

**REQUEST FOR PROPOSAL**

**for**

**PLUMBING MAINTENANCE SERVICES 2025**

**Alachua County Housing Authority**  
**703 NE 1<sup>st</sup> St**  
**Gainesville, FL 32601**

## REQUEST FOR PROPOSALS PLUMBING MAINTENANCE SERVICES 2025

### Introduction

The Alachua County Housing Authority (ACHA or Authority) is chartered in the State of Florida as a public benefit corporation providing subsidized housing within Alachua County Florida. The Authority's major funding comes from grants and subsidies by the United States Department of Housing and Urban Development (HUD).

### General Information

The ACHA formally request competitive proposals from licensed, qualified, responsible, contracting firms and/or individuals interested in performing plumbing maintenance services for ACHA. These services will be on an as needed basis and/or as scheduled for modernization work to preserve the assets of the Authority. Work may be assigned after hours and on weekends as needed.

### Important Dates

- Non-Mandatory Pre-Proposal Conference and potential site visits arrangements  
Since we maintain a high occupancy rate, we may not have units available for entry during a scheduled site visit. Therefore, we will provide a pre-proposal conference at the ACHA business office located at 703 NE 1<sup>st</sup> Street on **Thursday June 26, 2025 at 9:00am**. In addition, site visits of available vacant units may be arranged with the Director of Maintenance Robert Cortes by emailing him at [robert@acha-fl.com](mailto:robert@acha-fl.com).
- Question Due Date  
All questions regarding this RFP shall be directed to Ronald Hall, Director of Operations by email to [ron@acha-fl.com](mailto:ron@acha-fl.com) no later than **Thursday July 10, 2025 at 4:00pm**
- Q&A Availability  
ACHA will post the Q&A on their website located at [www.acha-fl.com/procurement](http://www.acha-fl.com/procurement) by **Monday July 14, 2025 at 4:00pm**
- Proposal Due Date  
Proposals shall be received until **4:00 p.m. EST on Monday July 28, 2025** at 703 NE 1<sup>st</sup> St Gainesville, FL 32601. Complete proposals may be mailed, emailed or hand delivered by the deadline noted above. Proposals received after this date and time will remain unopened and not considered. ACHA is not responsible for delays regardless of the form of delivery and it is the responsibility of the proposer to ensure that their complete proposal is received on time.
- Contract Approval  
ACHA anticipates preliminary approval of this RFP on Wednesday July 30, 2025. Final approval will be through the ACHA Board of Directors meeting scheduled for Wednesday August 6, 2025 at 5:00pm located at the offices of the ACHA located at 703 NE 1<sup>st</sup> Street, Gainesville FL 32601. This meeting is open to the public.

## **Mission**

The Mission of the Alachua County Housing Authority is to assist low income and disadvantaged members of the community locate and maintain affordable housing in a safe and sanitary environment. Additionally, the ACHA supports community programs that assist the low income, the disadvantaged, and those who are the least able to represent themselves, such as the homeless and children. To satisfy this mission, the ACHA administers public housing and various other federal and state programs and grants which assist the low income and disadvantaged.

To accomplish this mission, the ACHA owns 255 public housing units throughout Alachua County. ACHA also provides rental assistance to qualifying low and moderate-income families through HUD's Housing Choice Voucher program. In addition to the public housing and HCV programs, the ACHA manages a former hotel, a Neighborhood Stabilization Program of 6 single family homes, and administers Single Room Occupancy vouchers. The Authority is currently in talks with Alachua County to manage two more hotels that will house homeless individuals.

## **Type of Contract**

The ACHA contemplates the award of one (1) Maintenance Contract resulting from this solicitation however reserves the right to enter into contracts with multiple parties if deemed to be in the best interest of the Authority. The term of this contract shall be one (1) year from date of award, with an option for four (4) additional one-year renewal periods for a total of five (5) years. The annual contract will be an Indefinite Delivery Indefinite Quantity (IDIQ) contract with Task Orders assigned. ACHA understands that pricing changes frequently and will allow for trade-wide percentage increases at the annual renewal. Requests for an increase in pricing must be provided to the Authority at least sixty (60) days prior to the contract ending date. All other quoted prices as a result of this RFP shall remain constant for the initial period unless or until negotiated otherwise. ACHA reserves the right to reject any and all bids, to award one or more contracts or no contract.

## **Wage Rates**

All laborers under this contract shall be paid no less than the advertised Maintenance Wage Rate for their position as noted in the HUD Form 52158 Maintenance Wage Rate Determination as attached. A new Maintenance Wage Rate will be provided annually at contract renewal. Authority staff are required to and will perform interviews with workers to confirm wages paid meet or exceed that as stated for the position in the assigned wage determination. The submission of weekly Certified Payroll is not a requirement of this solicitation, however may be requested as backup to verify wages paid.

## **Scope of Work**

The selected proposer shall perform all the duties and responsibilities normally associated with Plumbing Work of rental units and emergency plumbing repairs beyond the day-to-day work orders assigned to our Maintenance Personnel. The Scope may include, but are not limited to:



1. General Plumbing
2. Re-Piping complete units
3. Drain Line Replacement
4. Replacement of gas or electric water heaters, toilets, sinks, tubs, etc.
5. Bathroom Replacement
6. Repairs to walls and floor where work has commenced. Please note in your proposal if your agency can or cannot complete this type of work. List any sub-contractors that you align with to complete these tasks
7. Contractor shall conduct all work during normal working hours unless arranged by ACHA or as needed for after hours calls
8. Contractor shall only utilize licensed, trained and experienced employees to perform work under this RFP; contractor to use E-Verify for employment background checks.
9. Contractor shall respond to emergency work orders no later than two (2) hours after notification including nights, weekends and holidays. Contractor shall check-in with the ACHA representative who assigned the work within thirty (30) minutes of initial call or notification of need of service and provide estimated time to be on the property.
10. Upon completion of work, Contractor shall clean up and remove any debris. The work area must remain safe at all times.
11. The ACHA representative is to be notified if the plumbing, to include but not limited to water, gas and sewer, will be out of service for more than four (4) consecutive hours.
12. Contractor shall guarantee all work meets the requirements set forth by applicable code.
13. Contractor is responsible for maintaining vehicles with the appropriate supplies needed to perform work. ACHA is not responsible for time spent to secure needed supplies. ACHA will not pay for trip and/or service charges not outlined in the Proposal Fee Sheet.
14. Contractor shall provide services 24-hours a day 7-days a week.
15. Contractor shall provide estimates for repairs when requested.
16. Contractor shall be trained and licensed as required to remove, install and maintain natural gas and Liquid Propane Gas products to include, but not limited to, water heaters and gas supply lines.

### **Proposal Evaluation Criteria**

Proposals that meet the threshold criteria/submission requirements will be evaluated as described below. The evaluation of professional qualifications of the proposals may be based on the demonstrated qualifications including, references from other clients, technical criteria, and proposal evaluation scoring. Specific evaluation criteria will be used to evaluate the technical qualifications of each Proposer and their degree of importance/relative weight area.

An evaluation committee shall evaluate and score each proposal using the method described in this request for proposal. The evaluation committee shall make a recommendation to the Executive Director or, if needed, Board of Commissioners approval. A contract will be awarded to the proposer(s) whose proposal best meets the needs and requirements of ACHA. Failure to meet the threshold requirements may result in rejection of the proposal. ACHA reserves the

right to reject any and all bids, to award one or more contracts or no contract. An interview with finalists may or may not be required at the discretion of ACHA. In the event an interview is required, the interview will be evaluated using up to a possible ten (10) bonus points. Points awarded will be added to proposer's final score. All proposers, or only proposers who fall within the competitive range, may or may not be interviewed. The ACHA shall review proposals on the basis of qualifications, and technical merit using the weighted criteria described. Following is a summary of weighted selection criteria. Proposers should include a description of how they intend to ensure that pricing is set to local industry standards as part of their narrative.

To maximize your points, please address each area and attach the requested documentation.

### **Qualifications and Experience**

#### **30 Points**

Qualifications of the staff assigned to this engagement, including certifications and licensing and the references of at least three (3) recent clients for which a similar type of work was performed. Organizational experience in providing plumbing maintenance services for Public Housing Authorities or other rental properties and direct experience managing contracts with related tasks for organizations of similar size and scope.

### **Costs**

#### **30 Points**

Please list out your costs using the attached "Proposal Fee Sheets". ACHA also asks that you include your in-house pricing lists for parts and services. This will be used as part of the evaluation as well as an addendum to any potential awarded contract. This aids in creating Task Orders and confirming billing.

### **Ability to Complete Task Orders in a Timely Manner**

#### **20 Points**

Provide documentation designating your ability to complete Task Orders in a timely manner. This should include information on emergency repairs that need to be addressed after hours and on weekends.

### **Completeness of Proposal**

#### **10 Points**

Completeness and timeliness of proposal including completion of forms as noted on page 12 and inclusion of requested documentation. See "Submission Requirements" that follow.

### **Minority/Women/Small/Local Owned Business Enterprise**

#### **10 Points**

Proposer must provide registration documentation as part of the submission documents.

### **OPTIONAL INTERVIEW**

#### **BONUS POINTS 10 Points**



## Submission Requirements

Please provide a written narrative addressing all the concerns and requirements contained within this RFP. The required submission must be labeled and identified so that evaluators can clearly articulate and provide points to each category listed in the evaluation criteria above.

Proposers shall submit proposals incorporating the following elements:

1. The name of the Proposer, the location of the principal place of business with all contact information.
2. Staffing and Qualifications  
Provide a general description of the respondent's organization and its current staffing. Include an organizational chart for this engagement, resumes of all key personnel, and copies of licenses, certifications and other related professional designations of assigned personnel. Identify the number and position titles of full and part-time staff that will be made available to fulfill the requirements of the RFP. Describe overall staffing approach.
3. Relevant Experience and Past Performance  
Provide a description of past and current similar services, total number of units under each contract and types of work completed. Include a description of experience in managing similar types of contracts.
4. Response to Statement of Works  
Provide a proposed work plan and approach to the project. Explain the methodology and approach that will be employed to ensure successful completion of all assigned work including typical response times and completion times. Describe possible constraints that may arise during the performance of the contract.
5. Cost Proposal  
Please complete the attached Proposal Fee Sheets. Include your in-house pricing lists for parts and services. These costs will be used in part for the evaluation of the proposals and become the basis for payment under any contract award. All parts, labor, equipment, shop supplies, permits, etc. are to be included in your costs.
6. Disclosure of Litigation  
Provide a statement disclosing any past, current or threatened litigation to which it is a party if the amount in controversy or potential liability equals or exceeds fifty thousand dollars (\$50,000.00).

Alterations to the proposal, or the terms and conditions in this RFP may be grounds for rejecting the entire bid proposal. Late proposals shall not be accepted for any reason.

The RFP, as a general requirement, specifies that all work is to be performed in accordance with professional standards, HUD regulations, requirements and criteria and local codes, regulation ordinances, and statutes. It is the ACHA's full expectation and it will be a contractual requirement that the successful respondent fully and routinely meet this requirement. Therefore, the ACHA will carefully monitor and audit performance to ensure such performance.

Respondent must provide evidence of its capacity, at the time of submission, to financially support project activities for a minimum period of ninety (90) days. If submitting as a joint venture, provide joint venture agreement outlining ownership entity/ownership.

### **Negotiations and Award**

Unless there is no need for negotiations with any of the proposers, negotiations shall be conducted with those who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation criteria noted above and considered to be most advantageous to ACHA. Such proposers shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to and advise proposers of the deficiencies in aspects of their proposals so as to assure full understanding of and conformance to the solicitation requirements. Prior to award, no proposer shall be provided information about any other proposer's proposal, and no proposer shall be assisted in bringing its proposal up to the level of any other proposal. Proposers shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award; however, best and final offers may be requested. ACHA reserves the right to request additional information concerning any and/or all proposals submitted. A common deadline shall be established for receipt of proposal revisions based on negotiations. After evaluation of proposal revisions, if any, the contract shall be awarded to the responsible firm(s) whose qualifications, price and other factors considered, are the most advantageous to ACHA.

### **Acceptance of Proposals**

Proposal must be signed, sealed and received in completed form at the ACHA Office located at 703 NE 1<sup>st</sup> Street Gainesville, Florida 32601 no later than the proposal submission time and date stated on page 2 of this RFP. Proposals submitted after the designated date and time will remain unopened and not evaluated.

The ACHA reserves the right to accept or reject any or all Proposals, to take exception to these RFP specifications or to waive any irregularities and/or informalities. Proposers may be excluded from further consideration for failure to comply fully with the specifications.

The ACHA also reserves the right to reject the Proposal of any Proposer whose has previously failed to perform properly, to complete contracts of a similar nature on time, who is not in a position to perform the contract or who habitually and without just cause neglected the payment of bills or otherwise disregarded its obligations to subcontractors, providers of materials, or employees.

### **Confidential Material**

Any material submitted by a Proposer that is to be considered as confidential must be clearly marked as such as required under the Public Records Laws of the State of Florida. Otherwise, all proposals are subject to the State of Florida Public Records Law.



**Disclosure**

The Proposer shall disclose any past or current litigation to which it is a party and the amount in controversy or potential liability.

**Withdrawals of Proposals**

Proposal may be withdrawn on a written request provided to [ron@acha-fl.com](mailto:ron@acha-fl.com) in time for delivery in the normal course of business prior to the time specified herein for proposal receipt, provided that written confirmation of withdrawal with the signature of the Proposer is placed in the mail and postmarked prior to the time specified herein for proposal receipt. Negligence on the part of the Proposer in preparing its Proposal confers no right of withdrawal or modification of its proposal after the due date and time specified herein.

**Incurring Costs**

The ACHA is not liable for any costs incurred by any proposer prior to issuance of a Notice to Proceed. In general, no pre-contract costs will be paid to the successful proposer. All costs incurred in the preparation and presentation of proposal shall be wholly borne by each proposer. All supporting documentation and manuals, if any, submitted with each proposal would become the property of the ACHA unless otherwise indicated by the proposer at the time of submission.

**Third Party Claims on Services or Software**

If the proposed services include the use of products or services of another company, ACHA will hold the proposer responsible for the proposed services. In addition, the proposer shall hold ACHA harmless from any third party legal claims involving the use by ACHA of any software product or technique provided. Third parties are bound by the same requirements as the proposer.

**Ineligible Contractors**

The ACHA is prohibited from making any awards to contractors or accepting as subcontractors any individuals or firms that are on the GSA List of Parties Excluded from Federal Procurement and Non-procurement Programs.

**Equal Employment Opportunity**

Each Firm shall affirm that it does not subscribe to any personnel policy which permits or allows for discrimination in the employment promotion, demotion, dismissal or laying off of any individual due to his/her race, creed, color, national origin, age or gender, disability or any federally protected status or class. Each Firm also affirms that the rights or claims of personnel policy do not violate the Age Discrimination in Employment Act and the Older Workers Benefit Protection Act, which prohibit age discrimination in employment; 42 U.S.C. § 1981, 1983 and 1985; Title VII of the Civil Rights Act of 1964 as amended, which prohibits discrimination in employment based on race, color, national origin, religion or sex; the Equal Pay Act, which prohibits paying men and women unequal pay for equal work; the Americans with Disabilities



and the Americans With Disabilities Act Amendments Act, which collectively prohibits discrimination against qualified individuals with a disability; the Fair Labor Standards Act, including the Wage and Hour Laws relating to payment of wages; the Family and Medical Leave Act, which provides certain leave of absence benefits to employees; Employment Retirement Income Security Act, which protects certain employee benefits; 85 O.S. § 341 and 85A O.S. § 7 preventing discharge in retaliation for exercising rights under Oklahoma's Workers' Compensation Act; or any other federal, state or local laws or regulations prohibiting employment discrimination, including *qui tam* actions, and that is has not failed to correct the conditions after a finding by the Equal Employment Opportunity Commission and/or a corresponding court order.

### **Indemnification**

The successful proposer will be required to protect, defend, indemnify, keep, save, and hold the ACHA, its officers, officials, employees and agents, free and harmless from and against any and all liabilities, losses, penalties, damages, settlements, environmental liability, costs, charges, professional fees or other expenses or liabilities of every kind, obligations, actions, suits, judgments of settlements, proceedings of causes of action of every kind, nature and character (collectively, "Claims") in connection with or arising directly or indirectly out of the acts or omissions and/or the performance thereof by the successful Proposer, its officers, officials, agents, employees, and subcontractors, including, but not limit to, the enforcement of, the indemnification provision. The successful proposer will be further required to investigate, handle, respond to, provide defense for and defend all suits for any and all Claims, at its sole expense and agrees to bear all other costs and expenses related thereto, even if the Claims are considered groundless, false or fraudulent.

The ACHA will have the right, at its option and at its expense, to participate in the defense of any suit, without relieving the successful Proposer of any of its obligations under this indemnity provision. The indemnities to be set forth in the contract resulting from this RFP will survive the expiration or termination of that Contract.

### **Rules, Regulations and Licensing Requirements**

Each proposer and its staff must possess all of the required State of Florida Licenses, as well as all other licenses required by the City of Gainesville, Alachua County and the State of Florida to perform in accordance with the contract scope of services herein. In addition, the proposer shall comply with all laws, ordinances and regulations applicable to the scope of services contemplated herein or issued in a subsequent Task Order. The successful proposer is presumed to be familiar with all Federal, State and Local laws, ordinances, codes, rules and regulations that may in any way affect performance on the proposed maintenance contract.

### **Assignment**

The successful proposer shall not enter into any subcontracts, retain consultants, or assign, transfer, convey, sublet, or otherwise delegate its obligations under the contract resulting from this RFP, or any or all of its rights, title of interest therein, or its power to execute such contract

to any person, company or corporation without the prior written consent and approval of the ACHA. All approved sub-contractors regardless of level are held to the same requirements and obligations as the prime contractor.

### **Diversity and Small Business Enterprise Requirements**

Consistent with Presidential Executive Orders 11625, 12138, and 12432, the proposer shall make efforts to ensure that diverse and small business enterprises are utilized when possible.

### **MBE/WBE Participation**

In accordance with 24 CFR, Part 85.36 (e)(2)(I)-(v), it is the ACHA's goal to have minority and women's business enterprise (**M/WBE**) participation in of all its contracts. Therefore, the selected Proposers firm that is not 51% minority or women-owned (non-M/BWE) will be required to take all necessary affirmative steps to assure that minority and women's business enterprises are used whenever possible. Certified M/WBE firms must submit copies of its Certification from any governmental certifying agency.

The ACHA encourages joint ventures and/or partnerships with qualified minority and women-owned firms. The names of all contractors/subcontractors whom a Proposer is interested in forming a joint venture or partnership with on this project should be included in the Proposal. The ACHA reserves the right at its own discretion to reject any subcontractor recommended in the proposal.

### **Title VI of the Civil Rights Act**

ACHA prohibits discrimination in all of its programs and activities on the basis of race, color, or national origin. The agency will comply with all statutes and regulations of Title VI of the Civil Rights Act of 1964. No person shall be excluded from participation in or be denied the benefit of or be subjected to discrimination under any program or service provided by or affiliated with ACHA based on non-merit reasons.

### **Personnel**

The proposer represent that it/they have secured or will secure at its/their own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with ACHA. All services required hereunder will be performed under its/their supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under federal, state, and local law to perform such services. Receipt of an award does not guarantee exclusivity of contract for the outlined scope of services by ACHA. ACHA expressly retains the right to contract with third-parties that meet the criteria and can provide services to the benefit of ACHA.

Contractor shall perform criminal history checks and drug screening tests on all employees performing work under this RFP. Prospective Employees whose criminal history checks disclose a misdemeanor or felony conviction involving crimes of moral turpitude or harm to persons or



property shall not be used to perform work under this RFP. Drug screening and background checks will be completed at the sole expense of the contractor.

Contractor shall perform a sex offender search on all employees performing work under this RFP. Prospective Employees whose background checks disclose a sex offender status shall not be used to perform work under this RFP.

### **E-Verify**

Pursuant to F.S. sec. 448.095, the awarded Contractor shall register with and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees of the organization during the term of the Agreement. The awarded Contractor shall require any subcontractors performing work or providing services under this Agreement to register and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees of any subcontractor during the term of this Agreement, and otherwise comply with Florida law. The E-Verify system is located at <https://www.uscis.gov/E-Verify>. Failure to comply with this section is grounds for termination and Contractor will be liable for any additional costs incurred by the ACHA as a result of termination of this Agreement for this failure.

## Attachments

### For reference

1. ACHA Public Housing and NSP Property Listing – 7 pages
2. HUD-5369-B Instructions to Offerors Non-Construction – 2 pages
3. HUD-5370-C General Conditions for Non-Construction Contracts – 7 pages
4. Table 5.1 of HUD Procurement Handbook 7460.8 REV 2 – 2 pages
5. Insurance Requirements for Contractors - 2 pages
6. HUD-52158 Maintenance Wage Rate (updated annually) – 1 page
7. Legally Required Statement and Provisions Regarding Access to Records – 2 pages

### The following must be included with your submission:

8. Proposal Fee Sheet – 2 pages (also attach any in-house price listings for parts & services)
9. Completed and signed copy of HUD Form 5369-A Representations, Certifications, and Other Statements of Bidders – 4 pages
10. Form HUD-50070 Certification for a Drug Free Workplace – 2 pages
11. Proof of Insurance including Workman's Compensation or Exemption
12. Contractor license and/or business license along with EIN# and, if assigned, DUNS#

**Also include with your submission any other information you feel necessary to supplement your proposal to increase our knowledge of your organization and your point values. Tell us about your company. 😊**