



## **Request for Quote**

### **HVAC Maintenance Services**

Monday, March 31, 2025 at 4pm

Solicitation Coordinator

**Dawn Green**

Email: [dgreen@homesforgood.org](mailto:dgreen@homesforgood.org)



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## BASIC OVERVIEW

<b>RFQ Release Date</b>	February 28, 2025
<b>Submission Due Date &amp; Time</b>	March 31, 2025 – 4pm
<b>Submission Method</b>	<a href="mailto:dgreen@homesforgood.org">dgreen@homesforgood.org</a>
<b>Information Session/Walk-Through</b>	March 10, 2025 (10-11:30am) March 11, 2025 (3-4:30pm)
<b>Anticipated Contract Term</b>	1 year contract with 3 options to renew
<b>Maximum Number of Contracts Awarded</b>	1
<b>Agency Contact</b>	Dawn Green <a href="mailto:dgreen@homesforgood.org">dgreen@homesforgood.org</a>
<b>Subcontracting</b>	Not permitted
<b>Questions Regarding the RFP</b>	March 24, 2025 <a href="mailto:dgreen@homesforgood.org">dgreen@homesforgood.org</a>



## HOMES FOR GOOD OVERVIEW

### WHO WE ARE...

Homes for Good is Lane County's housing agency and our primary work is to help low-income residents with the logistics of affordable housing. At a higher level, we are neighbors united to get every Lane County resident who needs help into a home.

### WHAT WE DO...

- ❖ Rental Assistance Vouchers
- ❖ Help veterans, seniors and people with disabilities find and secure affordable housing
- ❖ Match low-income residents with public and assisted housing units
- ❖ Partner with other community organizations and non-profits to build, finance and develop affordable housing
- ❖ Connect residents with self-sufficiency programs and wellness support
- ❖ Work with the low-income community to provide help with weatherization improvements that lower utility bills and keep homes more comfortable
- ❖ Raise awareness about the need for low-income and affordable housing in Lane County
- ❖ Own and operate housing for low-income individuals and families

### AFFORDABLE HOUSING ADVOCATES...

We work to raise awareness about the need for – and lack of – affordable housing here in Lane County and more broadly. There is no question that the need for affordable housing will only grow as our population increases and high demand for housing pushes rents and prices up. We believe every person should have a home and that we must proactively and aggressively work toward that goal for the good of our community, state and nation.

### DIVERSITY EQUITY AND INCLUSION

Our goal is to address racial disparities within our organization in our hiring and promotion practices, greater opportunities in contracting and equitable services available to the people we serve. We want to establish Equity as part of our DNA as an organization.



## Request for Quote

Homes for Good Housing Agency is seeking proposals from qualified professional HVAC Maintenance for Homes for Good Housing Agency at 100 W. 13<sup>th</sup> Ave. Eugene, OR 97401

This contract is for *1 year, with 3 options to renew for a total period of 4*. A labor and material rate increase may be discussed within the first three (3) months of each calendar year only if materials and/or labor have increased.

- ❖ Homes for Good at its sole discretion, reserves the right to award this contract to more than one firm if it is determined a demand exists.
- ❖ General Conditions and Specifications of work apply to all work done on this contract.
- ❖ All Qualified contractors, all Minority Business Enterprises and Section 3 businesses are encouraged to participate in this solicitation.
- ❖ All questions should be directed to the Solicitation Coordinator.

Quotes shall be sent in the format provided (no fax), by **Monday, March 31, 2025** and can be sent by email to the solicitation coordinator at [dgreen@homesforgood.org](mailto:dgreen@homesforgood.org)

See linked forms and documents below for any additional instructions.

### **Fee Proposal**

In the Fee Proposal form, provide costs for HVAC maintenance annually.



## Scope of Work

<b>Bi-Annual Major Maintenance (which includes)</b>	
Chemical cleaning of evaporative coils at one of two majors	Test all voltages and amp draws
Chemical cleaning of condensing coils at one of two majors	Check electrical wiring and connections
Inspection and cleaning of all condensate pans and drains	Tightening of all electrical terminals
Test all starters for proper operation	Check burner assembly
Check and oil/grease all motors and bearings per manufacturer's specifications	Check and inspect heat exchangers
Test Freon charges by super heat and sub cooling with gauges	Test reversing valve for proper operation
Test for proper operation of all safeties	Check/replace burnt wiring at any heating element connection
Inspect/Replace all belts. Inspect pulleys/sheaves and adjust as needed	Test crank case heaters for proper operation
Economizer screen filters cleaning	Check and inspect overall equipment
Test economizer function	Performance test on both heating and cooling cycles for maximum efficiency

<b>Quarterly Minor Inspections (which include)</b>	
Test crank case heaters for proper operation	Check electrical wiring and connections
Checking of condensate drains and pans	Check for proper operation of all safeties
Check the condition of all indoor and outdoor coils	Test Freon pressure by TD
Check all belt and pulleys/sheaves and adjust as needed	Performance test on both heating and cooling cycles for maximum efficiency



## **Award of Contract**

This contract will be awarded to the qualified bidder offering the best value for this Agency. Best Value include but is not limited to the lowest price submitted by a qualified bidder, ability of the bidder's company to supply trained, licensed, and experienced personnel, references, appropriate equipment for performing the required work, and employees available.

Qualified bidders may be contacted for an informal interview for more detailed information and confirmation of quoted information. Homes for Good reserves the right to not award any firm if it is in the best interest of this Agency to do so or based upon the results of credit and referenced checks, review of the quality of work of the bidding Contractor.

*Homes for Good reserves the right to reject any, and all bids not in compliance with the described public bid requirements and may reject for good cause or waive any informality in bids received whenever such a rejection or waiver is in the public interest to do so. The Agency complies with State and Federal laws and regulations relating to discrimination and employment, including the Americans with Disability Act (ADA 1990).*

This Agency may review any of the following prior to selection of the Contractor:

- ❖ A job cost breakdown, work force availability, work history
- ❖ Number of anticipated work hours per week/month
- ❖ Previous contract performance with this Agency
- ❖ Site review/inspection of Contractor's current work
- ❖ An evaluation of references and other non-Agency work history
- ❖ Applicable experience



# Expectations & Requirements

## **Qualifications**

A minimum of three (3) references must be supplied, along with information regarding the owners and work force available, and longevity and history of business. The Agency may verify and visit the three (3) referenced sites. The Agency may choose not to award a contract based upon these reference checks or other pertinent information. If this occurs, then the next lowest bidder may be considered. Please use Appendix C: References to provide the requested information.

## **Additional Work**

During the awarded contract period, Homes for Good may request additional work, and the Contractor will be asked to provide a cost for that work. This Agency may or may not authorize such additional work to the awarded contractor and reserves the right to use another Contractor.

## **Insurance Coverage Requirements**

At signing of contract, the awarded Contractor is required to provide the Agency with Certificates of Insurance showing the following Insurance is in force and will insure all operations under this contract. Contractors shall not cancel, materially change, or renew insurance coverage during the period of this contract. Any insurance bearing any adequacy of performance shall be maintained after completion of the contract for the full warrant/guarantee period.

Nothing contained in the insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from the Contractor's operation under a contract with Homes for Good.

## **General Contractor's General Liability**

- ❖ **Workers' Compensation:** In accordance with State Law, the general Contractor, its subcontractor, and all employers working under the contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017 or otherwise be exempt under ORS 656.126.
- ❖ **Automobile Liability:** For owned and non-owned motor vehicles used on the site or in connections therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.
- ❖ **Commercial General Liability & Professional Liability:** The minimum limit of liability shall be \$1,000,000 per occurrence written, with a combined single limit for bodily injury and property damage.

The General Contractor's General Liability policy shall name the Agency as Additional Insured for this project, with an attached Endorsement Page, showing the additional insured as:

[ Homes for Good Housing Agency  
100 West 13th Avenue  
Eugene, OR 97401 ]





## **Payment**

Agency will review Contractor's invoice and within ten (10) days of receipt notify Contractor in writing if there is a disagreement or dispute. If there are no such disputes, the Agency shall pay the invoice amount in full within (30) days of invoice send date.

## **Attachments**

- ❖ [HUD 5195: Model Form of Agreement Between Owner & Design Professional](#)
- ❖ [HUD 5195 A: Contract Provisions Required by Federal Law](#)
- ❖ [HUD 5369: Instructions to Bidders for Contracts](#)
- ❖ [HUD 5369 A: Representations, Certifications, and Other Statements of Bidders](#)
- ❖ [HUD 5369 B: Instructions to Offerors – Non-Construction](#)
- ❖ HUD 5370 C: General Conditions for Non-Construction Contracts [Section I](#), [Section II](#)

## **Forms**

Please complete the following forms below and submit them with your proposal packet:

- ❖ Independent Contractor Certification
- ❖ Section 3 Clause & Certification
- ❖ References
- ❖ Fee Proposal



## Independent Contractor Certification Form

*NOTE: Oregon law, ORS 701.075, requires your business to qualify as an independent contractor (demonstrate that you are in business for yourself and not an employee) in-order to be registered with the Construction Contractors Board (formerly called the Builders Board).*

You can qualify as an independent contractor by certifying that you meet all the following standards as required by ORS chapters 310, 316, 656, 657, 670 and 701;

- (1) You provide labor and services free from direction and control, subject only to the accomplishment of specified results.
- (2) You are responsible for obtaining all assumed business registrations or professional occupation licenses required by state or local law.
- (3) You furnish the tools or equipment necessary to do the work.
- (4) You have the authority to hire and fire employees to perform the work.
- (5) You are paid on completion of the project or based on a periodic retainer.
- (6) You are registered with the Construction Contractors Board (as required).
- (7) You filed Federal and state income tax returns for the business for the previous year if you performed labor or services as an independent contractor in the previous year.
- (8) You represent to the public that you are an independently established business, by indicating: **that you meet four (4) or more of the following:**
  - \_\_\_\_\_ A) You work primarily at a location separate from your residence.
  - \_\_\_\_\_ B) You have purchased commercial advertising, business cards, or have a trade association membership.
  - \_\_\_\_\_ C) You use a telephone listing and service separate from your personal residence listing and service.
  - \_\_\_\_\_ D) You perform labor or services only pursuant to written contracts.
  - \_\_\_\_\_ E) You perform labor or services for two or more different persons within a period of one year.
  - \_\_\_\_\_ F) You assume financial responsibility for defective workmanship and breach of contract, as evidenced by performance bonds or liability insurance coverage.



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*I hereby certify that the above information is correct*

*Entity:* \_\_\_\_\_

*(Company or Corporation Name)*

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*(Owner, Partner, or Corporate Officer)*

**[End of Independent Contractor Certification Form]**



## SECTION 3 CERTIFICATION FORM

In order for Homes for Good to meet the requirements of Section 3, each Contractor is asked to certify whether or not they are a Section 3 Business Concern and indicate what training and employment opportunities they will provide for Section 3 Workers.

The following information will assist in making the Section 3 Business Concern determination. After reviewing the following information and completing the "Examples of efforts..." section, please complete the certification at the bottom of the document which states that you are or are not a Section 3 Contractor.

Please use the table below to clarify the thresholds for low- and very low-income households.

	<b>1 Person</b>	<b>2 Person</b>	<b>3 Person</b>	<b>4 Person</b>	<b>5 Person</b>	<b>6 Person</b>	<b>7 Person</b>	<b>8 Person</b>
<b>Extra Low Income</b>	\$16,750	\$19,150	\$23,030	\$27,750	\$32,470	\$37,190	\$41,910	\$46,630
<b>Very Low Income</b>	\$27,900	\$31,850	\$35,850	\$39,800	\$43,000	\$46,200	\$49,400	\$52,550
<b>Low Income</b>	\$44,600	\$51,000	\$57,350	\$67,300	\$68,800	\$73,900	\$79,000	\$84,100

### Section 3 Business Concern

- ❖ That it is 51% or more owned and controlled by low- or very low-income persons; **or**
- ❖ That over 75% of the labor hours performed for the business over the prior three-month period were performed by Section 3 Workers: **or**
- ❖ That it is 51% or more owned and controlled by current residents of public housing or Section 8-assisted housing

### Section 3 Worker

- ❖ A low- or very low-income worker; **or**
- ❖ A worker employed by a Section 3 Business Concern; **or**
- ❖ A Youthbuild Participant

### Targeted Section 3 Worker

- ❖ A worker employed by a Section 3 Business Concern; **or**
- ❖ A worker currently fits or when hired fit at least one of the following categories as documented within the past five years:
  - A resident of public housing or Section 8-assisted housing provided or managed by Homes for Good
  - A resident of other public housing projects or Section 8-assisted housing not provided or managed by Homes for Good



**Examples of efforts to offer training and employment opportunities to Section 3 Workers include, but is not limited to, practices like those listed here:**

*Please check those that apply to your company*

- Establishes training programs, which are consistent with the requirements of the Department of Labor, for public housing residents and other Section 3 Workers Advertises the training and employment positions available by distributing flyers (which identify the positions available and the application process) to every occupied dwelling unit in the housing development where the funds are to be expended
- Advertises the training and employment positions by posting flyers (which identify the positions available and the application process) in the common areas or other prominent areas of public housing or Section 8-assisted developments Posts job descriptions with transitional housing in the service area of the Section 3 covered project
- Contacts Resident Councils with employment opportunity information and requests their assistance in notifying residents of training and employment opportunities
- Sponsors a job informational meeting to be conducted by Homes for Good or Contractor representative at a location in public housing or Section 8-assisted developments
- Arranges assistance in completing job applications and conducting job interviews for residents of public housing or Section 8-assisted developments
- Arranges for a location within the development or developments where completed applications may be delivered to and collected by a recipient or Contractor representative
- Contacts agencies administering HUD YouthBuild Programs for their help in recruiting applicants
- Consults with State and local agencies administering training programs funded through JTPA or JOBS, probation and parole agencies, unemployment compensation programs, community organizations and other officials or organizations to assist with recruiting Section 3 Workers for training and employment opportunities.
- Advertises the jobs to be filled through local media
- Employs a Job Coordinator to match Contractor needs with eligible and qualified Section 3 Workers.
- Where there are more qualified Section 3 Workers than there are positions to be filled, maintains a file of eligible qualified Section 3 Workers for future employment position
- Undertakes providing job counseling education and related programs in association with local educational institutions

*Having read the Section 3 Clause, I hereby certify that I am [ ] or I am not [ ] a Section 3 Business Concern. I certify that I will adhere to required Section 3 reporting, and will take steps to the "greatest extent feasible" to offer employment opportunities and training to Section 3 Workers and Targeted Section 3 Workers throughout this project*

**Name of Company** \_\_\_\_\_

**Name of Signer** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



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## Reference Sheet

*References must be for similar work. They may include work previously provided for Homes for Good*

### **REFERENCE #1:**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_

Period of Performance From: \_\_\_\_\_ To: \_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_

### **REFERENCE #2:**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_

Period of Performance From: \_\_\_\_\_ To: \_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_

### **REFERENCE #3:**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_

Period of Performance From: \_\_\_\_\_ To: \_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_



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*I attest that the information presented is true and accurate. Permission is granted for Homes for Good to contact and/or review work with each of the above sites and companies.*

Name of Company: \_\_\_\_\_

Name of Signer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**[END OF REFERENCE FORM]**





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## Fee Schedule

<b>Major Maintenance</b>	
Annual Fee:	\$Amount

<b>Minor Inspections</b>	
Annual Fee:	\$Amount

<b>Total Fees:</b>	
Annual Fee:	\$Amount