



Housing Authority of the City of Bossier City

Request for Proposals

for

Plumbing Services

Proposals due:

Wednesday, August 7, 2024 @ 4:00 p.m.

Submittal Instructions:

Three (3) copies and one (1) original of the proposal must be received by the Housing Authority of the City of Bossier City prior to 4:00 p.m. on **August 7, 2024**. The proposal must be plainly marked as “Plumbing Services Proposal”. Proposals shall be delivered or mailed to:

Housing Authority of the City of Shreveport
Attn: Nanette Iverson
2500 Line Ave
Shreveport, LA 71104

Any questions regarding this proposal are to be submitted to:

Nanette Iverson
Housing Authority of the City of Shreveport
2500 Line Ave
Shreveport, LA 71104
niverson@hacsla.com

Miscellaneous

The Housing Authority of the City of Bossier City reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the HABC’s sole judgment, best meets the requirements of the project.

The RFP creates no obligation on the part of the Housing Authority to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if held). The Housing Authority reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.

The Housing Authority further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the Housing Authority may request.

Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information, or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why the Housing Authority should not, upon written request, disclose such materials.

Interpretations/Questions

During the period between issuance of this RFP and the proposal due date, no oral interpretation of the RFP's requirements will be given to any prospective Respondent. Requests for interpretation must be made, in writing, by July 24, 2024.

Addendum and Update Procedures for the RFP

During the period of advertisement for this RFP, HABC may wish to amend, add to, or delete from, the contents of this RFP. In such situations, HABC will issue an addendum to the RFP setting forth the nature of the modification(s). All addenda will be posted on the HABC website at www.hacsla.com and/or emailed. Hard copies may be mailed upon request.

Proposal Format

Proposals shall be organized into sections and tabbed for ease of review. Provide a comprehensive Table of Contents at the front of the proposal. Organize the proposal in response to the Submission Requirements, addressing all issues identified in the Scope of Services. The front cover of the proposal shall bear the name of the RFP, date, Respondent's name, address, email address and phone number.

Acceptance of Proposals

Proposals must be signed, sealed and received at the specified address in completed form, no later than the proposal submission time and date. Unsealed proposals will not be accepted. Proposals submitted after the designated date and hour will not be accepted for any reason and will be returned unopened to the originator. HABC reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications, or to waive any formalities. Respondents may be excluded from further consideration for failure to fully comply with the specifications of this RFP.

HABC also reserves the right to reject the proposal of any Respondent who has previously failed to perform properly, or to complete on time, a contract of similar nature; who is not in a position to perform the contract; who habitually and without just cause neglected the payment of bills, or otherwise disregarded its obligations to subcontractors, providers of materials, or employees; or who makes a misrepresentation in their response to this request or engages in unauthorized contact with HABC Staff, Board Members, Residents, or Consultants.

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 HABC once submitted.

Schedule of Events

The following is a schedule of events and project milestones, which is subject to change. All bidders will be provided with notice of any change to these scheduled dates.

- July 10, 2024 RFP Issued/1st Advertisement
- July 17, 2024 2nd Advertisement
- July 24, 2024 3rd Advertisement/Deadline for questions
- July 29, 2024 Issue Addendum, if required
- August 7, 2024 Proponents' responses to RFP due

Withdrawal of Proposals

Proposals may be withdrawn upon written request dispatched by the Respondent 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 Respondent, mailed and postmarked prior to the time set for proposal opening. Negligence on the part of the Respondent in preparing its proposal confers no right of withdrawal or modification of its proposal after the due date and time.

Award of Contracts

Contracts shall be awarded to the Respondent submitting proposals according to the evaluation criteria contained herein, provided the proposal is in the best interest of HABC. The awarded Respondent will be notified at the earliest practical date. All Contract awards are subject to HUD funding availability and final approval from the Housing Authority of the City of Shreveport's Board of Commissioners, and/or the U.S. Department of Housing and Urban Development. 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.

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 Louisiana law.

Costs Borne by Respondent

All costs related to the preparation of this RFP and any related activities are the responsibility of the Respondent. HABC assumes no liability for any costs incurred by the Respondent throughout the entire selection process.

Best Available Data

All information contained in this RFP is the best data available to HABC 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 Respondents and HABC assumes no liability for any errors or omissions.

Intent of Specifications

The Contractor shall provide full-service plumbing and repair services for the Housing Authority of the City of Bossier City (HABC).

Index of Submittal Documents

The Index of Submittal Documents is provided to assist in completing a responsive submittal. The Index of Documents contains a listing of required submittal items.

Please review this list and submit with your proposal all documents.

- HUD Form 5369-C
- HUD Form 5369-B
- Non-Collusive Affidavit
- Acknowledgement of Addenda
- Certification of Contractor Non-Exclusion
- Cost Proposal

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 on providing similar services.

Provide the name, title, address, and telephone number of three references for clients whom you have provided similar services. 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.

Evaluation Process

The Housing Authority of the City of Bossier City will conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

- Experience
- Ability to perform work in a timely manner
- Cost proposal
- Required Forms

Award will be based on scoring criteria below:

	Maximum Points	Factor Description
1	45	Experience
2	25	The Proposer's ability to perform work in a timely manner
3	30	Proposed Cost
	100	Total Points

Relevant and Past Experience

Provide evidence of a minimum of three (3) years' experience in providing services of the nature that may be required under this contract, by listing at least three references/clients to which similar services were provided. The client listing must include a detailed description of the services, the entity for which the services were provided, the name, title and contact information.

Ability to Perform in a Timely Manner

Illustrate your company's ability to perform services in a timely manner. Identify a 24-hour contact for this contract. Explain your firms' process for ensuring immediate response to a dispatch order. Provide evidence of availability of adequate personnel and equipment.

Cost Proposal

Complete the Cost Proposal Form provided to perform on call plumbing services at HABC's properties.

Statement of Work

- The Housing Authority of the City of Bossier City (HABC) seeks to enter into a contract with one or more qualified companies who can provide on call services to the plumbing system at HABC properties. 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 notify HABC when repairs to components are required and, upon HABC's approval, through written task order, will proceed with necessary repairs. The Contractor shall provide HABC with a fixed hourly rate for on call plumbing repairs performed during normal business hours (Monday - Friday 8:00 a.m. to 5:00 p.m.), after normal business hours (Monday – Friday 5:00 p.m. to 8:00 a.m.), and Saturdays, Sundays and Holidays. The work performed pursuant to these specifications shall be performed in accordance with all applicable Federal, State, and local codes, regulations and standards.
- Maximum allowable response time is 2 hours from the time the call is placed for service. HABC understands there may be concessions due to parts availability, etc., and those incidents will be handled individually. HABC reserves the right to utilize another source, without affecting contract provision, should Contractor not perform within this time period.

Contract Term

The initial contract term shall be for a period of twenty-four (24) months effective from date of award. HABC reserves the right to extend the contract term for three (3) additional (1) year periods. Once selected, the successful Respondent(s) will enter into an Indefinite Delivery Indefinite Quantity type contract with HABC to perform the required scope of services.

Pricing

Pricing will be based on routine maintenance and on call basis, which will provide for the payment of direct labor hours at fixed hourly rates and material, at cost plus 10%. HABC reserves the right to negotiate reductions in the quoted price(s) at any time during any contract period term.

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.

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 HABC. 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.

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 plumbing 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 clean and serviceable condition. The wearing of a uniform is to identify the technician with the Contractor's organization.

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.

Working Hours and Response Time

Calls for emergency service must be responded to in person within two (2) hours. Service will be required twenty-four (24) hours a day, seven (7) days a week, holidays included.

Qualifications of Bidders

- All respondents 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 HABC. Unsatisfactory repair services, as determined by the HABC Representative, which is 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 HABC.

Housing Authority of the City of Bossier City

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Cost Proposal Form

The successful Respondent shall provide all labor, materials and equipment required to perform on call services to the plumbing systems at HABC's units. Direct labor hours shall include wages, overhead, profit, and general administrative costs incidental to the performance of the work; reimbursement for materials will be paid at cost.

Regular Hourly Rates - Monday thru Friday 8:00 a.m. to 5:00 p.m.:

Mechanic \$ _____ Per man hour

Apprentice \$ _____ Per man hour

Laborer \$ _____ Per man hour

Hourly Rates After Normal Business Hours· Monday thru Friday 5:00 p.m. to 8:00 a.m., and Saturdays, Sundays and Holidays:

Mechanic \$ _____ Per man hour

Apprentice \$ _____ Per man hour

Laborer \$ _____ Per man hour

(Printed or Typed Name)

(Signature)

(Title)

(Date)