

Housing Authority of the City of Greenville

Request for Proposals for HVAC Services

RE-ADVERTISED

HVAC Services

INTRODUCTION: The Housing Authority of the City of Greenville (Authority) is seeking quotes from qualified and licensed Contractors to provide As-Needed HVAC services for an initial 24- month period, with one optional one-year renewal.

Due to the estimated cost of this procurement falling under the Housing Authority's Small Purchase Threshold of \$150,000.00, the Authority is procuring these services using a non-formal request for Quotes for Small Purchase (QSP) process. This informal QSP process means formal Request for Proposals (RFP) requirements and formal protest procedures do not apply (i.e., bid bonds, public bid opening, etc.). The Authority reserves the right to issue modifications to this QSP at any time, award the proposed service contract to more than one firm, reject any or all quotes, and ask for any clarifications or verifications from Proposers at any time.

Solicitation Date: **Thursday, September 10th, 2020**
Due Date for **Thursday, September 24th, 2020**
Quotes: **October 2020 (Actual Date to Be Determined)**
Anticipated Start
Date:

SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS: The purpose of this QSP is identify a Contractor from which the Authority may contract for HVAC work. The Housing Authority is accepting Quotes for HVAC services for its rental properties located throughout City of Greenville, Attachment A provides a summary property list. Your Quote must include the furnishing of all labor, tools, materials and equipment necessary to professionally repair/replace the plumbing issue per the Work Specifications listed below. All work shall be done in a neat and accurate manner in accordance with the highest trade standards.

General Requirements: The Authority periodically requires Contractor to provide install maintain, repair ventilation and air conditioning systems and equipment, diagnose electrical and mechanical faults for HVAC systems, and perform emergency repairs promptly and efficiently in various Authority properties located throughout the city of Greenville

Services may be provided during normal business hours and occasionally after hours. After hours calls will require the successful proposer to call in prior to beginning work and call when the job has been completed. The Authority will have needed materials in stock, but will reimburse Contractor if Contractor is required to purchase materials. All such purchases must be approved by the Authority's Authorized Representative prior to purchase. The Authority will inform Contractor of assignments that require Davis-Bacon or North Carolina State prevailing wage rates.

All work shall be inspected and signed off by the Authority Authorized Representative (such as "Project Manager", "Property Manager", or "Designee") before the work is deemed complete. An Authority work order must be attached to each invoice. No payment will be made until all work is completed to the satisfaction of the Authority's Authorized Representative and is deemed complete.

