, model, serial number(s) shall be given to the Purchasing Agent to insure correct parts are provided. The Purchasing Agent will purchase and provide all large ticket items. The Contractor will be reimbursed for the cost of materials (small ticket items such as timers, thermostats, reversing valves, fan motors, etc.) With COST PLUS which will be at _____ percent (%) as agreed upon in this contract. **Invoice(s) for any part must accompany request for payment.** Any HVAC bracket that requires modification will be taken down by the Contractor and delivered to the shop where a replacement bracket will be given to the Contractor by the Housing Authority in its place.

Flat Fee for Complete Unit Replacement (inside and out) GGHA will provide the unit (including thermostat) or a compressor and the contractor will supply labor, freon and other miscellaneous items for a fixed price as listed below:

Campbell Court and Starnes Park – Inside units are located in the attic and outside units are on the ground

\$ _____

Colley, Carver, Emma Sansom - Inside units are located in utility closet on the ground floor. Outside units are on brackets attached to the exterior walls. Brackets are approximately 5 feet off the ground for one bedroom, 1-ton units and approximately 14 feet off the ground for all other unit sizes.

\$ _____

Gateway Village, Central Office - Inside units are located in a utility closet on first or second floor. Outside units are on brackets attached to the exterior walls. Brackets are approximately 14 feet off the ground for all units.

\$ _____

Northside Home, Central Maintenance - Inside units are located in a utility closet and outside units are on the ground

\$ _____

OTHER (Specify any other Charges)

_____ \$ _____ per

_____ \$ _____ per

_____ \$ _____ per

_____ \$ _____ per

Any questions or discrepancies resulting from this request should be directed too **Misty Gaylor, Purchasing Agent** at (256) 547-0839. Submitted proposals must be in a sealed envelope, identified on the outside as "HVAC RFP." They may be mailed, or hand delivered to the attention of the purchasing agent at the following address:

**Greater Gadsden Housing Authority
422 Chestnut Street
Gadsden, AL 35901**