



Request for Proposals

Electrical Services

February 24, 2025 – September 24, 2025

Matana Banks
Executive Director
Hampton Housing Authority
20 College Street
Hampton, Georgia 30228
(770) 946-4039

Request for Proposals

The Hampton Housing Authority (HHA) invites proposals from contractors and individuals for the electrical services at its properties located at College/West Main Street and West King Road Properties, Hampton, GA, 30228. The work consists of varied installations at each property as defined in the Proposal Package.

Written Proposals will be received by mail or delivery until 12:00 P.M. on September 24, 2025. One original and two copies of the proposal are required to be submitted addressed to:

Matana Banks, Executive Director
Hampton Housing Authority
20 College Street
Hampton, GA 30228
RE: ELECTRICAL SERVICES PROPOSAL

Any proposals received after that time will not be accepted.

A proposal package will be available for pick-up at, 20 College Street, Hampton, GA during regular business hours or downloaded from www.hamptonha.org under Notices tab, Venders/Employment button. HHA regular business hours are Monday and Thursday between the hours of 8:00 a.m. and 5:00 pm and Wednesday 8am-12pm.

NOTE: ALL CONTRACTORS ARE RESPONSIBLE PROVIDING ALL NECESSARY TOOLS, EQUIPMENT, LABOR AND OTHER RESOURCES AS NEEDED. SITE VISITS WILL BE HELD UPON REQUEST.

Contractors must provide proof of general liability and workers' compensation insurance. HHA expects to award the contract to the lowest (priced) responsive proposal.

Should you have any questions, or require more information, please call 770-946-4039.

Matana Banks
Executive Director

Proposals should clearly communicate the capabilities and experience of the firm or individual. One original and two copies of the proposal package are required to be submitted to the following no later than 12:00 P.M. on September 24, 2025.

Matana Banks, Executive Director
Hampton Housing Authority
20 College Street
Hampton, GA 30228

Proposals should be clearly marked ELECTRICAL SERVICES PROPOSAL

Determination of Responsiveness

All proposals will be evaluated, and each will be determined responsive to the RFP based upon:

Firm Experience and Financial Capacity

The firms should provide evidence of the financial capacity to provide the services in accordance with the Statement of work and the time period for the job as defined herein.

Capacity to Complete Work

Contractors must provide information sufficient to demonstrate the necessary workforce to complete the work in a timely manner. Contractor must have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,

Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed LDP

Quality of References

Contractors must provide a minimum of three (3) references where the work was similar in nature, size and scope including a contact name, address, telephone number, fax number and a date the work was completed.

Insurance Requirement

Any contractor considered for this work must have current active insurance coverage in force with the ability to name the Authority as “additionally insured” upon award of the contract. Failure to provide proof of in-force insurance will result in the proposal being considered non-responsive. Minimum coverage required is as follows:

<u>Description of Coverage</u>	<u>Minimum Coverage</u>
General Liability	\$1,000,000/Occurrence
Workers’ Compensation	\$500,000/Accident

STATEMENT OF WORK

Installation of Electrical Services

Work Location:

Three developments located at three sites – College Street, West Main Street and West King Road Properties, Hampton, GA, 30228. All three sites will require Electrical Services

Minimum Requirements

1. The Contractor shall possess and maintain a current business license.
2. The Contractor is required to have a minimum of three (3) years in business performing electrical services.

General Work Requirements:

1. The Contractor must comply with the U.S. Department of Housing and Urban Development wage determination and General Conditions for Non-Construction Contracts with Maintenance Work.
2. The Contractor is responsible for maintaining the work site at all times and must provide for the safety of residents, visitors, and property.
3. The sites shall be maintained free of debris or trash at all times and all tools, equipment, materials, and refuse must be removed at the end of each work day. Contractor must ensure that access to units or unit parking is not blocked.
4. The Contractor is responsible for the repair of any damage to the Authority's grounds or property, including cosmetic damage. This includes replacement of grass or shrubbery, removal of debris or damage to any Authority or tenant property.
5. Work on the site shall not begin prior to 7:00 a.m. and shall end before 6:00 p.m., Monday through Friday.
6. The Contractor shall maintain the safety of the worksite. All tools, equipment, and materials must be removed and secured each day to prevent theft and avoid injury to residents and visitors.
7. The Contractor shall submit requests for payment at time of all work completed. The pay request will be processed and paid, if applicable, within 10 calendar days.

8. All contractors will be required to provide related Section 3 reporting to the Authority related to subcontracts and employees hired as a result of the Authority contract. The Contractor shall make a good faith effort to employ one resident of the Authority or other low-income person who is a recipient of Federal housing assistance.
9. The Contractor shall not perform these services more than twice in any year without prior authorization from the Authority Executive Director. (How often will work be performed)
10. The Contractor shall acknowledge that it is an independent contractor and not an employee of the Authority. The Contractor shall indemnify and hold the Authority harmless from any and all claims or threats of claim from any person or entity arising out of the actions (or inactions) of the Contractor. The contractor shall not utilize any of the agency's equipment without prior authorization from the Authority Executive Director.

The Hampton Housing Authority is soliciting request for proposal (RFP's) from experienced contractors with proven experience, resources, and professional expertise to provide electrical services, at the 20 College St location, West Main Street location and 7 West King location. Must Provide comprehensive electrical services for HHA during both regular business hours and emergency afterhours providing all necessary tools, equipment, labor and other resources as needed.

The scope of work will include, but is not limited to:

- Assembly, installation, testing, labeling and maintaining electrical fixtures, equipment and wiring used in lighting, signal or power systems of buildings.
- Cut and install conduits, pulls and splices.
- Installation of new wiring in units damaged by fire.
- Connect wiring and check continuity and operation of finished currents, including location of any electrical shorts in interior/exterior wiring.
- Repair/replacement/location of various elements such as outlets, switches, fuse boxes, meter panels, etc.
- Provide underground location of electrical systems. Repair and/or replace fluorescent and LED fixtures.
- The successful proposer will have access to a bucket truck to make repairs to outside lighting and other areas where a ladder is not practical.
- Contractor must be able to pull permits for all work.
- Such electrical services are to be provided on an "as needed" basis pursuant to the issuance of Work Orders for specific and selected services during the term of the contract.

The intent of this contract is for services to be provided in a timely manner for projects that need prompt response or to assist HHA in maximizing its efficiencies on executing and completing projects. All service requests are expected to be responded to within two (2) business days, except cases in which work is declared an emergency. Response time for emergency service requests is expected to be within two (2) hours. It is the responsibility of HHA to declare any request as an emergency. The selected contractor(s) shall furnish all expertise, labor and resources in accordance with the requirements of HHA and shall provide complete services

necessary for the Work Order(s) issued during the contract. HHA may or may not utilize these services or a portion of the services during the term of the contract. HHA is under no obligation to fully expend the contract amount with the selected Contractor. HHA reserves the right to select more than one contractor at its own discretion. HHA shall pay invoices within 30 days of receipt from the Contractor.

PROJECT REQUIREMENTS

END OF RFP



Electrical Services Proposal Form

To Whom It May Concern:

We, the undersigned, hereby submit the enclosed proposal for the Hampton Housing Authority in response to the Request for Proposals for Electrical Services at its College/West Main Street and West King Road Properties, Hampton, GA, 30228. By responding to this request, we understand that this selection will be made of one (1) vendor who provides the lowest responsive proposal as defined in the Request for Proposals.

By signing below, we certify that we have fully reviewed the requirements of the Request for Proposals for Electrical Services and we propose to provide all labor, materials, equipment, and services necessary to meet the Statement of Work.

College/West Main Street Property

We propose to provide all labor, materials, equipment, and services necessary to meet the Statement of Work outlined in the Request for Proposals for the College/West Main Street Property for the flat fee price per service _____ Dollars (\$ _____) to be billed upon completion for services rendered the previous within ten (10) business days.

West King Road Property

We propose to provide all labor, materials, equipment, and services necessary to meet the Statement of Work outlined in the Request for Proposals for the West King Road Property for the flat fee price per service of _____ Dollars (\$ _____) to be billed completion for services rendered the previous within ten (10) business days.

We certify that our pricing is valid for a period of sixty (60) days from the proposal date. We understand that the Authority reserves the right to reject any or all proposals or waive technicalities or formalities in their own best interest and that this solicitation in no way obligates the Authority to execute a contract.

Also attached and incorporated by reference are all other proposal forms required by the Request for Proposals including. Please put your initials below by the forms included in the proposal:

___ Contractor's Qualification Statement

___ Non-Collusion Affidavit of Vendor

___ Certification of Non-Debarment

___ Equal Opportunity Clause

- ___ Proof of Insurance Coverage
- ___ Worker's Compensation
- ___ Davis Bacon- DOL Wage Rate Requirement
- ___ Business License
- ___ List of Number Employees
- ___ List of Available Equipment

We certify that this is a valid offering for services and that all certifications, statements or representations are true and correct.

Name of Firm

Signature

Address

Type: Name and Title

Address

Date

City, State, Zip Code

Corporate
Seal

Notary:

Subscribed and sworn to before me this ____ day of _____ 20__.

My Commission expires _____,
20__

HOUSING AUTHORITY

Contractor's Qualification Statement
For
Hampton Housing Authority
Electrical Services

Contractor Information:

Legal Name of Firm

Signature of Officer Completing Form

Address

Type: Name

Address

Title

City, State, Zip Code

Date

Telephone/Fax

Email Address

Date of Incorporation

State of Incorporation

Federal Employment ID Number

President

Secretary

Vice President

Treasurer

Type of Corporation: ☐ C-Corporation

☐ S-Corporation

☐ Limited Liability Corp

☐ Partnership

☐ Other _____

Contractor's Qualification Statement For
Hampton Housing Authority
Electrical Services

Contractor References:

A Minimum of three (3) references must be provided.

Firm Name: _____

Contact: _____

Contact Title: _____

Address _____

Address _____

City, State, Zip Code _____

Telephone/Fax _____

Email Address _____

Description of Work _____

Contractor's Qualification Statement For
Hampton Housing Authority
Electrical Services

Contractor References:

Firm Name: _____

Contact: _____

Contact Title: _____

Address _____

Address _____

City, State, Zip Code _____

Telephone/Fax _____

Email Address _____

Description of Work _____

Contractor's Qualification Statement For
Hampton Housing Authority
Electrical Services

Contractor References:

Firm Name: _____

Contact: _____

Contact Title: _____

Address _____

Address _____

City, State, Zip Code _____

Telephone/Fax _____

Email Address _____

Description of Work _____

TABLE 5.1 MANDATORY CONTRACT CLAUSES FOR SMALL PURCHASES OTHER
THAN CONSTRUCTION

The following contract clauses are required in contracts pursuant to 24 CFR 85.36(i) and Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. HUD is permitted to require changes, remedies, changed conditions, access and records

retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy. The PHA and contractor is also subject to other Federal laws including the U.S. Housing Act of 1937, as amended, Federal regulations, and state law and regulations. Examination and Retention of Contractor's Records. The PHA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until three years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions. Right in Data and Patent Rights (Ownership and Proprietary Interest). The PHA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials, and documents discovered or produced by Contractor pursuant to the terms of this Contract, including, but not limited to, reports, memoranda or letters concerning the research and reporting tasks of the Contract. Energy Efficiency. The Contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this contract is performed. Procurement of Recovered Materials (a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the

Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price. (b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

Termination for Cause and for Convenience (contracts of \$10,000 or more). (a) The PHA may terminate this contract in whole, or from time to time in part, for the PHA's convenience or the failure of the Contractor to fulfill the contract obligations (cause/default). The PHA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the PHA all information, reports, papers, and other materials accumulated or generated in performing the contract, whether completed or in process. (b) If the termination is for the convenience of the PHA, the PHA shall be liable only for payment for services rendered before the effective date of the termination. (c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (cause/default), the PHA may (1) require the Contractor to deliver to it, in the manner and to the extent directed by the PHA, any work described in the Notice of Termination; (2) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by the PHA; and (3) withhold any payments to the

Contractor, for the purpose of set-off or partial payment, as the case may be, of amounts owned by the PHA by the Contractor. In the event of termination for cause/default, the PHA shall be liable to the Contractor for reasonable costs incurred by the Contractor before the effective date of the termination. Any dispute shall be decided by the Contracting Officer.

Contractor Acknowledgement _____

Date _____

