

Interior Regional Housing Authority
828 27th Ave
Fairbanks, AK 99701
Tel: (907)452-8315 Fax: (907)456-8941



REQUEST FOR PROPOSAL

PLEASE NOTE THIS IS NOT AN ORDER

Date Issued: May 10, 2024

REQ # 2024042524W

Project Named: 24th & Wilson Plumbing & Mechanical

The Interior Regional Housing Authority is seeking a well-qualified firm to provide Residential Plumbing & Mechanical sub-contracting work including rough in to finish trim on new construction houses. The sub-contractor will acquire all permits and request any inspections required.

SCOPE OF SERVICES REQUESTED

The bidder shall retain licensed, professional personnel who have successfully and competently provided private plumbing and mechanical services for residential homes. Routine maintenance and all repairs shall be provided in accordance with the highest standards of the industry, skill, workmanship, applicable trade practices, meet warranties and in conformance with all applicable laws, codes and regulations. It is the responsibility of the service provider to maintain the units at their highest efficiency. The successful bidder's maintenance program and repairs shall, at minimum, include but not be limited to the following specifications:

1. Prices on the Proposal shall include labor and materials.
2. Materials will be provided to complete all plumbing and mechanical work from rough in to finish trim.
3. Successful bidder shall provide oversight and document that all IRHA-owned facilities under contract with bidder are receiving required work.
4. Successful bidder shall provide 1 year warranty to all work and materials used.

Quotes should be broken down by the following items:

- Bid proposals must be clearly marked "**Bid Proposal**" and received in a sealed envelope and mailed to the above address.

Proposal for Supplies/Services are due to IRHA office no later than:

- May 25th at 4:30 P.M any proposals received after 4:30 P.M. on May 25th will NOT be accepted.

The Interior Regional Housing Authority (IRHA) is hereby soliciting proposals for the plumbing and mechanical for 2 ea. 2-bedroom home(s) in Fairbanks, Alaska, complying with the following specification:

Provide service on house, rough in and finish trim, including water and sewer, boiler, HRV, bath fan, and all other plumbing and mechanical including testing all work done sign off upon completion of house.

Include in your (RFP) all required labor to render the home complete according to the following specifications: all labor necessary must be compensated according to the Wage Determination as set by the State of Alaska for residential home construction.

Documentation Required:

- **Mechanical: Licensed and bonded proof of Davis Bacon payroll.**
- **Business License**
- **W4**
- **Certificate of Liability**
- **Workers Compensation Insurance**

Non-price factors will be considered in award this quote-see supplemental instruction to Bidders-Evaluation Matrix.

INSTRUCTIONS TO BIDDERS

The Interior Regional Housing Authority (IRHA) reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals and to award the respondent that best meets the selection criteria.

Under HUD NAHASDA (Native American Housing Assistance and Self Determination Act), all contracts involving labor and materials over \$2,000 shall pay Davis Bacon Rates, firm is to have Workers Compensation Insurance if firm has employees or subcontractors perform the work. If the firm is owned by the bidder and bidder/owner performs their own work an email to Procurement and Contracts Compliance Officer will wave that needed coverage. Firm is to have General Liability Insurance. If work is to exceed \$2,000, firm needs to send certified payrolls to Procurement and Contracts Compliance Officer unless the owner of the firm performs the work themselves.

Materials/supplies with HUD/NAHASDA funds under a purchase order resulting from the RFP are subject to Section 7(d) of the Indian Self-Determination and education Assistance Act (25

U.S.C. 450e (b) including applying preference to native Alaska/American Indian, small, minority and women-owned individuals and firms and equal Employment Opportunity (Executive Order 11246). Proposals from non-Indian owned firms or individuals are invited and encouraged.

Preference is given according to Indian/Native Firms in accordance to IRHA's procurement policies see "supplemental instructions to bidders-Native Alaska/American Indian.

In the event that two (2) different bidders are eligible per funding source the event of a tie, the CEO will make the final selection and rank the RFP's in order of preference as described in the attachment "supplemental instruction to bidders-final Evaluation Criteria-all funding sources". The decision as to the election and order will be final and a Purchase Order will be issued immediately thereafter.

IRHA Payment Terms: Upon issuance of a Purchase Order, IRHA will advance, as a deposit, 50% of the lump sum of the Purchase Order. The remaining balance of the Purchase Order is due and payable upon delivery, receipt, and inspection by an IRHA representative.

All RFP "evaluation for award" will be conducted by IRHA's Contracting Officer following "bid suspension". The "award decision", as made by the R.F.P. Review Panel, shall be final. By submitting a bid proposal, Contractors hereby release IRHA from any further discussion, judgment, and/or litigation once the award is made.

Contractors must not be on the Excluded Parties list System at time of Bid Proposal.

Copies of the "Plans" for the referenced homes in this 'Request for proposal', and/or further information can be obtained from IRHA's offices @ 828 27th Avenue, Fairbanks, Alaska 99701 for bidding purposes. Request same by contacting Patricia MacDonald at (907) 452-8315. Documents related to this RFP can be obtained at IRHA offices, 828 27th Avenue, Fairbanks, Alaska 99701.

cc: Albert Lawson, Project Manager
Lori Bishop, Project Manager

SUPPLEMENTAL INSTRUCTION TO BIDDERS

Signature Requirement

An authorized representative of the company must sign all Proposals. The name and title of the individual signing the proposal must be clearly shown immediately below the signature.

Late Submissions

Proposals received after the suspension date and time specified in the RFP will NOT be considered and will not be reviewed.

*In order for preference to be applied the individual of firm must demonstrate Indian or Native ownership and operations. **PRIOR** to final bid submission Bidder must notify IRHA of Alaska Native/American Indian preference and fill out and submit the “Indian Qualification Application”.*

Evaluation Matrix

NAHASDA Funded work

- | | |
|---------------------------------|------|
| 1. Price points | 0-25 |
| 2. Material Availability points | 0-25 |

Total Points

Available: 50

Total Price for lowest Quote x 25 = Score Awarded for Quote

Total price for quote being evaluated.

Final Evaluation Criteria-All Funding sources

All proposers/bidders who are deemed responsive and responsible during the initial evolution process will then be evaluated for final section as follows:

- | | |
|-----------------------------------------------------------------------------------|-----|
| Overall responsive and responsible | 0-3 |
| Bidders demonstrated experience | 0-3 |
| Owner direct past performance related experience with the bidders being evaluated | 0-3 |

Proposal Evaluation Form

Firm Name: _____

Score each proposal section per the RFP instructions and evaluation criteria

RFP 2012

Evaluation Criteria	Maximum Points	Assigned Points
Price	0-25	
Material Availability	0-25	
Total Points		

Lowest total cost proposal receives 25 points

Remaining proposals will be scored proportionally using the following formula:

Total Project Cost for Lowest Proposal x25

Total Project Cost for Proposal Being Evaluated

Calculation View- Example

Firm 3	Firm 2	Firm 1
\$10,000	\$15,000	\$20,000
Lowest Bid Points Available	Calc Base/Bid	Calc Base/Bid
10,000X25=250,000 (calc Base)	250,000/15,000= points	250,000/\$20,000
250,000/10,000=25	16.66 points Awarded	12.5 Points Awarded

Price Calculation of Points	Firm 1	Firm 2	Firm 3
Lowest Price Received 0			
Total #of Points 25			
CALAUATION BASE 0			
Total Points			