

Request for Proposal
On-Call Heating and Air-Conditioning Services

The Housing Authority of the City of Slidell (HACS) is soliciting a Request for Proposal (RFP) from a licensed, qualified HVAC specialist interested in providing HACS's heating and air conditioning needs for public housing units located at 1250 Dr. Martin Luther King Jr. Drive, Slidell, LA 70458 and 301 Gwen Dr., Slidell, LA 70458, as well as associated offices, maintenance facilities, and community spaces.

Each response should include an original and three (3) copies of the its RFP response to the Housing Authority of the City of Slidell, attention: Chrissy Tillman, Administration 1250 Dr. Martin Luther King Jr. Drive, Slidell, LA 70458. RFP responses will be accepted until 4:00 p.m. Central Standard Time on June 15, 2018. RFP responses must be clearly marked "Request for Proposal: On-Call Heating/ Air Conditioning".

The HACS reserves the right to reject any and all RFPs that do not meet the minimum requirements of this request. Additionally, any attempts to submit Proposal after the deadline will be rejected immediately. The RFP responder further accepts all terms and conditions as stated within the RFP and it should remain valid for 90 days.

All questions regarding the attached should be in writing and sent electronically no later than 4:00 p.m. on June 12, 2018 to admin@slidellhousingauthority.org. No questions will be taken after that time. All questions received by the June 12th deadline will be answered on the www.slidellhousingauthority.org. no later than June 13, 2018.

Request for Proposal On-Call Heating and Air-Conditioning Services

The Housing Authority of the City of Slidell (HACS) is a public housing authority created in accordance with local, state, and federal laws. The HACS owns and operates 125 public housing units located at 1250 Dr. Martin Luther King Jr. Drive, Slidell, LA 70458 and 301 Gwen Dr., Slidell, LA 70458. Additionally, there are offices located at both sites, maintenance facilities, and community spaces. The HVAC successful proposer is required to provide all labor, equipment, and supplies needed.

The term of the contract shall be for one (1) year from the date of award and may be renewed for an additional one-year period by mutual consent of both parties. The contract will be subject to termination upon one hundred twenty (120) days advance notice by either party. The HACS does not guarantee any minimum amount of hours.

The HVAC firm will be responsible for:

- a. Completion of work to include repairs, installation, and projects, in a timely manner as dictated by the HACS.
- b. Restoration of emergency air conditioning needs for tenants and HACS personnel, at the above sites, within 12 hours.
- c. Timely communication with the Executive Director and key personnel during the repair and/or installation process.
- d. Maintaining all certifications and insurances current.
- e. Maintaining a fee schedule that will not change during the initial one year period.

Your RFP response should include:

1. Statement of experience, along with years of experience of the firm/company.
2. Hourly rates to include regular, emergency and after-normal work hour rates.
3. Certification that your firm is licensed to perform HVAC services in the State of Louisiana.
4. A description of insurance policies maintained by the firm including Worker's Compensation and General Commercial Liability.
5. A commitment to maintain all necessary work papers for three (3) years.
6. Listing of any pending litigation within the last three (3) years and the disposition of actions.

ATTACHMENT A Statement of experience for firm/individuals

ATTACHMENT B: Hourly rates and Emergency and After-Hours Rates

Hourly rate

Emergency rate: (Response within 12 hours)

After-hours rate:

ATTACHMENT C: Current Louisiana HVAC License:

ATTACHMENT D: Copies all insurance coverage