

Housing Authority of the City of Greenville
Request for Proposals for Electrical Services

Street Light Maintenance

1. **INTRODUCTION:** The housing Authority of the City of Greenville (Authority) is seeking quotes from qualified and licenses Electrical Contractors to provide As-Needed maintenance of street lights. Contractor will supply all labor, material, and equipment to trouble-shoot and repair any/all HACG owned security lighting post top, double or single mast arm luminaries, illuminated bollards and park lighting (path lights and basketball court lights) as directed by HACG.
- 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 Purchases (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

Date for Quotes: **Thursday, October 8th, 2020**

Anticipated Start Date: October 2020 (Actual Date to Be Determined)

Exhibit “A” – Street Light Count and Locations

2. Contractor will supply all labor, material, and equipment to trouble-shoot and repair any/all HACG owned security lighting post top, double or single mast arms luminaries, illuminated bollards and park lighting (path lights and basketball court lights) as directed by HACG.
- a. The work will include the repair or replacement off underground pole lighting conduit, conductors, all boxes and lamps, ballasts, photoelectric cells (PECs) as well as associated internal fixture wiring.
 - b. The Contractor shall do all repairs and replacements in accordance with the current National Electrical Code, specifications and details.
 - c. The luminaries globes shall be cleaned after repairs have been made
 - d. The repair of individual luminaries’ components, as listed above, will be at time, material, and equipment rates as quoted in the Contractor’s pricing schedule.
3. The Contractor agrees to provide HACG a contact list with phone numbers and email. An emergency after-hours contact number will also be required. In case of emergency repairs work need to be abated within 24 hours. If parts need to be ordered, the location must be left in a safe condition and the Contractor must inform the HACG immediately.
4. The Contractor will also repair or replace, as directed, street light pole assemblies which have been physically damaged by cars, trucks, or other causes. All repairs shall be in accordance to NC Electrical Codes.
- a. Cost for replacement of entire fixtures, pole shafts, or concrete foundations shall be through a proposal by the Contractor in writing to HACG on a case by case basis.
 - b. In Prior to replacement of such items, HACG will authorize the Contractor, writing, to proceed with the work.
5. Routine on-call maintenance will be carried out under a Work Request generated by the Special Project/ CFP Coordinator (Percell Harris) and bill billed according to the Cost Proposal submitted by the Contractor.
- a. All routine repairs shall be completed within 10 business days after notification from HACG/
 - b. Any repairs which cannot be completed due to power issues, or damaged parts which are not within the normal scope shall be reported to the HACG and scheduled for follow up.
 - c. The Contractor shall provide a list of repairs performed each month along with the invoice.
6. Repairs estimated above \$3,000 will need a proposal and shall be submitted for approval to the Special Project/ CFP coordinator (Percell Harris) prior to any repairs. None-routine repairs under \$3,000 can be charged on a Time and Material basis per the T&M rates submitted. The Contractor shall inform the Special Project/CFP coordinator (Percell Harris) of all non-routine repairs.
7. Day/Night checks will be performed by GHA on a monthly basis. After completion of day/night checks, a list of recommended repairs will be provided to the Contractor. The repair shall be billed according to the proposal rate provided by the Contractor.

Day/Night Checks will include the following:

1.1.1. All double and single headed major street lights

1.1.2. All single post top neighborhood street lights

1.1.3. All illuminated bollards within the neighborhood

1.1.4. All park path lights

1.1.5. All basketball court lights

*All proposals are to be enclosed and sealed in an envelope containing all bid documents, marked **Street Light Maintenance** and delivered to: **Percell Harris at 1103 Broad St. Greenville NC 27834. PH: 252.902.4471***

