





Request for Proposals (RFP)

**Generator Installations
Administrative Office Building
Walnut Street School Apartments, Bldg. A & B
Wages Head Start Daycare Center**

ISSUE DATE

August 10, 2020

***ALL PROPOSALS ARE DUE NO LATER THAN SEPTEMBER 8, 2020 AT 2:00PM.**

Small, Minority, and Women-Owned Businesses are encouraged to apply. HACG complies with Section 3 of the HUD Act of 1968.

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REQUEST FOR PROPOSALS Generator Installations – Administrative Office; Walnut Street School Apartments (Bldg. A & B) Wages Head Start Daycare Center

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ATTACHMENTS

- A. Scope of Work
- B. Form HUD-5370
- C. Form HUD-5369-A
- D. E-Verify Affidavit
- E. Non-Collusive Form
- F. Section 3 Business Preference Documentation
- G. Davis-Bacon Wage Rate Determination No. NC20200041
- H. Sample Department of Labor – Wage Verification/Payroll Certification Forms

PURPOSE

The Housing Authority of the City of Goldsboro (HACG) is issuing a Request for Proposals for installation of Natural Gas Fueled Generators in (4) buildings: The Administrative Office located at 700 N. Jefferson Avenue; Walnut Street School Apartments Building A located at 508 E. Walnut Street; Building B located at 509 E. Chestnut Street; the Wages Head Start Daycare Center located at 505 E. Chestnut Street; Goldsboro, NC 27534. The results of the RFP will be evaluated based on evaluation criteria posed in this RFP.

TIMELINE

The estimated timeline for this RFP is listed below. Dates, with the exception of the submission deadline, are estimates and may change based on responsiveness of bidders and other procurement needs.

Issue Date August 10, 2020
Pre-Bid Meeting Onsite: August 18, 2020 (1:00PM EST)
Deadline for Submission: September 8, 2020 (2:00PM EST)
Selection Committee Review: September 9, 2020
Anticipated Award Announcement: September 10, 2020

While not mandatory, the Pre-Bid Meeting is highly recommended to give Respondent's an adequate opportunity to view current electrical requirements and setup onsite. Due to COVID-19 restrictions, anyone wishing to attend the pre-bid meeting must RSVP to procure@hacg.org. Please use subject: **Generator Bid Conference**. The meeting will be held at 700 N. Jefferson Ave. Goldsboro, NC 27530 on August 18, 2020 at 1:00PM EST. In the event the meeting has to be relocated due to social distancing guidelines, instructions will be sent to all those that RSVP'd using these instructions.

TASK REQUIREMENTS

Contractor must be experienced, certified and submit proof of Electrical License in the installation of Commercial Generators. A detailed Scope of Services has been attached as Attachment A.

GENERAL SCOPE OF SERVICES

A detailed Scope of Services is included as Attachment A to this RFP. Proposers should review the scope of work in order to accurately determine their response to this request and appropriate billing rates for the work to be included. It is the responsibility of the Contractor to include a cost estimate that covers the work requested in the attached materials.

The following general specifications apply to the work included in this RFP:

- The Contractor will supply all materials and equipment necessary to complete the task.
- The Contractor will be responsible for the determination of the size of generator(s) needed at each site.
- All Generators shall have a low noise rating
- The Contractor will provide a service schedule. Performance of the contract will be done in compliance with any local ordinances. Any required meetings with HACG staff shall take place between 7:00am and 12:00 PM (Monday-Thursday).
- The Contractor shall provide a Service Agreement as part of the Contract.
- The Contractor shall understand that time for completion is of the essence.
- The Contractor shall understand that there should be no downtime during the course of the Contract.
- Work will be inspected by the HACG staff after completion for acceptance of work. Invoices must be accompanied by an HACG staff signature indicating acceptance of work. The HACG will only pay for services rendered upon acceptance of work.
- The Contractor is responsible for any workers or subcontractors it has on the site.
- The Contractor shall have all applicable licenses/permits, as required by local, state, and federal law.
- The Contractor shall be responsible for any damage caused by their actions while onsite.
- The Contractor shall carry all applicable insurances (i.e.: General Commercial Liability, Workers' Compensation Liability, Automobile Liability).
- The Contractor shall abide by HACG policies while on premises, including the Smoke-Free Policy.
- The Contractor must comply with Davis-Bacon Wage Rate Determinations (see attached – work classification: Electrician, Plumber, Laborers /General etc).
- The bidder may request to schedule an onsite visit. It is recommended that the bidder make such a request within a reasonable time, so as to provide the bidder adequate time to complete the bid packet. No extension of time to complete the bid packet will be permitted for failure to attend the pre-bid meeting or schedule an alternate site visit.
- All materials and labor will be the responsibility of the contractor. All costs incurred, directly or indirectly by the Respondent including travel, preparation, submission and miscellaneous

expenses in response to this RFP are the sole responsibility of the Respondent and, as such, shall be borne solely by the Respondent.

CONTRACT PERIOD

The initial contract period shall be through October 31, 2020. Work is expected to be completed by October 22, 2020. Timeliness of completion is of the utmost importance.

PROPOSAL FORMAT/DUE DATE

a. Contact Information. This RFP is being issued by the HACG. The Agency Contact Person for this RFP is:

Susan Gurganus
700 N. Jefferson Ave.
Goldsboro, NC 27530
919-750-6876
procure@hacg.org

b. RFP Submission and Format. Proposals can be emailed in Word or PDF to procure@hacg.org and mbedford@hacg.org or

Due to the potential of variable office hours during COVID-19, hand deliveries can be scheduled prior to the submission deadline by calling or emailing the Agency Contact Persons above. Electronic proposals are preferred at this time.

Proposals received after 2:00 p.m. Eastern Time on September 8, 2020, will not be considered. The Housing Authority reserves the right to reject any or all proposals. The Housing Authority is an equal opportunity employer and contracting agency.

At a minimum, the proposal shall include the following:

1. Identification of the company or individual(s) including name, address, telephone number, fax number, and email address. License name and number.
2. Name, title, address and telephone number of contact person during the period of the evaluation process;
3. Responses to the evaluation criteria listed on page 7 under EVALUATION CRITERIA.
4. Price Estimate Form
5. Complete Specifications of Equipment and installation for each location requested.
6. Timeline for installation
7. Form HUD-5369-A and HUD-5370;
8. Section 3 Business Preference Documentation;
9. Insurance Requirements;
10. List of three (3) references.
11. Certification that Contractor has completed Generator installations within the last 12 months.

Due to the needs of the agency, proposals received will not be based solely on cost. The agency will weigh the evaluation criteria to determine which proposal meets the agency's needs based on scope, cost, and reliability. Low bid does not constitute award of contract.

c. Complete Submission. Any individual or organization interested in being considered for award must submit a bid proposal in response to this RFP in accordance with the instructions and terms hereunder. By submitting a response, the Respondent agrees to be bound by all terms and conditions of this RFP. Respondents are expected to examine **ALL** elements of the RFP prior to preparing their response.

Failure to do so will be at the Respondent's risk. Offers for services other than those specified may not be considered.

AGENCY RIGHTS

The Agency reserves the right to:

- a. Right to Reject, Waive, or Terminate the RFP.** 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 Agency to be in its best interests.
- b. Right to Not Award.** Not to award a contract pursuant to this RFP.
- c. Right to Terminate.** Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer.
- d. Right to Determine Time and Location.** Determine the days, hours and locations that the Contractor shall provide the services called for in this RFP.
- e. Right to Retain Proposals.** 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 Agency Contact Person.
- f. Right to Negotiate.** HACG shall retain the right to negotiate the amount of fees that are paid to the successful Respondent, meaning the fees proposed by the apparent successful proposal may be the basis for the beginning of negotiations.
- g. Right to Award.** To make an award to the same bidder (aggregate) for all items; to make an award to multiple bidders (including joint venture proposals) for the same or different items; to select a respondent(s) for specific purposes or for any combination of specific purposes; or, to defer the selection and award of any respondent(s) to a time of the HACG's choosing.
- h. Right to Reject any Proposal.** Reject and not consider any proposal that does not, in the opinion of HACG, meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- i. No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- j. Right to Interview.** Request an oral interview with, and additional information from, companies prior to final selection of a provider. (NOTE-If an oral interview is requested, respondent will be given at least three (3) business days' notice, along with the date, time and place for the interviews. Expenses will be the responsibility of the respondent.)
- k. Right to Consider.** Consider information about a company in addition to the information submitted in the response or interview.
- l. Right to Prohibit.** 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. By downloading this document, or by contacting the Agency Contact Person and requesting a bid packet, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the noted Internet System, and further agrees that he/she will inform the Agency Contact Person in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Agency that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the Agency, but not the prospective proposer, of any responsibility pertaining to such issue.

RFP REQUIREMENTS AND CONDITIONS

- a. Minimum Requirements.** This RFP sets forth the minimum requirements that all submissions shall meet. Failure to submit proposals in accordance with this request may render the proposal unacceptable. Submission of proposal based on the Evaluation Factors is of utmost importance.
- b. Cost of the Proposal.** All costs incurred, directly or indirectly, by the Respondent in response to and in preparation of this RFP shall be the sole responsibility of the Respondent and shall be borne by the Respondent. Proposers shall not include any such expenses as part of the proposals.
- c. Clarification to Proposals.** The HACG reserves the right to obtain clarifications of any point in a company's proposal or to obtain additional information necessary to properly evaluate a particular

proposal. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the company's response or responses. HACG may conduct interviews with one or more agencies for such purposes.

d. Cancellation of the RFP. The HACG reserves the right to cancel this RFP at any time, for any reason, and without liability if cancellation is deemed to be in the best interest of the HACG. The proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

e. Collusion. Proposer, by submitting a proposal, hereby certifies that no officer, agent, or employee of the HACG has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer; and that the proposer is competing solely in its own behalf without connection with, or obligation to any undisclosed person or company.

f. Insurance Requirements

1. All contractors and/or professional firms must submit verification of coverage for \$1,000,000 General Liability and applicable Workmen's Compensation coverage with HACG designated as loss payee for said project prior to the award of Contract.

2. **Proof of Insurance**, shall not be terminated or expire without thirty (30) days written notice, and are required to be maintained in force until completion of the contract. The Contractor shall require all subcontractors or subconsultants used in the performance of this contract to name HACG as an additional insured. Following are the standard types and minimum amounts.

3. The contractor shall carry all necessary, and required Insurances, as required by the state of North Carolina, including but not limited to:

i. Commercial General Liability, with a single occurrence limit of not less than \$1,000,000 per occurrence.

ii. Commercial Automobile Liability, with a single occurrence limit of not less than \$750,000, in accordance with North Carolina Financial Responsibility laws.

iii. Worker's Compensation Insurance, in accordance with North Carolina Workers' Compensation laws.

4. Failure to provide proof of insurance or failure to maintain insurance as required in this bid, or by law; are grounds for immediate termination of the contract. In addition, the awarded bidder should be liable for all re-procurement costs and any other remedies under law. The Contractor shall provide a certification of Liability Insurance and Workers Compensation.

g. Indemnification. The Contractor agrees to indemnify, defend and hold harmless HACG and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this RFP or subsequent contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by HACG on account of any claim therefore, except where such indemnification is prohibited by law.

h. Suspension/Debarment. The Contractor shall provide a certification statement that the firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State, or Local agency.

i. Americans with Disabilities Act. Proposer must comply with all applicable requirements of federal and state civil rights law and rehabilitation statutes.

j. Choice of Law. The resulting contract will be entered into within the State of North Carolina and the law of said state, whether substantive or procedural, shall apply to the contract, and all statutory, charter and ordinance provisions that is applicable to public contracts within Wayne County and the state of North Carolina shall be followed with respect to the contract.

k. Award of Contract. A committee of staff selected by the Chief Executive Officer will evaluate the proposals that are received. All proposals will be evaluated on the evaluation criteria and responsiveness to the Scope of Services as stated in this RFP.

l. Payment of contractor/consultant fees. Upon award and execution of contract, the successful respondent shall submit an invoice to HACG. Invoicing and payments shall be made to the contractor in accordance with the policies and procedures of the Agency.

EVALUATION CRITERIA

Proposals will be evaluated based on the evaluation criteria listed below. Each criterion and its associated weight is listed. Proposals shall be considered from responsible individuals or organizations with relevant experience in the installation of Commercial Generators. Proposals must include information on competency in performing the services listed in the Scope of Services, demonstration of acceptable training, and past experience with projects of similar size, scope, and type.

A. Understanding & Approach (Maximum 45 Points)

- a. Clearly demonstrated understanding of the service required (1-15 points).
- b. Responsiveness and thoroughness to the requirements as set forth within the Scope of work/specification contained in the RFP and its attachments(1-15 points).
- c. Proposed work plan details (1-15 points).
- d. Scheduling, timeline and installation details (1-15 points).

B. Qualifications & Experience of company & staff (Maximum 30 Points)

- a. Competency of the company and/or the personnel assigned to the project as demonstrated by their qualifications (1-15 points).
- b. Reference(s) from principals for whom similar services have been performed by the Contractor Past Experience performing similar projects. (1-10 points).
- c. Experience with public housing authorities or similar operation (1-5 points)

C. Section 3 Compliance/MWBE Utilization. (Maximum 15 Points)

D. Proposed Cost. (Maximum 15 Points)

E. Proposed Equipment specifications. All specifications to be provided with RFP. (1-15 points)

- a. Low Maintenance
- b. Length of time generator will run before service
- c. Length of continuous run time before break in service
- d. Raised platform
- e. Low Noise Rating

F. Service Agreement (Maximum 10 Points)

This criterion considers the Respondents proposed cost and the benefit to the Housing Authority financially. In consideration of local conditions affecting the cost of work and with the specifications listed in the Scope of Services, Respondent shall provide a firm fixed-price cost in accordance with their agreement to furnish all labor, materials, equipment and services required to provide such services as listed. Provided a schedule of values is encouraged.

SIGNATURE PAGE

The undersigned certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal, and is authorized to contract on behalf of the firm named below.

**Company
Name**

Federal Tax ID

Print Name

Signature

Date
