



REQUEST FOR PROPOSALS (RFP)
FOR PLUMBING SERVICES
SOLICITATION NO. 2023-001

For HURD Apartment Homes

APRIL 25, 2023

EAST POINT HOUSING AUTHORITY BOARD OF COMMISSIONER'S

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Pre-Proposal Conference: May 11, 2023

Deadline to Submit Questions: May 18, 2023

Proposal Submittal Deadline: May 25, 2022 RFP Available at:

[Housing Agency Marketplace \(internationaleprocurement.com\)](https://www.internationaleprocurement.com) or

<https://www.eastpointha.org/work-with-us/vendors-information/>

RFP Document

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INTRODUCTION

The Housing Authority of the City of East Point (hereinafter, “HA”) is a public entity that was formed in 1949 to provide federally subsidized housing and housing assistance to low-income families, within the East Point area. The HA is headed by an Executive Director (ED) and is governed by a six-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”) and the HA’s procurement policy. Though brought into existence by a Resolution of the Board of Commissioners, it is a separate entity from the State.

Currently, the HA owns and/or manages: 2 multi-family apartment complexes totaling 185 units; 500 Section 8 Housing Choice Vouchers area; 292 Portability Vouchers; 12 Project-Based Vouchers; 50 VASH Vouchers for a total of 854, and twenty-four (24) scattered site Public Housing units for Fairburn Housing Authority. The HA currently has approximately 18 employees.

In keeping with its mandate to provide efficient and effective services, the HA is now soliciting proposals for:

Hurd Apartment Homes
3056 Norman Berry Drive
East Point, GA 30344

From qualified, licensed, and insured entities to provide services to the above noted HA. All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

Vendors are encouraged to review this RFP closely to prepare and submit a proposal that conforms to the requirements set forth herein. The Authority encourages responding firms to develop proposals that meet the Scope of Work (SOW) as well as provide the Authority with the best value in services. The Authority reserves the right to negotiate the final scope of work with the successful proposer. The Authority has reviewed the scope of work to be completed and has determined that the most advantageous procurement method is through the acceptance of competitive proposals. As a result, proposals will be received and evaluated utilizing the evaluation criteria outlined in this Request for Proposals (RFP) and **price alone is not the sole determining factor.**

RFP INFORMATION AT A GLANCE

<p>HA CONTACT PERSON</p>	<p>Ariana Wilkins, Housing and Community Development Manager Telephone (404)768-0078 ext. 122 Email: awilkins@eastpointha.org</p>
<p>HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE</p>	<p>1. Access To Register or Login as a Vendor at Housing Agency Marketplace (internationaleprocurement.com) or 2. Access at www.eastpointha.org. 3. Click on “Work with Us” at the top. Click on the vendors tab to pick the correct solicitation number. https://www.eastpointha.org/work-with-us/vendors-information</p> <p>If you have any problems in accessing the RFP on the website, contact Tara Mobley, tmobley@eastpointha.org, or (404) 768-0078 ext. 118</p>
<p>PRE-PROPOSAL CONFERENCE</p>	<p>Thursday, May 11, at 2:00 PM 3056 Norman Berry Drive (Central Office) East Point, GA 30344</p>
<p>DEADLINE QUESTIONS</p>	<p>Questions should be submitted in writing to mspann@eastpointha.org by 2:00 PM EST Thursday, May 18, 2023; addenda to the RFP will be issued as necessary.</p>
<p>HOW TO FULLY RESPOND TO RFP BY SUBMITTING A PROPOSAL</p>	<p>As instructed within the RFP document, submit 3 copies of your hard copy proposal and one electronic copy on disc to the East Point Housing Authority Central Office</p>
<p>PROPOSAL SUBMITTAL DEADLINE</p>	<p>Thursday, May 25, 2023, at 2:00 PM East Point Housing Authority 3056 Norman Berry Drive East Point, GA 30344</p>
<p>ANTICIPATED APPROVAL BY HA</p>	<p>(On or before) Thursday, June 1, 2023</p>
<p>ANTICIPATED COMMENCEMENT OF WORK</p>	<p>Goal is Monday, June 12, 2023</p>

1.0 EPHA'S RESERVATION OF RIGHTS:

- 1.1** EPHA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the HA to be in its best interests.
- 1.2** EPHA reserves the right not to award a contract pursuant to this RFP.
- 1.3** EPHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).
- 1.4** EPHA reserves the right to determine the days, hours, and locations that the successful proposer(s) shall provide the services called for in this RFP.
- 1.5** EPHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the EPHA Contracting Officer (CO).
- 1.6** EPHA reserves the right to negotiate the fees proposed by the proposer entity.
- 1.7** EPHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.8** EPHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 1.9** EPHA reserves the right to at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. Each prospective proposer further agrees that he/she will inform EPHA's CO in writing within five (5) days of the discovery of any item that is issued thereafter by EPHA that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve EPHA, but not the prospective proposer, of any responsibility pertaining to such an issue.

- 1.10** EPHA reserves the right, prior to award, to revise, change, alter or amend any of the instructions, terms, conditions, and/or specifications identified within the RFP documents issued, within any attachment or drawing, or within any addenda issued. All addenda will be posted on EPHA’s website www.eastpointha.org. Such changes that are issued before the proposal submission deadline shall be binding upon all prospective proposers.
- 1.11** In the case of rejection of all proposals, EPHA reserves the right to advertise for new proposals or to proceed to do the work otherwise, if in the judgment of EPHA, the best interest of EPHA will be promoted.
- 1.12** EPHA reserves the right to, without any liability; cancel the award of any proposal(s) at any time before the execution of the contract documents by all parties.
- 1.13** EPHA reserves the right to reduce or increase estimated or actual quantities in whatever amount necessary without prejudice or liability to EPHA, if:
- 1.14** Funding is not available,
- 1.15** Legal restrictions are placed upon the expenditure of monies for this category of service or supplies; or,
- 1.16** EPHA’s requirements in good faith change after award of the contract.
- 1.17** EPHA reserves the right to make an award to more than one proposer based on ratings and to award with or without negotiations or a “Best and Final Offer” (BAFO).
- 1.18** EPHA reserves the right to request additional information from all proposers to determine the level of responsibility. Such information shall be submitted in the form required by EPHA within two (2) days of written request.
- 1.19** EPHA reserves the right to amend the contract any time prior to contract execution.
- 1.20** EPHA reserves the right to require the Contractor to keep accurate timesheets for all employees assigned to perform any project, task, or assignment resulting from this RFP and any resulting contract.

- 1.21** EPHA reserves the right to contact any individuals, entities, or organizations that have had a business relationship with the proposer regardless of their inclusion in the reference section of the proposal submittal.
- 1.22** In the event any resulting contract is prematurely terminated due to nonperformance and/or withdrawal by the Contractor, EPHA reserves the right to seek monetary restitution (to include but not limited to withholding of monies owed) from the Contractor to cover costs for interim services and/or cover the difference of a higher cost (difference between terminated Contractor's rate and new company's rate) beginning the date of Contractor's termination through the contract expiration date.
- 1.23** If at any time EPHA finds an employee, subcontractor or other individual or entity performing work under a contract resulting from this RFP to be unacceptable, Contractor shall within two (2) business days provide a replacement acceptable to EPHA.
- 1.24** The Housing Authority must maintain appropriate records (payrolls, work orders, job descriptions, training program materials and apprentice/trainee registrations, and any other data related to the employment and utilization of maintenance laborers and mechanics) which must be preserved for no less than three years, or until resolution of any dispute. Employers under contract to the Housing Authority to provide maintenance work must submit to the Housing Authority their original employment records as described above or agree to retain original employment records for three years or until resolution of any dispute subject to section 9.21 of this solicitation.
- 1.25** EPHA reserves the right regardless of evaluation ratings not to enter into a contract for a de minimums amount.

2.0 SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S):

The HA is seeking proposals from qualified, licensed, and bonded entities to provide the following detailed landscaping services at the housing sites for the following location:

Project Re: Cast Iron Pipe Replacement

East Point Housing Authority, Project GA 078-004

Hurd Apartment Homes

East Point, GA 30344

Work will be provided as follows but is not necessarily limited to the following items.

- 2.0.1** All old cast iron pipes are to be replaced with 4-inch (4") PVC pipes in crawlspaces underneath 10 buildings with a total of 35 units. Sanitary drainage piping from plumbing fixtures in buildings and sanitary drainage piping systems from premises shall be connected to a public sewer.
- 2.0.2** All cast iron pipes removed are the property of the HA and shall be given to the HA upon the completion of the job.
- 2.0.3** Clean-up and dispose of any waste material in crawlspace.
- 2.0.4** All equipment and material will be provided by the contractor.
- 2.0.5** Disposal of all materials other than replaced cast iron will be at the expense of the contractor.
- 2.0.6** No debris can be disposed of in the property dumpsters; all debris must be disposed of at the expense of the contractor.

3.0 Proposal Format

3.1 Tabbed Proposal Submittal:

The HA intends to retain the successful proposer pursuant to a "Best Value" basis, not a "Low Proposal" basis ("Best Value," in that the HA will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that the HA can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted following. Each category must be separated by numbered index dividers (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the HA has published herein or has issued by addendum.

Tab No.	Description
1	Form of Proposal: This Form is attached hereto as Attachment A to this RFP document. This 1-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
2	Letter of Transmittal: As more fully detailed in Section 3.4. The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the statements and information listed in Section 1.8.
3	Form HUD-5369-C (8/93), Certifications and Representations of Offerors, Non-Construction Contract: This Form is attached hereto as Attachment B to this RFP document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
4	Form HUD-5369-A (11/92), Representations, Certifications, and Statements of Proposers, Public and Indian Housing Programs: This Form is attached hereto as Attachment B-1 to this RFP document. This 4-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
5	Managerial Capacity/Financial Viability: The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment C, <i>Profile of Firm Form</i> . Such information shall include the proposer's qualifications to provide the services; a description of the background and current organization of the firm.
6	Client Information: The proposer shall submit a listing of former of current clients, including any other Public Housing Authority, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum include: <ol style="list-style-type: none"> 1. The client's name; 2. The client's contact name; 3. The client's telephone number; 4. A brief description and scope of the service(s) and the dates the services were provided;
7	Profile of Firm Form: The Profile of Firm Form is attached hereto as Attachment C to this RFP document. This 2-page Form must be fully completed, executed, and submitted under this tab as part of the proposal submittal.
8	Subcontractor/Joint Venture Information (Optional Item): The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.
9	Section 3 Business Preference Documentation (Optional Item): For any proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification Form attached hereto as Attachment D and any documentation required by that form.
10	Equal Employment Opportunity: The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy.

11	Other Information (Optional Item): The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the HA in its evaluation.
12	Proposed Services: As more fully detailed within Section 2.0, <i>Statement of Work/Technical Specifications</i> , of this document, the proposer shall, at a minimum, clearly detail within the information submitted under the tab document. 12b - Proposed fees or costs shall be submitted by the proposer withing the 12-tab.

3.2 Entry of Proposed Fees: The proposed fees or costs shall be submitted by the proposer and received by the Agency within the 12-tab “hard copy” proposal submittal detailed. A proposer must enter a proposed fee for each item--a "No Proposal" will not be allowed for any item, though a “No Charge” will be allowed for certain items. The proposed fees submitted by each proposer are inclusive of all necessary costs to provide the proposed services not otherwise provided for herein, including, but not limited to: employee costs and benefits; clerical support; overhead; profit; supplies; materials; licensing; insurance; etc.

3.3 Additional Information Pertaining to the Pricing Items:

3.3.1 Quantities: All quantities entered by the HA herein are for calculating purposes only. As may be further detailed herein, the HA does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, as the ensuing contract will be a Requirements Contract, in that the HA shall retain one contractor only and shall retain the right to order from that contractor (successful proposer), on a task order basis, any amount of services the HA requires.

3.3.2 Pertaining to the Additional Potential Labor: These Pricing Items are for work that the HA may require that is not already specifically identified within the proposed fees.

3.3.2.1 Supervisor: The contractor’s assigned skilled staff person who has responsibility to supervise the work at the HA site. This person may, while supervising, also perform work typically assigned to the Technician or the Laborer.

3.3.2.2 Technician (Trimmer/Repairman): The contractor’s assigned skilled staff person who typically performs the required plumbing repair work.

3.3.2.3 Laborer: The contractor’s assigned staff person who typically performs the unskilled labor services to assist the other described staff.

3.3.2.4 Assumption: It shall be the HA’s assumption that the successful proposer has based their proposed pricing upon the proposed

hourly rates submitted by the proposer (and by submitting a proposal in response to this RFP, the successful proposer automatically agrees that such is accurate). Accordingly, the HA may use such an assumption, if necessary, to do any lump-sum proposal breakdown calculations during the term of the ensuing contract.

3.3.3 Additional Supplies/Materials: Each proposer shall enter this item where provided within the proposal if applicable for RFP. For instance, if the proposer wishes to provide such items at cost, he/she shall enter "1.00" within the cost area for this item; if the proposer wishes to provide such materials at 30% over cost, he/she shall enter "1.30" within the cost area for this item; and so forth. Please note that this fee proposal shall include the cost of picking up the supplies/materials at the source of supply and delivering such to the work site, meaning, all costs shall be F.O.B. the HA site.

3.3.4 Overtime: Pursuant to the Contract Work Hours and Safety Standards Act, overtime shall be not less than time and one half for hours worked in excess of 40 hours per week. The HA shall consider the regular time to be Monday-Thursday (excluding holidays), 7:30am – 5:30pm. Accordingly, the HA will pay a rate of 1.5 of the listed hourly rates within Pricing Items No. 46-48 (or any increased rate that increased per Section 3.3.4 herein) for any work the HA requires the successful proposer to work specifically during non-regular-time hours (however, the HA shall NOT be responsible to pay the successful proposer for any work that the successful proposer CHOOSES to work during non-regular-time hours).

3.3.5 Davis-Bacon (D/B) and/or State Prevailing Wage Rates: As may apply by statute, regulation or law, if, at any time during the ensuing contract period(s), the HA needs the successful proposer to provide services that require the successful proposer to pay Davis-Bacon or State Prevailing Wages Rates for a specific task order pertaining to the ensuing contract, then to compensate the successful proposer for any amount that the applicable Davis-Bacon or State Prevailing Wage Rates are greater than the applicable hourly fees (or any similar hourly fee that is increased as a result of Section 4.3.4 herein), the HA shall:

3.3.5.1 Ascertain the applicable hourly wage rate(s), as listed within the contract, that applies;

3.3.5.2 Ascertain the current applicable Davis-Bacon or State Prevailing Wage Rate(s) that applies;

3.3.5.3 Ascertain the difference between the two rates, which amount the HA will pay to the successful proposer for that task order only.

- 3.3.5.4 Locating Applicable Wage Rates:** As the currently known work pertaining to this RFP is maintenance-related rather than construction-related, accordingly, there is not a D/B or State Wage Rate General Decision attached to this RFP. If, as detailed within 24 CFR 85.36(h)(5), the HA is required to pay Davis-Bacon wage rates (for all “construction contracts in excess of \$2,000”), and for similar State requirements, the HA will then issue a General Decision as it applies to that work. Current Davis-Bacon wages rates may be obtained from [SAM.gov](https://www.sam.gov) | [Wage Determinations](#).

3.4 Submittal Requirements

Proposals shall include the following:

Letter of Transmittal- The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following statements and information:

- Company name, address, and telephone number(s) of the firm submitting the proposal.
- Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
- Federal and state taxpayer identification numbers of the firm.
- Briefly state your understanding of the services to be performed and make a positive commitment to provide the services as specified.
- The letter must be signed by a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.
- Statement which indicates “proposal and cost schedule shall be valid and binding for Ninety (90) days following proposal due date and will become part of the contract.

General Vendor Information- Please provide the following information:

- Length of time in business of providing proposed services.
- Total number of clients
- Total number of public sector clients
- Describe how your firm is positioned to provide the services listed above and provide a history of experience in providing similar services.
- Provide the name, title, address, and telephone number of three (3) references for clients whom you have provided similar services to. Please provide information referencing the actual services

provided, customer size (number of users), and the length of tenure of providing services to the client.

- If your company had a contract terminated for default during the past five years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the vendor's nonperformance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. If default occurred, list complete name, address, and telephone number of the party. If NO such terminations for default have been experienced by the vendor in the past five years, please declare that.

3.4.1 Proposed Submittal Method

It is preferable and recommended that the proposer bind the proposal submittals in such a manner that the HA can, if needed, remove the binding (i.e., "comb-type;" etc.) or removes the pages from the cover (i.e., 3 ring binder; etc.) to make copies then conveniently return the proposal submittal to its original condition.

3.4.2 Time for Reviewing Proposals

Proposals received prior to the due date and time will be securely kept unopened. The officer whose duty it is to open them will decide when the specified time has arrived, and no proposal received thereafter will be considered. Proposals will not be publicly opened. Proposals become the property of the Housing Authority once submitted.

3.4.3 Withdrawal of Proposals

Proposals may be withdrawn upon by written request dispatched by the Contractor in time for delivery during business hours prior to the time fixed for receipt, provided that written confirmation of withdrawal is from the authorized signature of the Contractor, mailed and postmarked prior to the time set for proposal opening. Negligence on the part of the Contractor in preparing its proposal confers no right of withdrawal or modification of its proposal after the due date and time.

4.0 PROPOSAL EVALUATION:

4.1 Evaluation Factors:

The following factors will be utilized by the HA to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within their proposal submittal:

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	60 points	Objective	The PROPOSED COSTS the proposer proposes to charge the HA to provide the required work.
2	10 points	Subjective (Technical)	The proposer's DEMONSTRATED UNDERSTANDING of the REQUIREMENT ;
3	10 points	Subjective (Technical)	The APPROPRIATENESS of the TECHNICAL APPROACH (including labor categories, estimated hours and skill mix) and the QUALITY of the WORK PLAN .
4	5 points	Subjective (Technical)	The proposer's TECHNICAL CAPABILITIES (in terms of personnel, equipment, and materials) and the MANAGEMENT PLAN (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.).
5	10 points	Subjective (Technical)	The proposer's DEMONSTRATED EXPERIENCE in performing similar work and the proposer's DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules, and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.
6	5 points	Subjective (Technical)	The OVERALL QUALITY AND PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED , based upon the opinion of the evaluators.
	100 points	100 points	Total Points (other than preference points)

4.2 Evaluation Method:

- 4.2.1 Initial Evaluation for Responsiveness:** Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). The HA reserves the right to reject any proposals deemed by the HA not minimally responsive (the HA will notify such firms in writing of any such rejection).
- 4.2.2 Evaluation Packet for Proposals Deemed Responsive:** Internally, an evaluation packet will be prepared for each evaluator, including the following documents:
- 4.1.2 Evaluation Committee:** The HA anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive “hard copy” proposals submitted in response to this RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. As detailed within the “Information At A Glance” section of this document (page 4), the designated Executive Director is the only person at the HA that the proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.
- 4.1.3 Evaluation:** The Executive Director will evaluate and award points pertaining to Evaluation Factor No. 1 (the “Objective” Factor). The appointed evaluation committee, independent of the Executive Director or any other person at the HA, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 2, 3, 4, 5 and 6 (the “Subjective” Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the Executive Director.
- 4.1.4 Potential "Competitive Range" or “Best and Finals” Negotiations:** The HA reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, conduct a “Best and Finals” Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the HA in a timely manner as possible, but in any case, within no longer than 10 days after the beginning of such negotiations with the firms deemed to be in the competitive range.
- 4.1.5 Determination of Top-ranked Proposer:** Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the Executive Director to determine the final rankings, which is typically forwarded by the Executive Director to the ED for approval. If the evaluation was performed to the satisfaction of the ED, the final rankings may be

forwarded to the Housing Authority Board of Commissioners (BOC) at a scheduled meeting for approval. Contract negotiations may, at the HA's option, be conducted prior to or after the BOC approval.

4.1.5.1 Ties: In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by “drawing lots or other random means of selection.”

4.1.5.2 Minimum Evaluation Results: To be considered to receive an award a proposer must receive a total calculated average of at least 70 points (of the 115 total possible points detailed within Section 4.1 herein).

4.1.6 Award Recommendation: It is anticipated that the final rankings will be forwarded to the HA Board of Commissioners (BOC) at a regularly scheduled board meeting for approval. The HA BOC will then make its determination as to whether or not to follow the evaluation committee’s recommendation. Contract price negotiations may, at the HA's option, be conducted prior to or after the BOC approval.

4.1.7 Notice of Results of Evaluation: If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:

4.1.7.1 Which proposer received the award;

4.1.7.2 Where each proposer placed in the process as a result of the evaluation of the proposals received;

4.1.7.3 The cost or financial offers received from each proposer;

4.1.7.4 Each proposer’s right to a debriefing and to protest.

4.1.8 Restrictions: All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the HA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the HA evaluation committee.

5.0 Proposer's Responsibilities

- 5.1 Contact:** Contractors shall determine for themselves the conditions and circumstances effecting requirements of the included work by personal examinations of each included item of equipment and equipment system, building area, all bid documents, and by such other means as they may choose that are acceptable to HA. The submission of a bid will be considered conclusive evidence that the contractor has made such examinations and investigations, and that the contractor fully understands and is satisfied as to the conditions to be encountered, the character, quantity, quality and scope of work, and the requirements of the bid documents.
- 5.2 Warranty:** All work completed must include a warranty for parts and labor.
- 5.3 Schedule:** A schedule of the work shall be included in the proposal. The schedule shall include a start date and estimated completion date, to include any contingencies for the weather.
- 5.4 Additional Work:** If upon inspection, the contractor finds that there are additional repairs that need to be completed that are not included in the original Statement of Work. The contractor shall provide pictures of the repairs that need to be completed and a separate proposal.
- 5.5 Certification of Legal Entity:** Prior to execution of a contract the company/firm shall certify that joint ventures, partnerships, team agreements, new corporations, or other entities that either exist or will be formally structured are, or will be, legal and binding under Georgia law.
- 5.6 Costs Borne by Contractor:** All costs related to the preparation of this RFP and any related activities are the responsibility of the Contractor. The HA assumes no liability for any costs incurred by the Contractor throughout the entire selection processes.
- 5.7 Billing:** Invoices submitted against the contract shall include invoice date, service location, and date of service. Billing to include detailed description of services performed, summary of parts used (if any), cost breakdown of parts, number of hours on job, pay rate of technicians on job. No initial payments of more than 25% of the total proposal cost shall be made to the contractor.

6.0 Contract Award

6.1 Award of Contracts: Contracts shall be awarded to the Contractor submitting proposals according to the evaluation criteria contained herein, provided the proposal is in the best interest of the HA.

Contractors will be notified at the earliest practical date. All Contract awards are subject to HUD funding availability and final approval from the Board of Commissioners. No awards will be made to companies or firms listed on the System for Award Management (SAM) Excluded Parties List of companies or firm's ineligible to receive awards.

6.2 Personnel Qualifications: Only trained and Licensed service technicians shall be used to perform repairs and services stipulated in this contract. Service Technicians assigned by the contractor must be fully qualified in all aspects of service to be performed, including repairs that may become necessary during the term(s) of this contract.

During the performance of services, all employees of the Contractor shall display a Company issued picture ID badge and the assigned technicians shall wear approved uniforms to be provided by the Contractor. Uniforms are to bear the Contractor's emblem and the technician's name. Uniforms shall be maintained in a clean and serviceable condition. Wearing a uniform is to identify the technician with the Contractor's organization.

6.3 Supervision and Administration: The Contractor agrees to maintain complete accurate records of all services performed, repairs made, and replacement parts used and billed for during the period of this contract.

6.4 Qualifications of Bidders: All Contractors on this project shall have an active organization specializing in the field of providing full-service Plumbing work as described in this Request for Proposal.

- The contractor or authorized representatives shall be available upon request for joint inspections with representatives of the HA. Unsatisfactory repair services, as determined by the HA Representative, which are not corrected after notification, may result in immediate notice of cancellation of the contract. ALL services performed shall be subject to inspection and approval of the HA.

6.5 Licensing and Insurance Requirements: Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:

- An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount.

- An original certificate evidencing General Liability coverage, naming the HA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the HA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000.
- An original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000), with a deductible not greater than \$1,000.
- An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000.
- A copy of the proposer's business license allowing that entity to provide such services within Fulton County, GA.
- If applicable, a copy of the proposer's license issued by the State of GA licensing authority allowing the proposer to provide the services detailed herein.
- The requested related information shall also be entered where provided for on the Profile of Firm Form (DO NOT ATTACH COPIES WITHIN THE PROPOSAL SUBMITTAL--we will garner the necessary certificates from the successful proposer prior to contract execution).

6.5 Intent of Specifications: The Contractor shall provide plumbing replacement services for the Housing Authority of the City of East Point.

7.0 Statement of Work Recap

7.1 Statement of Work: The Housing Authority of the City of East Point (HA) seeks to enter into a contract with a qualified company who can complete plumbing services. The Contract for this work shall include, except as otherwise specified, all supervision, labor, equipment, materials, temporary facilities, transportation, and other direct costs; indirect costs, including fees, taxes, permit costs and any other costs and expenses incidental to the performance of the work.

- The Contractor shall remove all cast iron pipes and replace them with PVC pipes. The work performed pursuant to these specifications shall be performed in accordance with all applicable Federal, State, and local codes, regulations, and standards.



- All cast iron pipes removed are the property of the HA and shall be given to the HA at the completion of the job. Any other debris cannot be disposed of in the property dumpsters and must be disposed of at the expense of the contractor.

7.2 Best Available Data: All information contained in this RFP is the best data available to the HA at the time the RFP was prepared. The information given in the RFP is not intended as representations having binding legal effect. This information is furnished for the convenience of Contractors and the HA assumes no liability for any errors or omissions.