

REQUEST FOR PROPOSALS (RFP)

Countertop Replacement and Flooring Installation Services

RFP Issue Date

June 10, 2026

Proposal Due Date

June 29, 2026, at 5:00 PM EST

Contract Term

July 13, 2026 – Oct 15, 2026

Issuing Agency

Ayden Housing Authority

Attn: Nichole Brown

4316 Liberty Street

Ayden, NC 28513

Email: nbrown@aydenhousing.org

INVITATION TO SUBMIT PROPOSALS

The Ayden Housing Authority (AHA) is soliciting proposals from qualified contractors to provide countertop replacement, Vinyl Composition Tile (VCT) flooring installation, Luxury Vinyl Plank (LVP) flooring installation in bathrooms, and related services in occupied residential units.

The selected contractor shall furnish all labor, materials, equipment, supervision, transportation, insurance, and incidentals necessary to complete the work described herein.

PROJECT DESCRIPTION

Contractor shall provide all labor, equipment, supervision, permits (if required), and incidentals necessary to replace existing countertops with laminate countertop overlays and install new Vinyl Composition Tile (VCT) flooring in occupied residential units.

SCOPE OF WORK

Countertop Work

1. Remove and dispose of existing damaged or unsuitable countertop surfaces as necessary to prepare for installation.
2. Install new laminate countertop overlay systems over existing countertops where conditions permit.
3. Provide all required edge treatments, trim pieces, sealants, and finish work.
4. Protect adjacent cabinets, walls, appliances, and fixtures during construction.
5. Clean all work areas upon completion.

Flooring Work

1. Remove existing floor coverings as required to prepare for installation.
2. Verify the number of existing flooring layers prior to installation.
3. Install new VCT flooring over no more than two (2) existing flooring layers.
4. Remove any third flooring layer and associated adhesive materials when present.
5. Install VCT flooring in accordance with manufacturer specifications and industry standards.
6. Install matching transition strips, reducers, and base materials.
7. Remove and properly dispose of all construction debris.
8. Install Luxury Vinyl Plank (LVP) flooring in bathrooms.
9. Install quarter-round molding in bathrooms.

TENANT PROPERTY PROTECTION AND RELOCATION

1. Coordinate all work with residents and property management.
2. Move tenant furniture and personal property as necessary to facilitate work.

Ayden Housing Authority

3. Temporarily relocate furniture and belongings to designated staging areas approved by management.
4. Protect tenant property from damage and weather exposure.
5. Return all furnishings to their original locations at the end of each workday.
6. Leave each unit clean, safe, and fully functional daily.

HUD, SECTION 3, AND LABOR COMPLIANCE REQUIREMENTS

The successful contractor shall comply with:

- HUD procurement requirements
- Section 3 of the Housing and Urban Development Act of 1968, as amended
- Davis-Bacon and Related Acts (DBRA), where applicable
- Certified payroll reporting requirements
- OSHA regulations
- Federal, state, and local labor laws

Preference may be provided to Section 3 businesses and Section 3 workers in accordance with HUD regulations.

INSURANCE REQUIREMENTS

Prior to award and commencement of work, contractor shall provide a Certificate of Insurance evidencing:

- Commercial General Liability: \$1,000,000 per occurrence
- Workers' Compensation Insurance as required by law
- Automobile Liability Insurance as required by law

Ayden Housing Authority shall be named as an Additional Insured where applicable.

PROPOSAL REQUIREMENTS

Proposals shall include:

Ayden Housing Authority

Company Information

- Company name
- Physical address
- Contact person
- Phone number
- Email address

Qualifications

- Description of relevant experience
- References from similar projects completed within the past three years
- Copies of applicable licenses

Workforce Information

Provide a list of workers anticipated to perform work under this contract. Upon award, the selected contractor shall provide the full legal names and identification information required for compliance and payroll verification purposes.

Pricing

Provide:

- Lump-sum project cost
or
- Unit pricing schedule

Include all labor, materials, equipment, transportation, disposal fees, overhead, and profit.

Insurance Documentation

Provide evidence of insurance coverage or a statement confirming ability to meet insurance requirements upon award.

EVALUATION CRITERIA

Proposals will be evaluated based upon:

Criteria	Weight
Experience and Qualifications	30%
Cost Proposal	40%
Ability to Meet Schedule	20%
Section 3 Participation	10%

Ayden Housing Authority reserves the right to reject any or all proposals and to waive informalities in the procurement process.

SUBMISSION INSTRUCTIONS

Submit proposals no later than:

June 29, 2026 at 5:00 PM EST

By email:

nbrown@aydenhousing.org

Or by mail/hand delivery:

Ayden Housing Authority
4316 Liberty Street
Ayden, NC 28513

Late submissions may not be considered.

AWARD

The anticipated contract award date is July 06, 2026, with work commencing immediately thereafter. The project shall be completed no later than October 15, 2026.

Ayden Housing Authority reserves the right to negotiate with the selected proposer and to award the contract in the best interest of the Authority.

ATTACHMENT A

SECTION 3 BUSINESS CONCERN CERTIFICATION

Project: Countertop Replacement and Flooring Installation Services

Contractor Name: _____

Address: _____

Contact Person: _____

Phone: _____

Email: _____

The undersigned certifies that the business identified above qualifies as:

A Section 3 Business Concern

Not a Section 3 Business Concern

If claiming Section 3 status, check all that apply:

At least 51% owned and controlled by low- or very low-income persons.

Over 75% of labor hours performed by Section 3 workers.

At least 51% owned and controlled by current public housing residents or residents of Section 8-assisted housing.

Contractor agrees to comply with all applicable Section 3 requirements under 24 CFR Part 75.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

ATTACHMENT B

NON-COLLUSIVE AFFIDAVIT

State of _____

County of _____

I, _____, being duly sworn, depose and state:

1. I am the authorized representative of:

Company Name: _____

2. The proposal submitted in response to this solicitation has been independently arrived at without collusion, consultation, communication, or agreement with any other bidder or competitor.
3. No attempt has been made to induce any other person or firm to submit or refrain from submitting a proposal.
4. The proposal has been prepared without any connection to any competitor and without any agreement intended to restrict competition.
5. The contents of the proposal have not been disclosed to any competitor prior to proposal opening.

I certify under penalty of perjury that the foregoing statements are true and correct.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Subscribed and sworn before me this _____ day of _____, 20.

Notary Public: _____

My Commission Expires: _____

ATTACHMENT C

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Contractor Name: _____

The Contractor certifies that neither it nor its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally assisted transactions.
2. Have within the past three years been convicted of or had a civil judgment rendered against them for fraud, criminal offenses, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are presently indicted or otherwise criminally charged by a governmental entity.
4. Have had one or more public transactions terminated for cause or default within the past three years.

Contractor shall immediately notify Ayden Housing Authority if this certification becomes inaccurate.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

ATTACHMENT D

BID FORM

Project: Countertop Replacement and Flooring Installation Services

Contractor Name: _____

Address: _____

Phone: _____

Email: _____

Federal Tax ID Number: _____

NC Contractor License Number: _____

Pricing

Lump Sum Base Bid:

\$ _____

Alternate Pricing (if applicable):

\$ _____

The undersigned certifies that the bid includes all labor, supervision, materials, equipment, transportation, disposal, insurance, permits, overhead, profit, and incidentals necessary to complete the project as specified.

Proposed Schedule

Anticipated Start Date: _____

Anticipated Completion Date: _____

References

- 1.

Ayden Housing Authority

- 2.
- 3.

The undersigned acknowledges receipt of all solicitation documents and agrees to perform the work in accordance with the requirements of the Request for Proposals.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____