



Raleigh Housing Authority

INVITATION FOR BID: Gas Water Heater Replacement

The Raleigh Housing Authority (RHA) is soliciting bids for Gas Water Heater Replacement 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

Monday, March 30, 2026.

Contact Information

Please contact Procurement at Assetmgt@rhanc.gov for any questions or clarifications about this solicitation. Please use “Gas Water Heater Replacement Services” 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 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: GAS WATER HEATER REPLACEMENT
OPEN SERVICE CONTACT**

900 Haynes Street | Raleigh, NC 27604 | info@rhanc.gov | www.rhanc.gov

919.831.8300 • Fax 919 831.6160 • TDD 1.800.735.8262

SCOPE OF WORK

Gas Water Heater Replacement Services

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

To provide plumbing and mechanical services to replace gas (and electric when required) water heaters. The Contractor will be required to pull permits (no permits needed for electric water heaters) and have them pass inspection prior to being paid. The Contractor will replace electric water heaters when RHA, CAD, and OCAC staff are unavailable to do the work. The Contractor is required to bring the water heater and venting up to code during replacement. When available the Contractor can get the water heater and parts from Raleigh Housing Authority's, Capitol Area Development, and Oak City Affordable Communities' warehouse located at 101 Authority Lane. Two of the subdivisions have Apollo systems (Stonybrook & Terrace Park). All contractors must have the equipment to provide the requested services.

Work is for all the properties and is considered urgent work.

When replacing a gas water heater, the Contractor is required by Raleigh Housing Authority, Capitol Area Development, and Oak City Affordable Communities to pull permits and have the water heater inspected by the City of Raleigh Inspections Department. The permits and inspections needed to be completed (inspections passed) within 60 days of work being completed. Invoice will not be paid until work has passed inspection. The contractor shall assist with getting inspections completed.

All scheduled non-emergency repairs shall start at 8:30 am to ensure that they can be completed in one day. All jobs should be finished as soon as possible. No jobs should be left unfinished.

NOTE: RHA has several developments which were built pre-1980 and may contain ACM (asbestos containing material) and/or lead based paint. Please note that a "Contractor's Notification Form and Agreement" sheet is attached and a part of this contract. This form will have to be signed and dated. A list of all properties that may have asbestos containing material and/or lead based paint will be attached and a part of this contract.

EMERGENCIES

Emergency calls during and after hours must have a response from the Contractor within one hour after receiving a call for emergency service (call RHA staff member back with an estimated time of arrival). The contractor shall arrive on site to emergency within four hours. The Contractor must be notified by the Project Manager or the after-hours Live-In Supervisor about each job.

The contractor should not install a new water heater on a rotten subfloor, platform or an unlevelled platform. They need to notify the Project Manager so arrangements can be made to have the platform or subfloor repaired prior to the installation of the new water heater. If the Contractor installs a new water heater on a rotten subfloor, platform or an unlevelled platform without notifying the Project Manager they will be required to remove the water heater to allow the subfloor or platform to be repaired and then re-install the water heater at no charge.

BIDSHEET

I (we) propose to provide plumbing and mechanical services to replace gas water heaters (including Apollo hydronic systems where applicable), as described below, for all properties owned or managed by the Housing Authority of the City of Raleigh (RHA).

This proposal shall include all charges for labor, materials, equipment, travel, permits, disposal, and any other requirements necessary to complete the requested services in accordance with RHA standards.

LABOR RATES

a. Mechanic Rate:

\$ _____ per hour (per mechanic)

b. Helper Rate:

\$ _____ per hour (per helper)

Use of more than one helper must be pre-approved by the RHA Project Manager.

MATERIAL MARK-UP

When parts or materials are used, invoices must clearly show:

- Actual cost
- Mark-up percentage
- Final cost

Standard Material Mark-Up:

_____ % (Not to exceed agreed contract limit)

PERMIT COSTS

| | |
|--------------------|-------------|
| Permit Type | Cost |
| Plumbing Permit | \$ _____ |
| Mechanical Permit | \$ _____ |

AFTER-HOURS SERVICE

After-Hours Rate (6:00 PM – 7:00 AM):
 \$ _____ per hour

DIFFICULT ACCESS PRICING

Project Manager must be notified immediately when difficult access conditions are identified.

| Level | Description | Cost |
|----------------------------|---|-------------|
| Minor Difficult Access | Limited clearance, minor obstructions | \$ _____ |
| Major Difficult Access | Tight spaces, partial system disassembly required | \$ _____ |
| Extremely Difficult Access | Confined spaces, structural or safety constraints | \$ _____ |

APOLLO SYSTEM (HYDRONIC COMBO) REQUIREMENTS

For units utilizing an **Apollo system** (water heater serving both domestic hot water and space heating):

Pricing shall include:

- Disconnection and reconnection of hydronic heating loop
- Circulator pump and zone valve reconnection (if existing)
- Air purge and system balancing
- Full system restart and operational testing

Additional Note:

No additional charges will be accepted for standard reconnection and startup of Apollo systems unless pre-approved by RHA.

GENERAL REQUIREMENTS

- All work must comply with local codes, HUD/NSPIRE requirements, and applicable regulations
- Contractor is responsible for:
 - o Obtaining permits
 - o Scheduling inspections
 - o Ensuring all work passes inspection prior to payment
- Replacement shall be like-for-like unless otherwise directed by RHA
- Contractor must provide before and after photos upon request

- All removed equipment must be properly disposed of

EXCEPTIONS

Services may be obtained from a competitor when the company under the annual contract is not available when requested. Raleigh Housing Authority, Capitol Area Development, and Oak City Affordable Communities also reserves the right to obtain services from a competitor when there are questions about the quality of service provided, for example: excessive time to repair common or routine types of plumbing problems, the equipment is not adequate for the job, the equipment operator is not fully trained, problems with conflicting personalities, materials are lacking in quality or properly size, etc.

By signing the proposal, the contractor agrees to all specifications.

Name of Company

Contact Person

Phone Number for Contact Person

Date

**RALEIGH HOUSING AUTHORITY AND CAPITOL AREA
DEVELOPMENTS, INC. ARE NOT TAX EXEMPT**

900 Haynes Street | Raleigh, NC 27604 | info@rhanc.gov | www.rhanc.gov

919.831.8300 • Fax 919 831.6160 • TDD 1.800.735.8262

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

Contractor's Signature

Date

| | |
|--|---|
| HUD-52158 Maintenance Wage Rate Determination | U.S. Department of Housing and Urban Development Office of Davis-Bacon and Labor Standards |
|--|---|

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 § 1437(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.

| | |
|--|-----------------------------|
|  <small>Digitally signed by ELISA OLIVER Date: 2025.06.05 07:52:10 -04'00'</small> | 06/05/2025 _____ Date |
| _____ DBLS Staff Signature Elisa Oliver, Labor Standards Specialist | |
| _____ Name and Title | |

| 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)