

SCOPE OF WORK AND TECHNICAL SPECIFICATIONS



*Growing Communities One Family At A Time
For More Than 70 Years*

QUOTATION FOR SMALL PURCHASES (QSP) QSP NO. 2021-04 ON CALL PLUMBING SERVICES (AUTHORITY WIDE)

Date Issued: April 28, 2021

Site Visit: None Scheduled, Contact Procurement Officer,
Tracie McCann at 256-532-5676 with any questions.

Last Day for Q&A: May 5, 2021 @ 2:00 PM
Email Tracie McCann, Procurement Officer
@ tmccann@hsvha.org

Deadline: May 12, 2021 @ 2:00 PM

ON-CALL PLUMBING/SEWER SERVICES - SCOPE OF WORK

The Huntsville Housing Authority (HHA) is seeking quotes from independent licensed contractors with demonstrated professional competence and experience to provide “on-call” plumbing, sewer, and drain services at various properties for a one (1) year period with the option to renew for four (4) one (1) year periods. The option to renew will be at the sole discretion of HHA.

It is the intent of this QSP is to establish a term contract, with a vendor or multiple vendors for the Huntsville Housing Authority (HHA) for labor, materials and equipment necessary to provide plumbing services on an “as needed” basis. All work is to be performed according to industry standards, according to the material manufacturers’ recommendations and to the satisfaction of HHA. The Contractor will perform plumbing services as requested by the Property Manager or their designee. The HHA offers no guarantee of any amount of work to be performed under the Contract.

GENERAL INFORMATION

The Contractor shall provide continuous 24-hour on-call plumbing services at all HHA locations with a two (4) hour response time for Emergency Calls. HHA reserves the right to terminate the repair request with the contract vendor and reassign the job to another contract vendor if Contractor fails to respond to the job and begin the needed repairs within the required time frame.

REQUIREMENTS

Contractor shall perform, on an “as needed” basis, the following plumbing services to include but not limited to:

- A.** The Contractor shall furnish all labor, equipment, tools, parts, materials, and supplies required to repair, replace, remove, and install existing and new plumbing systems as required. This includes the provision of all replacement parts and component systems required for existing building plumbing systems in accordance with all original equipment manufacturer specifications. The services shall additionally include, but not limited to:

PLUMBING SERVICES

- Routine service calls
 - Emergency service calls
 - After Hours/Holiday service calls
 - Troubleshooting / Repairs / Maintenance
- B.** Repair, replacement, removal & installation services provided by the Contractor shall comply with and conform to all applicable Federal, State, and local regulations, laws & codes.
- B.** All repairs are to be made by a Master Plumber or by a journeyman under the supervision of a Master Plumber.
- D.** The Contractor shall be responsible for making necessary repairs to disturbed grounds as a result of their work.

1.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS. The Agency is seeking bids from qualified, licensed, and insured entities to provide the following detailed services listed herein:

General Description of Services. The purpose of this QSP is to form pools of contractors that the Agency may draw from to contract for all phases of:

- 1.1 Lot #1, Plumbing-related Work:** Plumbing-related work including, but not limited to, repairing and replacing plumbing fixtures such as: toilets; sinks; bath tubs; drain systems; and water and sewer lines.
- 1.2 Lot #2, Sewer & Drain-related Work:** Sewer & Drain-related work including, but not limited to: excavation of sewer lines, hydro-jet pumping, holding tank pumping, and sewage pump repair and installation.
- 1.3 Additional Services.** Any other Plumbing and/or Sewer & Drain-related maintenance, repair, or installation work the Agency may order.
- 1.4 Work Standards.** It is the responsibility of each Contractor to ensure that each worker provided by the Contractor shall be fully trained and qualified to provide any assigned work. Accordingly, all work provided shall be guaranteed by the Contractor to be performed in a workmanlike manner and in accordance with all applicable laws, codes, and/or regulations, including, but not limited to: Uniform Building Code (UBC) and the Uniform Plumbing Code (UPC).

2.0 CONTRACTOR RESPONSIBILITIES (in alpha order).

- 2.1 Communication.** The HHA project coordinator for each project is the Property Manager. When the Contractor or its agents are on site, they shall contact the property manager. Contractor shall keep the Authority's representatives informed of when repairs are scheduled and when water service will be restored. Interruptions to water service should be kept to a minimum and should never exceed a 24 hour period. Contractor shall provide a central contact source available 24 hours a day, 7 days a week for after hour and emergency calls.
- 2.2 Debris.** The Contractor shall clean work areas of all work-generated debris which may endanger the safety of the others (the public; Agency residents; etc.). At the completion of work, remove all materials, supplies, debris and rubbish and leave each area in a clean, acceptable condition. At no time, will Contractor discard debris into any of HHA trash receptacles.
- 2.3 Estimates.** Estimates shall include materials, labor hours, equipment rentals, and/or Subcontractors including a separate line-item detailing mark-up of Contractor's Fee. Estimate requests shall be returned no later than forty-eight (48) hours, unless a different time of return is agreed upon by HHA. These estimates shall be furnished by the Contractor at no additional cost to HHA. If the work is performed, the Contractor's invoice shall not exceed the quoted amount unless previously authorized by the Property Manager or their designee.

- 2.4 Labor Rates All-inclusive.** Unless otherwise provided for herein, the labor fees bid shall be all-inclusive of all other items, services, and costs that the Contractor needs to complete the work, including but not limited to: tools; equipment; insurance; licensing; employee costs, including benefits; etc.
- 2.5 “Or Equal” Specifications.** Herein, or within the attached specifications, whenever the Agency has listed a specific brand name the words “or equal” shall automatically apply thereto. This term “or equal” means that the apparent successful bidder may propose to provide an alternate product as long as such proposed alternate product, in the opinion of the Agency, meets the minimum specifications.
- 2.6 Permits.** If required, the Contractor shall obtain all required permits pertaining to any assigned work (NOTE: Copies of all permits may be required to be provided to the HHA Contract Administrator, prior to beginning any work).
- 2.7 Non-Contracted Projects.** Projects not covered under this Scope of Work are described as jobs other than normal, routine maintenance, repair and installation jobs. Contractors should be aware that HHA may, at its option, obtain bids from other qualified contractors for any Non-Contracted Projects.
- 2.8 Required Licensing.** The Contractor(s) shall be in possession of any current appropriate licensing that may be required by the County of Madison (and/or, if applicable, any city jurisdiction therein in which work will be performed) and/or the State of Alabama. Contractor shall provide proof of a State of Alabama Master Plumber/Gas Fitter license, and Certified Backflow Preventer Technician. Contractor shall be a full time, commercial plumbing/building contractor. Contractors not meeting this requirement will not be considered. The HHA does not consider general contractors as meeting this requirement.
- 2.9 Response Time.** The Contractor shall complete the work in a timely manner as directed by the Agency. The Contractor receiving calls for Routine service shall respond and mobilize to the destination within **Twenty-four (24) hours** after notification and receipt of any call from HHA unless otherwise approved by HHA representative. The Contractor receiving calls for Emergency service shall respond and mobilize to the destination within **Four (4) hours** after notification and receipt of any call from HHA. The Contractor shall have a flexible organization and be capable of performing multiple assignments simultaneously for emergency and non-emergency calls and are required to provide Twenty-Four (24) hour, Seven (7) days per week service.

In the event the Primary Contractor under Contract to HHA does not, or is not able to respond within the above time parameters according to the awarded Contract, HHA reserves the right to contact the Secondary or Tertiary contractor(s), if necessary, to fulfill obligations under this award of multiple contractors.

- 2.10 Safety Standards and Code Compliance.** It shall be the responsibility of the Contractor to ensure, at all times during the performance of the work, to the maximum extent feasible, to protect the safety of Agency residents and staff, the Contractor's staff, and subcontractors, and the public. This shall include, but not be limited to, compliance with all OSHA-related Federal and local laws, codes, and regulations. All materials and installation shall conform to the State and local codes, National Standard Plumbing Code (NSPC), Uniform Plumbing Code (UPC), OSHA and this specification. The Contractor shall, upon request from the Agency, provide the Agency with a copy of its safety policy. Any work not in compliance with Federal, State and Local codes shall be corrected by the Contractor, at no additional cost to HHA.
- 2.11 Security during Work.** The Contractor shall take all means necessary to maintain the security of the area and surrounding areas in which they are working from damage. Contractors shall be aware that children and the elderly may be present at the work area or site. Contractors will be required to comply with all HHA Safety & Security requirements (e.g., for entering a building or occupied unit).
- 2.12 Site Control.** Any areas being worked in shall be secured from public access, clearly marked, and barricaded, if necessary, provided by the contractor. At all times, work shall not interfere with ingress or egress of the building or normal operations by tenants, HHA employees or vehicles.
- 2.13 Smoke Free/Drug Free.** The Authority maintains a Smoke-Free environment on all Authority properties. Contractors, subcontractors and/or their employees shall not smoke on any Authority property. Smoking materials include, but are not limited to, inhaling, exhaling, burning, or carrying any smoking device for burning tobacco or any other plant or vapor cigarettes, vapor pens or similar devices. The Authority maintains a Drug-Free Workplace which applies to contracted work. Contractor and/or its employees and/or subcontractors shall not engage in the use of illegal drugs and/or alcoholic beverages on the job.
- 2.14 Temporary Facilities.** It shall be the responsibility of the Contractor to provide any temporary facilities that may be required, including, but not limited to: temporary toilets; water; fencing; barricades; lighting; planking; signage; guardrails; etc. Accordingly, it shall be the responsibility of the Contractor to secure and maintain such items during the term of the work.
- 2.15 Tools/Equipment/Materials.** The Contractor shall ensure that at all times during the work tools, equipment, and material are handled, placed, and stored in a secure and safe manner so as to protect all parties, including, but not limited to, the Contractor's workers, Agency tenants and staff, and the public at large.

- 2.16 Unauthorized Personnel.** Neither Contractor nor his/her personnel shall permit any other individual to have access to the buildings, units, nor grounds designated herein. Anyone not employed by the Contractor will not be permitted on HHA property. Unauthorized personnel, such as friends, visitors, children or any other family members that are on site may be cause for cancellation of the Contract.
- 2.17 Uniforms.** All Contractor personnel must wear distinctive uniform clothing while working in or on any HHA property. The uniform must have the Contractor's name easily identifiable and affixed to the uniform. If a uniform is not available for Contractor personnel an identification badge (ID) will be acceptable.
- 2.18 Warranty/Guarantee.** All work provided by any Contractor pursuant to any contract that ensues from this QSP shall be warranted or guaranteed by that Contractor for a period of time of not less than 180 days.
- 2.19 Work Standards.** It is the responsibility of the Contractor to ensure that each worker provided by the Contractor shall be fully trained and qualified to provide any assigned work. Accordingly, all work provided shall be guaranteed by the Contractor to be performed in a workmanlike manner and in accordance with all applicable laws, codes, and/or regulations, including those issued by, but not limited to, the County of Madison (and/or, if applicable, any city jurisdiction therein in which work will be performed), and/or the State of Alabama, or any applicable Federal Agency.
- 2.20 Work Schedule.** The Contractor shall perform work when needed and requested, including day and night hours as well as weekends and holidays. The Contractor shall visit the potential job site and submit a written quotation prior to the authorization of work, at no additional charge to the HHA. The quotation shall include a detailed summary in accordance with the contract rates. Occupied units will require a 48 hour notice to resident.

3.0 PROCEDURE TO AWARD

- 3.1 Form a Pool.** The Agency will retain the right to contract with any of the bidders as a result of this QSP (this is called “forming a pool” of contractors that the Agency may draw from), which contracting shall occur in the following manner; When a pool of contractors is formed, each bidder will be ranked by the total calculated bid sum submitted in response to this QSP. (Also note that the Agency reserves the right to not immediately form a pool—to initially award to one firm only—then to form the pool at any time during the ensuing contract period or periods).

3.2 Ranking Order. When the Agency has need of work in each service area, the Agency staff assigned will contact the 1st-ranked Contractor to ascertain as to whether or not that Contractor is available to do the work within the reasonable time-frame the Agency has established for that work (typically, “reasonable” shall be met at the site within 1 work day and begin work within 1 work day thereafter). If the 1st-ranked Contractor is not available, the Agency may proceed to the next-ranked Contractor, and so forth, until the Agency has located an available Contractor.

3.2.1 “Typical” Definition Pertaining to Emergencies. There may be instances when it is not reasonable to wait for the needed services to be completed, when service is required from a Contractor immediately, meaning a Contractor is needed to drive to the site quickly. In such cases the Agency reserves the right to (and probably will) suspend the one-day required response time and will seek a Contractor who within the previously described pool rotation is immediately available.

4.0 CONTRACT PRICING

4.1 Cost shall include all materials, equipment and labor for standard application.

4.2 Contractor shall provide rates for: Routine Service Rates, Holiday Rates & Weekend Rates, and Emergency Call Out Rates.

4.3 Supplies and materials shall be provided to the HHA at manufacturer’s suggested retail price, less taxes, plus markup percentage. This information shall be indicated on the **QUOTE FORM**.

4.4 The following shall apply to all hourly rate pricing:

a) Regular time is defined as the HHA’s normal business hours of:
7:00 a.m. to 6:30p.m., Monday through Thursday.

b) Overtime work shall be performed only upon the HHA’s request by the Property Manager or their designee.

4.5. Holiday work shall be performed only upon the HHA’s request. Holidays that qualify for Holiday rate billing is as follows:

New Year’s Day	Independence Day	Thanksgiving Day
Memorial Day	Labor Day	Christmas Day

4.6 All hourly rates quoted “must include” overhead, profit, travel and all administrative costs. *Additional Trip charges, transit time, or time acquiring materials or supplies are not permitted under the contract agreement.*

5.0 COMPENSATION

- 5.1 **ROUTINE SERVICE:** Calls will be billed at the Hourly Rate according to the price structure found in the Price Schedule. Billable time shall be paid on the basis of **TIME ON THE JOBSITE.**
- 5.2 **EMERGENCY/AFTER HOURS/HOLIDAY SERVICE:** Calls will be billed according to the pricing structure found in the Hourly Rate Schedule. Billable time shall be paid on the basis of **TIME ON THE JOBSITE.**
- 5.3 **OVERTIME:** Overtime costs are to be included in rates quoted only after normal business operating hours on a single project per day. No other allowances for overtime costs will be made. Charges begin when the Contractor arrives at the job site, and end when the Contractor leaves the job site. Billable time shall be paid on the basis of **TIME ON THE JOBSITE.**
- 5.4 **TRAVEL TIME:** Travel costs are to be included in rates quoted. No other allowances for travel costs will be made. Billable time shall be paid on the basis of **TIME ON THE JOBSITE.**
- 5.5 **TIME AND LABOR:** Time and labor costs are to be included in rates quoted for the **hourly services.** No other allowances for time and labor costs will be made. Charges begin when the Contractor arrives at the job site, and end when the Contractor leaves the job site. Contractors shall service all locations within the areas indicated on the quotation sheet at the same hourly rates quoted.
- 5.6 **INVOICE PROCEDURES.** At the completion of the job, the Contractor shall provide a clear and legible copy of the work order showing all work performed, date, total number of labor hours, and all parts or supplies used. All work shall be inspected and signed off by the Authority Authorized Representative before the work is deemed complete. An Authority purchase order number must be on each invoice.