

**Notice of Request for Proposals (RFP)
For HVAC Contractor Services**

BID:

TO: ALL PROSPECTIVE BIDDERS

FROM: Habitat for Humanity of Durham

Date: 5/13/19

Project Summary: Habitat for Humanity of Durham requests proposals from HVAC contractors to supply services in Durham County in support of their Urgent Repair Program and Minor Repair Program, which provide health and safety repairs to low income homeowners in Durham County. Contracted work may include HVAC system repair or replacement, HVAC ductwork replacement, or other residential HVAC related projects. Habitat for Humanity of Durham will select up to five (5) responsive and responsible (as defined below) HVAC contractors to supply technical services during the period from June 10, 2019 through May 31, 2020. Following the completion of the work period, all contractors will be required to resubmit proposals following issue of an updated RFP.

Project Timeline

Date of Issue: 5/13/19

Deadline for Questions: 5/20/19

Responses to Questions Posted: 5/24/19

Proposal Submittal Deadline: 6/3/19

Selection Complete: 6/7/19

Commencement of Project: 6/10/19

Completion of Project: 5/31/20

Contact Person:

Will Everhart, Repairs Manager
Habitat for Humanity of Durham
215 N. Church St
Durham, NC 27701
weverhart@durhamhabitat.org
(919) 682-0516

Questions

All inquiries and questions about this request for proposals must be submitted in writing by email to Will Everhart. Questions must be submitted by May 20, 2019 at 5:00pm. All responses to submitted questions will be published in the form of an addendum on the Habitat for Humanity of Durham website at www.durhamhabitat.org on May 24, 2019.

**REQUEST FOR PROPOSALS
HVAC CONTRACTOR SERVICES FOR REPAIR PROGRAM
HABITAT FOR HUMANITY OF DURHAM**

SECTION 1: SCOPE OF PROJECT

Habitat for Humanity of Durham is interested in developing a pool of prequalified contractors to support the Repair Program, providing health and safety home repairs to low-income homeowners in Durham County. Habitat for Humanity of Durham will contract with up to five (5) firms to provide residential HVAC services. Work will be assigned among those contractors on a basis of contractor availability and staff expertise. Contractors will be required to coordinate with Habitat for Humanity of Durham staff regarding project scopes of work and scheduling.

SECTION 2: SUBMITTAL REQUIREMENTS

No paper submittals please. The Proposals should not exceed 25 pages; however, brevity should not be at the cost of clarity.

Please email your proposal to Will Everhart, Repairs Manager at weverhart@durhamhabitat.org with "HVAC Contractor Services RFP" in the subject line.

Including the following in your submittal:

1. Summary of qualifications including recent projects in Durham County, appropriate license number, proof of insurance (General Liability and Workers Comp), and three (3) customer references that can be contacted.
2. Three (3) estimates for modest sized HVAC replacement (2-2 ½ T, 14 SEER AC, 80% AFUE gas furnace if applicable), from within the past six months. If possible, estimates should include:
 - a) Permits
 - b) New thermostat, new refrigerant lines, and drain
 - c) New pad for outdoor equipment
 - d) Wiring for unit
3. A schedule of service fees.

SECTION 3: SELECTION PROCESS

Firms responding to this request should have a demonstrated ability to provide HVAC services within Durham County. Firms selected must demonstrate a capacity to work closely with homeowners and Habitat for Humanity of Durham staff or other General Contractors. A selection team from Habitat for Humanity of Durham will evaluate all submittals. Habitat for Humanity of Durham may have an interview process. Proposals submitted by Firms will be evaluated according to the following elements, and the final selection will be those "Responsive and responsible" firms that provide the best mix of skills, experience, and price.

"Responsive and responsible" means (a) the contractor is deemed able to respond to a work order in a timely fashion, (b) their bid is within 15%, in either direction, of what HFHD has estimated the sample job to cost, and (c) there is no conflict of interest (real or apparent). Contractors must also be willing to have recent work inspected, receive favorable references from recent clients, submit proof of insurance at the appropriate levels, and not have a history of poor performance or responsiveness with HFHD. When it is determined that a particular job will require the use of a HVAC contractor, HFHD will, at its discretion (based on availability of the contractor, demands of the job, and recent history of performance) select a contractor from the relevant pool to engage for the job. Identified contractors will be provided with detailed work write-up on each job and must submit a similarly detailed cost

estimate for each job. The contractor will bill Habitat for Humanity of Durham directly. Contractors will also be required to supply a one (1) year labor warranty and ten (10) year extended parts warranty for all work completed by the contractor. Once a contractor from the relevant pool performs work under a particular grant, they move to the bottom of that pool for that grant. Habitat for Humanity of Durham reserves the right to reject any or all submittals, to waive technicalities, and to be the sole judge of the suitability of contractors to provide the desired services.

Due Date

Proposals should be received by Will Everhart, Repairs Manager at weverhart@durhamhabitat.org by 5pm on June 3, 2019 with "HVAC Contractor Services RFP" in the subject line.

Questions

Any questions regarding this RFP should be sent via email to Will Everhart at weverhart@durhamhabitat.org by 5pm on May 20, 2019 with "Question from HVAC Contractor Services RFP" in the subject line. Answers will be posted to the Habitat for Humanity of Durham website at www.durhamhabitat.org on May 24, 2019.