



Raleigh Housing Authority

Request for Bids: Glass Replacement

The Raleigh Housing Authority (RHA) is soliciting bids for Glass Replacement service under a three-year contract term, covering the Fiscal Years Ending (FYE) March 31, 2027, with renewal options for FYE March 31, 2028, and FYE March 31, 2029. This contract will include the provision of Glass Replacement services, 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 **5 p.m. on May 22, 2026** and **Q&A deadline is no later than 5 p.m. May 15, 2026**.

Contact Information

Please contact Procurement at purchase@rhanc.gov for any questions or clarifications about this solicitation. Please use “**Glass Replacement Service Bid**” 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 FOR GLASS REPLACEMENT SERVICE CONTRACT

SCOPE OF WORK:

- **To provide all labor, equipment, and material to install glass replacements** for all Raleigh Housing Authority (RHA), Capitol Area Development (CAD) and Oak City Affordable Communities (OCAC) properties. This will include, but not be limited to, the following types of glass: insulated, single pane, double pane, plate, wire reinforced, patio door, muttons, grids, and frames to complete window replacements.
- To provide and install temporary closings with Lexan or equivalent material, approved by the Contract Monitor.
- To measure window replacements.
- To provide and install mirrors.
- To provide and install hardware for windows.

RHA, CAD, & OCAC will not pay for trip or measuring charges. Arrangements will be made by the Contract Monitor to provide entry to all properties. Should the Contractor be unable to gain entry on the first trip, the Contractor must contact the Contract monitor. The Contractor is required to make the Contact Monitor aware of all sites where he/she cannot gain entry within 24 hours.

Work is considered urgent in nature, to provide security for all properties.

Temporary closings will be provided within 24 hours of notice. Authorization for work during normal business hours will be by the Contract Monitor. Authorization for after-hours and weekend work will be done by on-call staff.

Replacement glass will be provided and installed as soon as possible.

Invoices must include the address of where the work was performed, name of the RHA staff that requested services, and the PO number used. The contract monitor will provide the information at the time of the service request.

BID FORM

\$

Description of Glass	Thickness	Unit	Year 1: 4/1/2026 - 3/31/2027		Year 2: 4/1/2027 - 3/31/2028		Year 3: 4/1/2028 - 3/31/2029	
			Cost Per Unit With Grids	Cost Per Unit W/O Grids	Cost Per Unit With Grids	Cost Per Unit W/O Grids	Cost Per Unit With Grids	Cost Per Unit W/O Grids
Insulated annealed glass	7/16"to 1"	Sq. foot						
Low E annealed JG	7/16" to 1"	Sq. foot						
Solar Ban 60 annealed IO	7/16"to 1"	Sq. foot						
Clear Tempered IO	7/16"to 1"	Sq. foot						
Low E Tempered IO	7/16"to 1"	Sq. foot						
Solar Ban 60 Tempered IO	7/16" to 1"	Sq. foot						
Standard tinted Annealed Glass	7/16"to 1"	Sq. foot						
Standard tinted Tempered Glass	7/16"to 1"	Sq. foot						
Single strength glass	(SSD)	Sq. foot						
Double strength glass	D/strength	Sq. foot						
Clear plate glass	1/4"	Sq. foot						
Wire reinforced	1/4"	Sq. foot						
Lexan Polycarbonate	1/8"	Sq. foot						
Lexan Polycarbonate	1/4"	Sq. foot						
9 Lite Inserts with grids on outside	22" x 36"	Per unit						
9 Lite Inserts with grids on inside	22" X 36"	Per unit						
15 Lite Inserts with grids on outside	22" X 64"	Per unit						
15 Lite Inserts with grids on inside	22" X 64"	Per unit						
Clear Tempered	1/4"	Sq. foot						
Obscure Tempered	1/4"	Sq. foot						
Tinted Tempered	1/4"	Sq. foot						
Safety Glass .30 Clear Laminated	1/4"	Sq. foot						
Safety Glass .30 Tinted Laminated	1/4"	Sq. foot						
Temporary Close:								
Double Strength		Each						
Plexiglass	1/8"	Each						
Plexiglass	1/4"	Each						
Tempered Patio Door Glass Replacement:								
28x76	3/16"	Each						
34X76	3/16"	Each						
46X76	3/16"	Each						
Tempered Insulated Patio Door Glass Replacement								
28x76	5/8"	Each						
34X76	5/8"	Each						
46X76	5/8"	Each						
Tempered Glass for window(s) next to doors (7" X 64" with 5 glass inserts with grids) (Plus tax and labor)		Each						
20" x 64" glass 15 lite inserts with grids on outside		Sq. foot						
Minimum size on one window - Annealed								

**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 _____

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 § 1437j(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.

ELISA OLIVER Digitally signed by ELISA OLIVER
Date: 2025.06.05 07:52:10 -04'00'

06/05/2025

DBLS Staff Signature

Date

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	