



**Raleigh  
Housing  
Authority**

## **INVITATION FOR BIDS: Flooring Services**

The Raleigh Housing Authority (RHA) is soliciting bids for Flooring Services under a three-year contract term, covering the Fiscal Years Ending (FYE) March 31, 2026, with renewal options for FYE March 31, 2027, and FYE March 31, 2028, and FYE March 31, 2029. This contract will include the provision of answering services outside of regular business hours, with detailed specifications and requirements outlined below.

### **Pricing Structure**

To ensure transparency and facilitate a fair evaluation, all bidders are required to submit their proposed pricing for each year of the contract, including any proposed annual price adjustments for the renewal periods. The pricing structure must be clearly outlined in the bid submission, specifying whether the increase is a fixed amount or a percentage increase for each contract year.

Bidders should base their proposed annual price adjustments on anticipated market conditions, labor costs, and operational expenses. The proposed price adjustments will be reviewed as part of the contract award process. Once accepted, these adjustments will be binding for the duration of the contract term unless mutually renegotiated under extraordinary circumstances.

Failure to provide a clear and detailed pricing structure, including the annual adjustments, may result in disqualification from the bid process.

### **Submission Requirements**

- **Pricing Proposal:** Provide a detailed breakdown of proposed pricing for each contract year, including the proposed pricing for the renewal years, with specific percentages or fixed amounts for annual price adjustments.
- **Experience and Qualifications:** Provide a description of your experience providing similar services, including references from previous clients.
- **Timeline for Implementation:** Provide an outline of the timeline for service initiation, including staffing plans and training requirements.

Please complete the attached specifications for the above services and submit your bid by no later than

Wednesday April 1, 2026.

**Contact Information**

Please contact Procurement at [Assetmgt@rhanc.gov](mailto:Assetmgt@rhanc.gov) for any questions or clarifications about this solicitation. Please use “Flooring Service” in the email subject line. We look forward to reviewing your proposal.

GENERAL INFORMATION  
Raleigh Housing Authority ("RHA") Non-Construction

It shall be the offeror's responsibility to read this entire document and to examine the specifications and all information and instructions. Failure to do so will be at the offeror's risk.

Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type his/her name, phone number and date on the bid sheet and each continuation sheet on which it makes an entry. Incomplete offers will be subject to rejection.

RHA will award a contract resulting from this solicitation to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract, and whose offer conforming to the solicitation will be most advantageous to RHA, cost or price and other factors specified elsewhere in this solicitation, considered. RHA may:

- 1) reject any or all offers if such action is in RHA's best interest,
- 2) accept other than the lowest offer,
- 3) waive informalities and minor irregularities in offers received,
- 4) award more than one contract for all or part of the requirements stated,
- 5) award only one contract to a contractor, who may also be the lowest responsible bidder in concurrent solicitations, with impact of concurrent work under other contracts considered.

*Reference HUD-5369-B "Instructions to Offerors Non-Construction".*

Except as otherwise specifically stated in the specifications, the Contractor will provide all labor, equipment, and materials, and taxes legally collectable because of the work. All building permits and compliance with State building codes and OSHA regulations are the responsibility of the contractor.

The work to be performed under this Contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3).

All contracts in excess of \$2,000 for work related to routine and non-routine maintenance in the operation of RHA shall adhere to the current prevailing wage rates provided in the specifications. HUD-5370-C is available on-line at [portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_12588.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_12588.pdf) or in hard copy on request from the RHA Contract Monitor.

Before commencing work, the Contractor and each of his subcontractors must furnish RHA with evidence of valid insurance coverage. The following is the minimum acceptable coverage: 1) Workers' Compensation, in accordance with State or Territorial Workers' Compensation laws; 2) Manufacturers and Contractor's public liability with bodily injury and property damage limits of not less than \$300,000.

E-VERIFY. Contractor shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.

Contractor vehicles shall only be parked in designated parking spaces. Contractors or agents

thereof shall not park or traverse vehicles or equipment on grounds without written approval from RHA. Damage to grounds resulting from vehicles or equipment shall be restored to like new condition at the expense of the Contractor.

The Contractor will coordinate all work with the Contract Monitor before starting work on the contract.

All debris including hazardous materials related to the contract shall be removed from the work site and properly disposed.

All invoices must show the physical address for each location where service is completed.

# **SPECIFICATIONS: FLOORING SERVICES OPEN SERVICE CONTRACT**

## **SCOPE OF WORK**

**Flooring Services  
Flooring Repair Services: Non-  
Contract Work**

## **CONTRACT TERM:**

- Year 1: 4/1/2026 - 3/31/2027
- Year 2: 4/1/2027 - 3/31/2028
- Year 3: 4/1/2028 - 3/31/2029

## **PURPOSE**

The purpose of this Scope of Work is to define the requirements, responsibilities, and expectations for the provision of professional flooring services. This includes the removal of existing flooring materials (if applicable), preparation of subfloor surfaces, and the supply and installation of new flooring systems in accordance with project specifications, manufacturer guidelines, and industry standards.

The intent of this document is to ensure all flooring work is performed safely, efficiently, and to a high standard of quality, resulting in durable, functional, and aesthetically acceptable finished surfaces that meet the needs of the project and the satisfaction of the client.

## **SCOPE OF WORK: VCT TILE INSTALLATION SERVICES**

### **1. GENERAL**

- The Contractor shall provide all labor, supervision, equipment, and materials necessary to perform Vinyl Composition Tile (VCT) flooring installation, repair, and replacement in occupied and vacant dwelling units owned or managed by the Raleigh Housing Authority (RHA) and Oak City Affordable Communities (OCAC).
- Work shall be performed as directed by the Project Manager and in accordance with manufacturer installation requirements, HUD standards, and applicable local codes.
- The Contractor shall complete each installation within four (4) calendar days of receiving notice to proceed from the Project Manager unless otherwise approved.
- The Contractor shall provide a one (1) year warranty on workmanship from the date of acceptance by the Project Manager.

## **2. MATERIALS**

### **Materials Provided by RHA / OCAC**

RHA and OCAC will supply the following materials from the warehouse:

- VCT tile – Armstrong Imperial Fortress White (or approved equivalent)
- VCT adhesive
- Paint for baseboards and shoe molding

### **Materials Provided by Contractor**

The Contractor shall provide all other materials necessary to complete the work including, but not limited to:

- 4” vinyl cove base
- Stair treads
- Shoe molding to match existing
- Plywood or approved subfloor material as needed
- 1½” galvanized screws
- Caulking for baseboard and shoe molding
- Wax rings for toilets

## **3. INSTALLATION REQUIREMENTS**

The Contractor shall install VCT flooring over the following surfaces as required:

- Existing VCT flooring
- Vinyl flooring
- Plywood subflooring
- Concrete slab or grade

Where necessary, the Contractor shall remove existing flooring materials to allow for proper installation.

Installation shall be performed using contractor-grade, non-staining multipurpose flooring adhesive (SAF.T003 or approved equivalent).

Door cutting may be required in some installations to accommodate flooring height.

## **4. SUBFLOOR REPAIR**

When damaged subflooring is encountered, the Contractor shall:

- Notify the Project Manager prior to performing repairs
- Replace damaged subflooring with material matching the existing thickness and type
- Fasten new subflooring using galvanized screws

Approved patching methods include:

- Commercial grade fast-setting, non-shrinking leveling compound (e.g., Quickrete Fastset or equivalent)
- VCT tile patching for minor repairs
- 1/8" luan plywood for larger patch areas

If more than one layer of flooring or subfloor is encountered during removal, the Contractor must contact the Project Manager prior to continuing work.

Failure to notify the Project Manager may result in payment for only one layer of flooring removal.

## **5. BASEBOARD AND SHOE MOLDING**

- The Contractor shall remove and reinstall baseboards and shoe molding as necessary to complete the installation.
- Requirements include:
  - Shoe molding installed using 1" finishing nails at 12-inch intervals
  - Corners mitered to match existing conditions
  - Caulking along the top and bottom of installed molding
  - Priming and painting of new or replaced materials
  - Damaged shoe molding shall be replaced by the Contractor.

## **6. APPLIANCE AND FIXTURE RESETTING**

- The Contractor shall reset all appliances and plumbing fixtures moved during installation including:
  - Refrigerators must be plugged in and operational upon completion of work.
  - Fixture resetting shall be priced separately in the bid schedule.

## **7. FLOOR TYPE REPLACEMENT CONDITIONS**

The Contractor may be required to perform the following flooring replacements:

- **VCT over Existing VCT**
  - Install VCT over existing tile where surfaces are stable and properly prepared.

- **VCT over Vinyl Flooring**
  - Install VCT over vinyl flooring with appropriate surface preparation and patching where required.
- **Subfloor Replacement with New VCT**
  - Remove existing flooring, repair damaged subflooring, and install new VCT tile.
- **Ceramic Tile Replacement with VCT**
  - Removal of ceramic tile systems (including grout and mesh) requires prior approval from the Project Manager.
- **Vinyl Replacement with VCT**
  - Remove vinyl flooring and reinstall baseboards and shoe molding after installation.
- **Slab or Grade Installation**
  - Install VCT directly over concrete slab or grade where applicable after proper surface preparation.

## **8. DEBRIS REMOVAL**

- The Contractor shall be responsible for removing all debris generated from the work.
  - Contractor dumpsters must be used for disposal.
  - RHA and OCAC dumpsters located on the property may not be used by the Contractor.
  - All work areas must be clean and free of debris upon completion.

## **9. HAZARDOUS MATERIAL NOTICE**

- Some RHA developments were constructed prior to 1980 and may contain asbestos-containing materials (ACM) and/or lead-based paint.
- The Contractor shall:
  - Review and sign the Contractor Notification Form and Agreement
  - Comply with all federal, state, and local regulations related to hazardous materials  
Follow all RHA environmental safety procedures
  - A list of properties with potential ACM and lead-based paint will be provided with the contract documents.

RALEIGH HOUSING AUTHORITY AND CAPITOL AREA DEVELOPMENTS, INC.

ARE NOT TAX EXEMPT

NC SALES AND USE TAX FOR WAKE COUNTY IS CURRENTLY  
7.25%

CONTRACTOR CERTIFIES (Please check the following that applies):

APPLICABLE NORTH CAROLINA SALES AND USE TAX IS  
INCLUDED IN THE BID PRICE

APPLICABLE NORTH CAROLINA SALES AND USE TAX IS NOT  
INCLUDED IN THE BID PRICE AND WILL BE BILLED SEPARATELY ON  
THE INVOICE

Contractor Company Name

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Contractor's Signature

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Date

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<b>HUD-52158 Maintenance Wage Rate Determination</b>	<b>U.S. Department of Housing and Urban Development Office of Davis-Bacon and Labor Standards</b>
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Issuance of a Maintenance Wage Rate Determination to a Public Housing Agency, Tribally Designated Housing Entity, or the Department of Hawaiian Home Lands (collectively "Local Contracting Agencies" or "LCAs") does not require the LCA to submit any materials to HUD upon receipt. Issuance of this form sets an obligation on the receiving LCA to pay no less than the HUD-determined or adopted prevailing wage rates to maintenance laborers and mechanics employed in the LCA's operation of certain Public and Indian housing projects. This requirement is set by statute pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended (42 USC § 1437i(a)), and Sections 104(b) and 805(b) of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA), as amended (25 USC § 4114(b) and 25 USC § 4225(b), respectively.)

Agency Name: Raleigh Housing Authority	DBLS Agency ID No: NC002	Wage Decision Type: <input checked="" type="checkbox"/> Routine Maintenance <input type="checkbox"/> Nonroutine Maintenance
	Effective Date: July 1, 2025	Expiration Date: June 30, 2027

The following wage rate determination is made pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended (Public Housing Agencies), or pursuant to Section 104(b) of the Native American Housing Assistance and Self-Determination Act of 1996, as amended (Tribally Designated Housing Entities), or pursuant to Section 805(b) of the Native American Housing Assistance and Self-Determination Act of 1996, as amended (Department of Hawaiian Home Lands). The Agency and its contractors shall pay to maintenance laborers and mechanics no less than the wage rate(s) indicated for the type of work they actually perform.

<b>ELISA OLIVER</b> <small>Digitally signed by ELISA OLIVER Date: 2025.06.05 07:52:10 -04'00'</small> _____ DBLS Staff Signature Elisa Oliver, Labor Standards Specialist _____ Name and Title	06/05/2025 _____ Date
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WORK CLASSIFICATION(S)	HOURLY WAGE RATES	
	BASIC WAGE	FRINGE BENEFIT(S) (if any)
Hi Rise Maintenance Supervisor	\$26.40	
HVAC Mechanic	\$22.80	
Janitor	\$16.21	
Landscape Crew Lead	\$21.72	
Landscape Manager	\$26.40	
Landscape Specialist	\$19.70	
Licensed Plumber	\$26.40	
Maintenance Supervisor	\$25.14	
Maintenance Technician II/Maintenance Tech II/Locksmith	\$20.68	
Maintenance Technician III	\$21.72	
Pest Control Technician	\$20.68	

Previous editions obsolete.

HUD-52158 (05/2022)