



Ayden Housing Authority

Post Office Box 482
4316 LIBERTY STREET
AYDEN, NORTH CAROLINA 28513-0482

PHONE: (252) 746-2021
FAX: (252) 746-9223

REQUEST FOR PROPOSAL PAINTERS CONTRACTORS NEEDED LABOR AND MATERIALS

Subject: Request for Proposal (RFP) for Painters of Occupied Units

Project Address: Ayden Housing Authority
4316 Liberty Street
Ayden, NC 28513

Ayden Housing Authority is seeking bids from qualified painters, referred to as the Contractor, to provide an annual contract to provide labor, materials, equipment and incidentals required to paint various occupied units on an as-needed basis in accordance with the terms, conditions and specifications in this Invitation to Bid (ITB).

PURPOSE

The purpose of this Request for Proposals is to solicit responses from qualified companies to furnish services to Ayden Housing Authority as identified in the "Scope of Work" of this request.

PROJECT SCHEDULE & WORKERS

- a. Workdays to be coordinated with the Executive Director and/or Maintenance Supervisor. Time Standards may be negotiated depending on the amount of work to be done in the unit.
- b. Contractor should submit proposed work schedule and timeline to the Executive Director.
- c. Work hours will be from 9:00a.m. to 4:00p.m. Monday through Thursday.
(No holidays or weekends)
- d. Contractor is required to carry at least \$100,000.00 COI at the beginning of each month.
- e. The tenants are to remove everything from the walls, but the Contractor will be required to move all furniture away from the walls, cover them and move them back after the painting is complete and dry.

THE SCOPE OF WORK WILL CONSIST OF

The work includes, but is not necessarily limited to, furnishing of materials and equipment and completion of painting and painter's finishing of all interior surfaces including:

1. Removal of all nails, patch small holes & defects in wall up to 5" and sand smooth
2. Wash and prep walls & ceilings prior to painting
3. Paint ceilings, all trim, doors, door casing and walls

4. Housing Authority will furnish all paint; however, we will not provide brushes, sanders, tape, etc.
5. Two coats of paint, one coat being kilz, primer/sealer and one coat of regular paint minimum.
6. Cabinet doors during paint and replace hardware (hardware is provided)
7. Other areas as requested by Executive Director

RFP INSTRUCTIONS

a. Contact Information

This RFP is being issued, as well as any addenda by Ayden Housing Authority. The contact person for the RFP is:

Nichole Brown, Executive Director
4316 Liberty Street
Ayden, NC 28513
nbrown@aydenhousing.com

b. RFP Submission and Format

By this request for Proposals, Ayden Housing Authority solicits proposals to be received by 3:00p.m. on March 20, 2020 in the form outlined below. **Late submissions will not be accepted.**

1. Proposals must be submitted by mail with **one (1) signed original and four (4) copies**. Any general information not specifically relevant to the proposal shall be omitted or bound in a separate document. At a minimum, the proposal shall include the following:
 - Identification of the company or individual(s) including name, address, telephone number, fax number and email addresses.
 - Name, title, address and telephone number of contact person during the period of the evaluation process.
2. Proposal shall be submitted by mail to:

Attn: Nichole Brown
Ayden Housing Authority
4316 Liberty Street
Ayden, NC 28513
3. **Facsimile copies or emails will not be accepted.** All proposals will become property of Ayden Housing Authority upon submission.

The envelope must be sealed and include the following notation on the bottom left hand corner of the proposal. **“Request for Proposal for Interior Painting of Occupied Units Enclosed.”** Please also include company/individual name on outside of envelope. The proposals will be evaluated based on the criteria established in this document. **Proposals received after the specified date and time will not be accepted.** Two or more companies may be selected for an interview.

c. RFP Terms and Conditions

Ayden Housing Authority reserves the right to select more than one respondent (and will accept joint venture proposals), to select a respondent(s) for specific purposes or for any combination of specific purposes, and to defer the selection of any respondent(s) to a time of Ayden Housing Authority choosing.

Proposals will be evaluated, scored and the contract will be awarded to the contractor whose proposal is most beneficial and cost effective.

Contractors are required to follow state and federal regulations.

d. Board and Staff Communication

Under no circumstance may any member of Ayden Housing Authority or any staff member other than the contact specified be contacted during this RFP process by any entity intending to submit a response to this RFP. Failure to comply with this request will result in disqualification. All questions should be in writing and directed to the individuals identified above.

Must follow DAVIS BACON NC20200119 10/21/2021

EXHIBIT A
INTERIOR PAINTING OF RENTAL UNITS
SPECIFICATION
PART 1 GENERAL

It is the intent of the RFP to establish a term contract, with a vendor or multiple vendors for Ayden Housing Authority for labor, materials and equipment necessary to provide Interior Painting services of occupied units on an “as needed” basis. Ayden Housing Authority owns and manages 175 public housing units in a variety of configurations throughout the County. All units are painted, as necessary, at the time of tenant move-out (turn-over) and occupied units as necessary based on need.

All work is to be performed according to industry standards, according to the material manufacturers’ recommendations and to be satisfaction of Ayden Housing Authority. The Contractor will perform interior Painting Services for building owned by Ayden Housing Authority and located throughout the Ayden area as requested by the Executive Director. Ayden Housing Authority offers no guarantee of any amount of work to be performed under the Contract.

The repeated failure of any Contractor to provide service when contacted shall result in that Contractor’s contract being cancelled for nonperformance. Ayden Housing Authority shall document failure to respond, and the Contractor may not be permitted to participate in future contracts for these services.

| Service Areas | Bedroom Size | # of Units | Approximate Sq. ft. |
|----------------------------|--------------|------------|---------------------|
| Liberty Arms | 0-1 | 16 | 572 sq. ft. |
| | 1 | 12 | 744 sq. ft. |
| | 2 | 8 | 899 sq. ft. |
| | 3 | 2 | 1092 sq. ft. |
| | | | |
| South Ayden Terrace | 0-1 | 0 | 0 sq. ft. |
| | 1 | 8 | 754 sq. ft. |
| | 2 | 18 | 870 sq. ft. |
| | 3 | 18 | 1184 sq. ft. |
| | 4 | 5 | 1350 sq. ft. |
| | 5 | 1 | 1550 sq. ft. |
| | | | |
| North Juanita Homes | 0-1 | 0 | 0 sq. ft. |
| | 1 | 12 | 744 sq. ft. |
| | 2 | 22 | 899 sq. ft. |
| | 3 | 34 | 1092 sq. ft. |
| | 4 | 17 | 1410 sq. ft. |
| | 5 | 2 | 1824 sq. ft. |

It is the intent of Ayden Housing Authority to award the Painting contract for the Agency and/or individual service areas.

Thoroughly examine specifications, site of work and conditions under which work will be performed before submitting a proposal. Surfaces, which cannot be prepared or painted as specified, shall be immediately brought to the attention of Ayden Housing Authority's Maintenance Supervisor and/or Executive Director.

1. Starting of work without such notification will be considered acceptance by the Contractor of surfaces involved.
2. The Contractor shall replace unsatisfactory work caused by improper or defective surfaces, as directed by Ayden Housing Authority Executive Director at no additional cost.

EXHIBIT B
CONTACT INFORMATION FORM

TO: Nichole Brown, Executive Director
252-746-2021 (phone) 252-746-9223 (fax)
nbrown@aydenhousing.com

This fax is to acknowledge that we are in receipt of your RFP Interior Painting as-needed basis and have noted our intention to bid.

Vendor Name: _____

Address: _____

Contact/Title: _____

Fax: _____

Email: _____

I PLAN TO SUBMIT A BID

- Yes, I will be submitting a bid
- Maybe, I need to research and get more information (contact Ayden Housing Authority information listed above)

NO BID

- Do **NOT** desire to be retained on the vendor list
- Desire to be retained on the vendor list, but decline to bid based on the following:
- Cannot comply with specifications/scope of work, Explain: _____

- Cannot meet delivery requirements, Explain: _____

- Do not regularly provide this type of product/service
- Other, Explain: _____
- Please update my information as listed above

HOW DID YOU FIND OUT ABOUT THE BID? Indicate **any** of the following.

- Checked the agency website
- Received notice by fax or e-mail
- Newspaper Ad, please list paper: _____
- Trade Publication, please list: _____
- Plan Room, please list: _____
- Other, Explain: _____

EXHIBIT C
PROPOSAL FORM

Proposal: **Interior Painting of Occupied Units (as-needed basis)**

Vendor Name: _____

To: Ayden Housing Authority
4316 Liberty Street
Ayden, NC 28513

1. The undersigned, having familiarized themselves with the local conditions affecting the cost of the work, and with the Specifications, proposes to furnish all labor, materials (except for paint)

This proposal submission covers the following areas:

- Liberty Arms
 - South Ayden Terrace
 - North Juanita Homes
2. In submitting this proposal, it is understood that the right is reserved by the Executive Director of Ayden Housing Authority to reject any and all proposals. If written notice of the acceptance of this proposal is mailed, faxed or delivered to the undersigned within ninety (90) days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to a contract/agreement in the prescribed form and furnish any required insurance requirements within ten (10) days after the contract is presented to him/her for signature.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Date _____, 20_____

(Company Name)

(Official Address)

(By)

(Title)

(Contractors State License Number)

(Telephone Number)

CURRENT CLIENT REFERENCES (REQUIRED)
RFP INTERIOR PAINTING SERVICES

Submit this form with the BID, failure to do so is grounds for disqualification.

Company _____
Address _____
City, ST, Zip _____
Fax/Phone Numbers _____
Contact Name/Title _____
Type of Engagement _____

Company _____
Address _____
City, ST, Zip _____
Fax/Phone Numbers _____
Contact Name/Title _____
Type of Engagement _____

Company _____
Address _____
City, ST, Zip _____
Fax/Phone Numbers _____
Contact Name/Title _____
Type of Engagement _____

Company _____
Address _____
City, ST, Zip _____
Fax/Phone Numbers _____
Contact Name/Title _____
Type of Engagement _____

Bidder's Company Name _____
Legal Structure (corp./partner/proprietor) _____
Principle Office Address _____
City, State, Zip _____
Phone Number & Fax Numbers _____
Email _____
Federal Employer Identification Number _____
Title of Person Authorized to Sign _____
Print Name of Person Authorized to Sign _____
Date Signed and Authorized Signature _____

Ayden Housing Authority is an equal opportunity employer. Small, minority and women owned businesses are encouraged to apply.



EQUAL HOUSING OPPORTUNITY