



July 6, 2022

REQUEST FOR PRICING (RFP)
CONTRACTING RESIDENTIAL DIAGNOSTIC & REPAIR SERVICES
Heating, Ventilation and Air Conditioning
Plumbing • Electrical

Due Date: Friday, July 22, 2022
and time: 5:00 pm (eastern standard time)

Mailing Address: P. O. Box 230
High Point NC 27261

Delivery Address: 211 S. Hamilton St.
Suite 312
High Point NC 27260

Contact: Candace Edwards, Compliance Officer
E-mail: candace.edwards@highpointnc.gov
Phone: 336-883-6007
Fax: 336-883-3355

IF YOU NEED A REASONABLE ACCOMMODATION TO RESPOND TO THIS RFP, OR IF THE INFORMATION IS NEEDED IN ANOTHER LANGUAGE, PLEASE CONTACT (336) 883-3349.

VENDOR NAME: _____

Information Form

Vendor Name *(include d/b/a information if applicable)*

Entity Formation *(check applicable):*

- Corporation
- Limited Liability Company
- Partnership
- Sole Proprietorship
- Limited Company
- Limited Partnership

Ownership Category *(check applicable):*

- Non-Minority
- Minority
- Historically Underutilized Business (HUB)
- Woman-Owned Business

Race *(select all that apply):*

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Other

Ethnicity *(select one):*

- Hispanic or Latino
- Not-Hispanic or Latino

Vendor Street Address

P.O. Box

City, State & Zip

Email Address

Telephone Number

Federal Tax ID #/Social Security #

General Contractor License # *(if applicable)*

Print Name & Title of Person Signing on Behalf of Vendor

Vendor's Authorized Signature

By checking this box, the above signed vendor acknowledges that terms and conditions associated with this submission have been read and accepted.

Failure to execute/sign this submission properly prior to submittal shall render the response invalid and it **WILL BE REJECTED**. Late submissions will **NOT** be accepted.

SUMMARY

The City of High Point, Community Development & Housing Department, is requesting Submissions for service call pricing from highly qualified TRADE CONTRACTORS to provide diagnostic and emergency repair services for residential dwellings.

Performance of these services will assist the Community Development & Housing Department in fulfilling procurement requirements for federal, state and local funded activities as assigned by the City's Affordable Housing Rehabilitation and Urgent Repair Programs.

This Request for Submissions is subdivided into three parts:

Part 1 - Heating, Ventilation and Air Conditioning

Part 2 - Plumbing

Part 3 - Electrical

Contractors may submit Service Call Quotes for any or all of the three specialties for which they are qualified.

**REQUEST FOR PRICING (RFP)
DIAGNOSTIC AND EMERGENCY REPAIR CONTRACTING SERVICES**

The City of High Point (City) seeks Submissions from Contracting Firms to provide pricing for **diagnostic and emergency repair services on an as-needed basis**, for specified residential properties located in High Point and as assigned by the City of High Point, Community Development & Housing (CD&H) Department. The scope of services includes Part 1: **Heating, Ventilation, and Air Conditioning (HVAC)**, Part 2: **Plumbing** and Part 3: **Electrical**. The term of this RFP shall be for the City of High Point’s municipal fiscal year, July 1, 2022, through June 30, 2023. The terms of this RFP may be renewed for a 1-year term, based on contractor performance, for no more than 2 additional terms. **Multiple awards from this RFP may be made.**

The purpose of this Request is: **(1)** To determine and select contractors to perform specific Diagnostic and/or Repair services for the City; **(2)** To select contractors that have personnel and equipment suitable for the specific work required, and **(3)** To obtain a firm price for Service Call costs.

Submissions must be received by **Friday, July 22, 2022**, in the Community Development & Housing Department, Third Floor of the High Point Municipal Building, Room 312, 211 S. Hamilton Street, High Point, NC 27260. Submissions are to be marked **“Residential Diagnostic & Repair Services”**. Vendors can send their Submissions by email (cdadmin@highpointnc.gov), fax ((336) 883-3355) or hand-deliver or mail their Submissions as follows:

City of High Point Community Development & Housing Suite 312 211 S. Hamilton Street High Point, NC 27260	City of High Point Community Development & Housing P. O. Box 230 High Point, NC 27261
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Copies of the Request for Pricing may be obtained from the Community Development & Housing [website](#) or by calling (336)883-3349.

Vendors who have not done business with the City of High Point previously and who have not registered using the City’s online vendor registration process are highly encouraged to register at: <https://spa-dmz.highpointnc.gov:8443/DB/HPDataBrowsePage.jsp?System=FMS&RptName=VENDNIGP> .

The City reserves the right to reject any and all Submissions, as may be determined by the City, to serve its best interest, and the City further reserves the right to waive irregularities and informalities in any response submitted.

The successful vendor(s) shall be required to comply with all applicable equal employment opportunity laws and regulations, and all other applicable governmental laws and regulations as set forth by the City of High Point and the State of North Carolina.

In accordance with the Federal Americans With Disabilities Act (“the Act”), the City of High Point will not discriminate against individuals with disabilities and will not do business with vendors who discriminate against such individuals in violation of the Act. This printed material will be provided in an alternative format upon request.

Candace Edwards, Compliance Officer

A. GENERAL INFORMATION

1. INTRODUCTION

The City of High Point (City) seeks Submissions from qualified Individuals and Firms to provide service calls or diagnostic and emergency repair services, on an as-needed basis for assignments deemed to be emergencies, for mostly small residential projects. Contractors are responsible for securing all applicable permits.

The City set its goals as follows:

Type	# of Units
Residential Housing Units	25

However, this is an approximate number and there will be no guarantee of the amount of work to be performed if selected.

Additional Details:

- a. Diagnostics for nonfunctioning or malfunctioning systems & equipment including, but not limited to, the following examples:

HVAC: Refrigerant (leaks), Evaporator Coil (dirty or damaged), Compressor (dirty or damaged), Thermostat (calibration or replacement), Electric (control board, faulty connections, capacitors, valves, blower fans), Duct (leaks or blockages).

Plumbing: Water Heaters (failed element), Water Supply (leaks, frozen, fixtures), Sewer (blockage, toilet).

Electrical: Circuit breakers, Lamps, Outlets, Switches, Wiring.

- b. For services performed the City will issue, via email, a required written work order called a Diagnostic Service Request, detailing customer contact information, description of the Service Call and relevant equipment, etc.
- c. Diagnostics shall be completed within 48 hours after receiving a Diagnostic Service Request.
- d. The contractor will report the findings of the service call diagnostic and provide to the City a quote for repairs. The City has the option to issue a repair order if the combined cost for the Service Call and the Repair do not exceed \$1,000.00 dollars.
- e. The contractor is responsible for relevant permits and leaving the job site neat and clean.
- f. CD&H shall be the Administrator of agreements as it relates to this RFP.

2. RFP QUESTIONS

Questions concerning this RFP must be sent to Candace Edwards, Compliance Officer, no later than: **12:00 p.m. on Thursday, July 21, 2022.**

Questions must be submitted via email to candace.edwards@highpointnc.gov.

3. SUBMISSIONS DUE DATE

Submissions mailed, emailed, and/or hand delivered shall be received no later than **5:00 p.m. Eastern Standard Time, on Friday, July 22, 2022**, subject to the specifications, instructions, and conditions contained herein and attached hereto. Submissions will be received at the above stated office until the date and hour specified, local time prevailing. **There will not be a public opening of Submissions received.**

Any Submission received after the deadline will not be considered.

Vendors shall submit one (1) copy of the Submission Package as outlined in this RFP document.

4. TERMS

The scope of services will fall within the city's municipal fiscal year, July 1, 2022, through June 30, 2023. Pricing submitted under this RFP will be fixed for the stated fiscal year. The terms may be extended, up to two additional years, upon the mutual agreement of both parties in writing.

5. COMPETITIVE SELECTION

The successful vendor(s) will be selected on a fair and rational basis, and the evaluation factors outlined below shall be applied to all eligible, responsive vendors in comparing Submissions and selecting the successful vendor(s). Awards may be made without discussion with vendors after responses are received. Submissions should, therefore, be submitted on the most favorable terms.

6. PAYMENT

The City shall pay the Contractor the total amount stated in their Submission for the Contractor's full provision of the services upon submission of an invoice including the following:

(a) service rendered, issue and due dates; (b) business letterhead and business name, address, email address, tax ID information and contact phone number, (c) customer name, address, and services rendered, and (d) total amount due.

7. SALES TAX

Sales Tax shall not be included in any proposed prices. The City of High Point is not tax exempt and will pay sales tax where applicable. Sales tax shall be invoiced as a separate line item.

8. MINORITY AND WOMEN-OWNED BUSINESS ENTITIES (MWBE)

Pursuant to General Statute 143-48, the City of High Point invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled or disadvantaged persons.

9. REJECTION OF SUBMISSION

The City of High Point reserves the right to reject any and all Submissions, to waive any informality in Submissions received, to accept or reject any or all of the items in the Submission. Moreover, the City reserves the right to make no selection if Submissions are deemed to be outside the fiscal constraint or not in the best interest of the City.

10. INSURANCE

The Contractor shall purchase and maintain comprehensive general liability and other insurance as is appropriate for the work being performed, but must comply with at least the following minimum amounts:

- Comprehensive liability insurance protecting the owner for not less than \$100,000 and \$300,000 in the event of bodily injury, including death, and \$50,000 in the event of property damage arising out of the work performed under the Contract; and evidence of Workmen's Compensation on all employees of himself and any subcontractor.

B. SUBMISSION FORMAT

1. SUBMISSION PACKAGE EVALUATION CRITERIA

Submission package will be evaluated on the firm's ability to meet the requirements of this Request.

Provide in Submission:

- Submittals as completed by the due date
- Include Attachments **A** -page 11, **B** -pages 12-13, **C** -page 14 & **D** -page 15
- All other requested information as specified

2. SUBMITTAL REQUIREMENTS

If your firm would like to be considered for providing the required services, please submit:
One (1) original Submission.

Email-delivered to:

City of High Point
cdamin@highpointnc.gov

Hand-delivered to:

City of High Point
Community Development & Housing Department, Suite 312
Attn: Mrs. April Jones
211 S. Hamilton Street
High Point, NC 27260

Mailed to:

City of High Point
Community Development & Housing Department, Suite 312
Attn: Mrs. April Jones

3. SUBMITTAL PACKAGE CONTENT AND FORMAT

Submissions, including attachments and other required documentation, should be placed in a manila envelope with the words, “**Residential Diagnostic & Repair Services**” clearly visible. The City will not consider mailed Submissions that do not arrive prior to the Submission deadline.

C. SELECTION PROCESS

The City will conduct a fair and impartial evaluation of all submittals that are received in accordance with the provisions of this RFP. Interviews with vendors are not anticipated but may be held at the option of the City.

The City reserves the right to obtain clarification of any point in a vendor's Submission Package or to obtain additional information. All vendors who submit Submission Packages will be notified of the City's choice. Final approval of any selected vendors may be subject to the action of City Council or appropriate City officials.

D. EVALUATION CRITERIA

Submissions in one (1) original will be received from each vendor in a sealed envelope or package.

One original Submission shall be signed and dated by an official authorized to bind the firm. Unsigned Submissions will not be considered.

All Submissions must be received by the City of High Point not later than the date and time specified on the cover sheet of this RFP.

At their option, the evaluators may request oral presentations or discussion with any or all vendors for the purpose of clarification or to amplify the materials presented in any part of the Submission. However, vendors are cautioned that the evaluators are not required to request clarification; therefore, all Submissions should be complete and reflect the most favorable terms available from the vendor.

Submissions will be evaluated according to completeness, content, and experience with similar projects, ability of the vendor and its staff, and cost. The evaluators will randomly select at least three of vendor's references, but the evaluators' reserve the right to contact all the references listed, if information from the three references contacted warrant further inquiry. The failure of the vendor to list all similar contracts in the specified period may result in the rejection of the vendor's Submission. The evaluators may check all public sources to determine whether vendor has listed all contracts for similar work within the designated period. If the evaluators determine that references for other public contracts for similar contracts were not listed, the evaluators may contact the public entities to make inquiry into vendor's performance of those contracts and the information obtained may be considered in evaluating vendor's Submission. Award of a an agreement to one vendor does not mean that the other Submissions lacked merit, but that, all factors considered, the selected Submission package was deemed most advantageous to the City of High Point.

The City shall consider the following factors to ensure that any award will be in the best interest of the City of High Point:

- Total cost to the City of High Point (Cost Competitiveness)
- Timeliness to perform
- Completeness
- Professional Submissions
- References

E. PUBLIC RECORDS

Upon receipt by the City, your Submission is considered a public record except for material that qualifies as "Trade Secret" information under North Carolina General Statute 66-152 et seq. Submission Packages will be reviewed by the City's Selection Committee, as well as other City staff and members of the general public who submit public record requests. To properly designate material as a trade secret under these circumstances, each vendor must take the following precautions: (a) any trade secrets submitted by a vendor should be submitted in a separate, sealed envelope marked "Trade Secret - Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating this Submission ," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope. Do not designate your proposed pricing as a trade secret.

In submitting a Submission package, each vendor agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the selection process and to any outside consultant or other third parties who serve on the Selection Committee or who are hired by the City to assist in the selection process. Furthermore, each vendor agrees to indemnify and hold harmless the City and each of its officers, employees and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the vendor has designated as a trade secret. Any vendor that designates its entire Submission package as a trade secret may be disqualified from the selection process. Information in the Request for Submission responses will not be shared until after award.

F. CONDITIONS AND RESERVATIONS

Upon receipt of this Submission package, the City reserves the right to meet with any or all consultants submitting Submissions at any time prior to an award in order to assure that the successful Submission most closely meets all goals and objectives. The right is further reserved to use any or all ideas presented in any response to this Request for Submissions, whether amended or not. Selection or rejection of the Submission does not affect this right. During the course of review and evaluation of Submissions, the City further reserves the right to negotiate with the consultant whose Submission most closely meets the City's goals and objectives for this project, to amend that consultant's original Submission by additions or deletions.

G. RFP SCHEDULE

This table is to provide interested firms information about the schedule anticipated by the City. This is an estimate only and may change.

RFP Issue Date	Wednesday July 6, 2022
RFP Due Date	Friday, July 22, 2022
Questions Due to Candace Edwards	Thursday, July 21, 2022, by noon
Notification of Selection	Monday, August 1, 2022

H. CLOSING

Any questions or clarification regarding this RFP shall be directed to: Candace Edwards, Compliance Officer, City of High Point Community Development and Housing Department, 211 S. Hamilton Street, High Point, NC 27260. *Telephone Number:* (336) 883-6007. *Email Address:* candace.edwards@highpointnc.gov.

The City of High Point is an equal opportunity/affirmative action employer that does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

This information is available in Spanish or any other language upon request. Please contact (336) 883-3349 or at 211 S. Hamilton Street, Suite 312 for accommodations for this request.

Esta información está disponible en español o cualquier otro idioma bajo petición. Por favor, póngase en contacto (336) 883-3349 o al 211 S. Hamilton Street, Suite 312 para alojamiento para esta solicitud.

SUBMISSION FORM

Contractor Information

CONTRACTOR: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____ FAX: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

E-MAIL: _____

Trade or Trades to be reviewed:

- HVAC Plumbing Electrical

LICENSES:

List below all licenses and/or certifications held in the name of the company or subcontractor used by the company, **and attach copies:**

Type of License	Issuing Agency	Individual or Organization Name	Expiration Date

DESCRIPTION OF SERVICES, PERSONNEL AND EQUIPMENT OFFERED BY YOUR BUSINESS

Make any comments in reference to your performance or special abilities here:

REFERENCES

Project Type: HVAC Plumbing Electrical

1. Customer Name: _____

Customer Contact: _____

Customer Phone Number: _____

Customer Address: _____

Type of Project: _____

Length of Project: _____

Project Type: HVAC Plumbing Electrical

2. Customer Name: _____

Customer Contact: _____

Customer Phone Number: _____

Customer Address: _____

Type of Project: _____

Length of Project: _____

Project Type: HVAC Plumbing Electrical

3. Customer Name: _____

Customer Contact: _____

Customer Phone Number: _____

Customer Address: _____

Type of Project: _____

Length of Project: _____

Project Type: HVAC Plumbing Electrical

4. Customer Name: _____

Customer Contact: _____

Customer Phone Number: _____

Customer Address: _____

Type of Project: _____

Length of Project: _____

FINANCIAL STABILITY

Each Vendor shall certify it is financially stable by completing the ATTACHMENT D: CERTIFICATION OF FINANCIAL CONDITION. The City of High Point is requiring this certification to minimize potential issues from Contracting with a Vendor that is financially unstable. From the date of the Certification to the expiration of the Agreement, the Vendor shall notify the City of High Point within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification.

ATTACHMENT D: CERTIFICATION OF FINANCIAL CONDITION

Name of Vendor: _____

The undersigned hereby certifies that: [check all applicable boxes]

The Vendor is in sound financial condition and received an unqualified audit opinion for the latest audit of its financial statements.

Date of latest audit: _____

The Vendor has no outstanding liabilities to the Internal Revenue Service or other government entities.

The Vendor is not the subject of any current litigation or findings of noncompliance under federal or state law.

The Vendor has not been the subject of any past litigation or findings of any past litigation or findings of noncompliance under federal or state law that may impact in any way its ability to fulfill the requirements of this Agreement for Services.

He or she is authorized to make the foregoing statements on behalf of the Vendor.

If any one or more of the foregoing boxes is NOT checked, explain the reason in the space below or add additional pages.

Authorized Signature

Printed Name and Title

EXECUTION OF REQUEST FOR PRICING

By submitting this response, the potential contractor certifies the following:

- This submission is signed by an authorized representative of the firm.
- It can obtain insurance certificates as required within 10 calendar days after notice of award.
- The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed pricing.
- All labor costs, direct and indirect, have been determined and included in the proposed pricing.
- The potential contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions. If exceptions exist, they must be listed on a separate sheet.

Therefore, in compliance with this Request for Submission and subject to all conditions herein, the undersigned offers and agrees, if this Submission is accepted:

PRICING, PER EACH SERVICE CALL & DIAGNOSTIC COST:

Part 1 - Heating, Ventilation and Air Conditioning \$ _____

Part 2 - Plumbing \$ _____

Part 3 – Electrical \$ _____

BY: _____
 (typed or printed name)

TITLE: _____

(Signature) _____

DATE: _____

GENERAL INFORMATION ON SUBMITTING PRICING

1. **EXCEPTIONS:** All Submissions are subject to the terms and conditions outlined herein. All responses shall be controlled by such terms and conditions and the submission of other terms and conditions, price lists, catalogs, and/or other documents as part of a vendor's response will be waived and have no effect either on this Request for Pricing or on any Agreement that may be awarded resulting from this solicitation. Vendor specifically agrees to the conditions set forth in the above paragraph by signature to the Submission.
2. **CERTIFICATION:** By executing the Submission, the signer certifies that this Submission is submitted competitively and without collusion (G.S. 143-54), that none of our officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that we are not an ineligible vendor as set forth in G.S. 143-59.1. False certification is a Class I felony.
3. **ORAL EXPLANATIONS:** The City shall not be bound by oral explanations or instructions given at any time during the competitive process or after award.
4. **REFERENCE TO OTHER DATA:** Only information which is received in response to this RFP will be evaluated. Reference to information previously submitted shall not be evaluated.
5. **ELABORATE SUBMISSIONS:** Elaborate Submissions in the form of brochures or other presentations beyond that necessary to present a complete and effective Submission are not desired.
6. **COST FOR SUBMISSION PREPARATION:** Any costs incurred by vendors in preparing or submitting offers are the vendors' sole responsibility; the City will not reimburse any vendor for any costs incurred prior to award.
7. **TIME FOR ACCEPTANCE:** Each Submission shall state that it is a firm offer which may be accepted within a period of **30** days.
8. **TITLES:** Titles and headings in this RFP and any subsequent documentation are for convenience only and shall have no binding force or effect.
9. **CONFIDENTIALITY OF SUBMISSIONS:** In submitting a Submission the vendor agrees not to discuss or otherwise reveal the contents of the Submission to any source outside of the using or issuing agency, government or private, until after the award of the agreement. Only those communications with the using agency or issuing agency authorized by this RFP are permitted. All vendors are advised that they are not to have any communications with the using or issuing agency during the evaluation of the Submissions (i.e., after the public opening of the Submissions and before the award of the agreement), unless the City's purchaser contacts the vendor(s) for purposes of seeking clarification. A vendor shall not: transmit to the issuing and/or using agency any information commenting on the ability or Submissions of other vendors to perform the advertised services and/or the other vendors' Submissions prices at any time during the procurement process; or engage in any other communication or conduct attempting to influence the evaluation and/or selection of the Vendor(s) that is the subject of this RFP. Vendors not in compliance with this provision may be disqualified, at the option of the City. Only discussions authorized by the issuing agency are exempt from this provision.
10. **RIGHT TO SUBMITTED MATERIAL:** All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the vendors shall become the property of the City when received.
11. **VENDOR'S REPRESENTATIVE:** Each vendor shall submit with its Submission the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's Submission.
12. **SUBCONTRACTING:** Vendors may propose to subcontract portions of the work (if permitted) provided that their Submissions clearly indicate what work they plan to subcontract and to whom and that all information required about the prime contractor is also included for each proposed subcontractor.

13. **PROPRIETARY INFORMATION:** Trade secrets or similar proprietary data which the Vendor does not wish disclosed to other than personnel involved in the evaluation of or administration of the RFP will be kept confidential to the extent permitted by NCAC T01:05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL". Any section of the Submission which is to remain confidential shall also be so marked in boldface on the title page of that section. Cost information may not be deemed confidential. In spite of what is labeled as confidential, the determination as to whether or not it is shall be determined by North Carolina law.

VENDOR REGISTRATION AND SOLICITATION NOTIFICATION SYSTEM: In order to do business with the City of High Point, you will need to register by going to the City of High Point Purchasing website at www.highpointnc.gov/purchasing. [NWI]

The City of High Point Attorney's Office requests that in order to do business with the City of High Point vendors must be registered with the North Carolina Secretary of State. **NC SECRETARY of STATE REGISTRATION:** If your company is organized as a corporation, LLC, etc., you must be registered with the NC Secretary of State <http://www.secretary.state.nc.us/Corporations/CSearch.aspx>.