

## Request for Qualifications

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### Residential and Commercial Plumbing Services

**Contract #2025-07**



Harrisburg Housing Authority  
351 Chestnut Street  
Harrisburg PA 17101-2785  
(717) 232-6781  
Dated: August 27, 2025

An Equal Opportunity Employer  
An Equal Housing Provider



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### **The following forms must be completed and returned:**

- Vendor Information Form
- Section 3 Forms
  - HUD-4736A
  - HUD-4736B (if applicable)
- HUD 5369-A

### **Informational Forms Only:**

- HUD 5369-B
- HUD 5370-C Section I & II
- Sample Form of Contract
- Sample HUD4737A (Section 3 Labor Hours Tracker)

## Request for Qualifications

The Harrisburg Housing Authority will accept Qualifications for Indefinite Quantity Contracts for **2025-07** – Residential and Commercial Plumbing Services

All submissions must be uploaded to the E-Procurement website no later than 12:00 noon, Friday, September 26, 2025. Fax submissions or emails will not be accepted.

RFQ documents will be available Wednesday, August 27, 2025, electronically at [www.harrisburghousing.org](http://www.harrisburghousing.org). To submit a proposal, vendors must register with our E-Procurement website (Bonfire) and upload the documents electronically no later than 12:00 noon, Friday, September 26, 2025.

Questions and requests for information about the content of the documents shall be directed, in writing, to Lori Shope via the E-Procurement web site, no later than 12:00 noon, Tuesday, September 16, 2025.

HHA reserves the right to reject any or all proposals and waive any informalities.

HARRISBURG HOUSING AUTHORITY



## Purpose

The Harrisburg Housing Authority (HHA) and its affiliates are seeking proposals from qualified firms for an Indefinite Quantity Contract for **Residential Commercial Plumbing Services**.

## Background

The Harrisburg Housing Authority (HHA) is a nonprofit, governmental entity enabled under the laws of Pennsylvania, and whose primary contract is with the U.S. Department of Housing and Urban Development (HUD). The agency was organized in 1937 under the U.S. Housing Act for the acquisition, development, modernization, operation, and administration of public housing programs. The primary purpose of HHA is to provide safe, decent, sanitary, and affordable housing to the elderly and low-income families in the City and to operate housing programs under federal legislation. The HHA currently owns and manages approximately 1,640 low-Income Public Housing units and administers 1,300 Housing Choice Voucher Program units.

## Description of the Properties

<b>Name of Development</b>	<b># Units</b>	<b>Type of Units</b>	<b>Location</b>
William Howard Day Homes	218	Efficiencies & 1, 2, 3, 4 Bedroom	1300 Community Drive Harrisburg PA 17103
George A. Hoverter Homes	233	Efficiencies & 1, 2, 3, 4 Bedroom	1260 Oyler Road Harrisburg PA 17104
John A.F. Hall Manor Homes	538	1, 2, 3, 4 Bedroom	17 <sup>th</sup> & Hanover Street Harrisburg PA 17104
Hillside Village	70	2, 3 Bedroom	12 <sup>th</sup> & Reily Street Harrisburg PA 17103
M.W. Smith Homes	80	2, 3, 4 Bedroom	Cameron & Calder St Harrisburg PA 17103
Jackson Tower	159	Efficiencies & 1 Br-(Elderly) High-Rise-(13 stories)	1315 N. 6 <sup>th</sup> Street Harrisburg PA 17102
Morrison Tower	119	Efficiencies & 1 Br-(Elderly) High-Rise-(12 stories)	351 Chestnut Street Harrisburg PA 17101
Lick Tower	144	Efficiencies & 1 Br-(Elderly) High-Rise-(13 stories)	1301 N. 6 <sup>th</sup> Street Harrisburg PA 17102
Scattered Sites	79	2, 3, 4, 5 Bedroom	Various Locations
<b>Total Units</b>	<b>1,640</b>		

## Scope of Work-General

1. General plumbing repairs to include but are not limited to Routine, Preventative, and Emergency Commercial Plumbing Repair Services.
2. The work completed under the contract includes but is not limited to providing all labor, materials, supervision, equipment, services, incidentals, and other related items necessary to complete the plumbing repairs as requested by HHA. Such as:

### Excavation

- All excavation work shall be done according to Pennsylvania Law & comply with OSHA rules and regulations
- Before starting any excavation work, the Contractor shall check with the Housing Authority Personnel.
- The Contractor must return all excavated areas to the same or similar state and the satisfaction of the HHA.

### Water Line Repair/Replacement

- The Contractor shall perform all water lines work above and below grade following all applicable state and federal plumbing codes with materials suitable for potable water, and to the satisfaction of the HHA. Aged pipes are in place

### Steam Line Repair/Replacement

- All steam line work above and below grade shall be threaded up to 2"
- Anything exceeding 2" must be welded
- All piping above grade shall be schedule 40
- Below grade supply piping shall be schedule 40
- Condensate shall be schedule 80
- All steam line work shall follow standard practice, ASTM A395/A395M

### Main Sewer & Storm Drain Services

- Vendor shall have a jetter truck (or sub-contractor) and manned by certified technicians to flush main sewer lines and storm drains
- Vendor shall utilize a camera to scope the lines for obstructions or collapsed lines

3. The successful respondent must:
  - a. Have sufficient employees (or sub-contractors), equipment, and general tools of the trade.
  - b. Perform all work in accord with all applicable Federal, State, and Local laws, ordinances, rules, regulations, manufacturer's recommended procedures, industry standards, and codes enforced in the City of Harrisburg.
  - c. Contact "PA One Call" before the commencement of any work.
4. These specifications are a statement of the minimum level of work and services that the Successful Bidder shall provide. At a minimum, the Successful Bidder shall take steps and measures that maximize the life expectancy of the property.

## **PERSONNEL REQUIREMENTS**

1. There shall be no tobacco use, smoking or vaping in or on any HHA owned properties.
2. The Successful Bidder shall provide staff with a minimum of two (2) years' experience "Foreman" to perform all requested services associated with specific disciplines listed in the bid lines. All assignments shall be completed with at least one "Foreman" personnel for each discipline as outlined in the purchase order.
3. HHA reserves the right to reject any of the Successful Bidder's employees who, in the HHA's judgment, are not adequately qualified to perform the work.
4. The Successful Bidder shall have an on-site foreman or lead person who is capable of communicating effectively in the English language, oral and written, to ensure the overall safety of all personnel and property involved.
5. The Successful Bidder and their personnel shall have a picture identification card properly displayed while performing the service showing the company name and employee name

## **EQUIPMENT REQUIREMENTS**

1. The Successful Bidder shall have and maintain suitable modern equipment and tools necessary to perform any possible services required under any resultant Contract.
2. HHA will not be responsible for any damage to the contractor's vehicles, equipment, tools, or rented or leased equipment as a result of any work performed under any resultant Contract.

## **SANITARY FACILITIES**

The Successful Bidder may have access to HHA's sanitary facilities, if available, as long as there is no abuse of the privilege, and the contractor leaves the facilities in the same manner found.

## **PARTS, MATERIALS, AND SUPPLIES**

The Successful Bidder shall be responsible for providing all parts, materials, and supplies needed to complete assigned jobs. HHA reserves the right to provide parts, materials, and supplies when determined to be in the best interest of the authority. All parts, materials, and supplies furnished under any resultant Contract shall be new and must be approved by an HHA representative before installation. The Successful Bidder must guarantee all parts and materials, supplies, and workmanship for one (1) year or the manufacturer's warranty period, whichever is greater. The Successful Bidder, at no additional cost to HHA, shall make warranty repairs within this period.

## **WORK ESTIMATES**

1. Under any resultant Contract, the Successful Bidder shall furnish the agency with a non-binding written estimate of the total cost to complete the work required within two (2) business days of a request, as needed.
2. The estimate shall include:
  - a. Estimated hours required to perform the job.
  - b. Successful Bidder's hourly rates broken down by discipline.
  - c. Estimated material/parts/supplies required.
  - d. Estimated material/parts/supplies cost.
3. The Successful Bidder shall not receive compensation for job assessments, travel, or written estimates.
4. The Successful Bidder must provide a written estimate if requested by the requesting department for each project, which will be reviewed by HHA staff, before starting work. If the

work is deemed to be of an immediate response nature, the estimated requirement will be waived.

### **DEBRIS/WASTE DISPOSAL**

The Successful Bidder is responsible for the disposal of all refuse, rubbish, scrap materials, and debris resulting from their operations. No such refuse, rubbish, scrap material or debris shall be left within the completed work area nor buried on the building site, but shall be removed from the site and properly disposed of in a licensed landfill or otherwise as required by law. HHA owned dumpsters, or trash containers shall be used for debris disposal. HHA reserves the right to ask for old parts or equipment.

### **AUTHORIZED HOURS OF WORK**

1. The Project Manager will determine the hours of operation and start time to begin services at the site. The normal hours of operation are 8:00 a.m. – 4:30 p.m., Monday through Friday, without the exception of HHA observed holidays.
2. The Successful Bidder is not permitted to work weekends or holidays without prior approval from an authorized HHA representative.
3. There may be an occasion where the Successful Bidder shall work weekends, holidays, during inclement weather, or hours other than listed above. If this occurs, the Successful Bidder will be compensated at the hourly overtime rate per the pricing schedule with approval by the HHA representative.

### **COMMENCEMENT OF WORK**

1. The Successful Bidder shall be able to begin work immediately upon notification of the contract award. HHA must approve all work before the commencement of any work under any resultant Contract.
2. The Successful Bidder and his/her personnel may have to sign-in with HHA's Project Manager at the work site each day before and after work to confirm labor hours. The Successful Bidder shall be required to contact HHA's Project Manager by telephone at each job before starting the work and after the work. The Successful Bidder shall submit a service ticket with the following information: date, time in, time out, job location, job description, and an authorized HHA representative's signature and submit their invoice.
3. The Successful Bidder must respond by telephone within twenty-four (24) hours and shall provide required services within a timeframe agreed upon between the Successful Bidder and HHA. The Successful Bidder may request additional time if needed. HHA will have the right to approve the extension request or deny if the need is urgent.

### **INVOICING**

Invoices must be submitted within thirty (30) days of the completion of each project. Invoices shall include the Contract number, purchase order number (if applicable), itemized quantities, unit price, and extended costs based on the Contract pricing. No payment will be made for work in progress on the prescribed payment dates.

### **UNREASONABLE CHARGES**

Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, Successful Bidder shall put on notice that final payment in full is contingent on a determination of reasonableness concerning all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that

portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, HHA shall promptly notify the Successful Bidder, in writing, as to those charges which it considers unreasonable and the basis for the determination. The Successful Bidder may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve HHA of its prompt payment obligations concerning those charges which are not in dispute.

### **FINAL INSPECTION**

After the work, the Successful Bidder shall demonstrate to HHA that the work is fully operational and in compliance with contract specifications and codes. The Successful Bidder shall promptly and permanently correct any deficiencies at the Successful Bidder's sole expense before the final acceptance of work.

## **General Information**

### **LABOR COMPLIANCE**

Federal sources fund this project, and as such, calls for compliance with federal labor standards provisions as administered by the HUD Office of Labor Relation (OLR), requiring prime and subcontractors pay wages to laborers and mechanics compensated at the prevailing wage rate as set forth by the assigned task order. These labor standards can include payment of Davis Bacon or HUD Determined wages. Each task will be assigned the labor rate based on the work required.

None of the services covered by this Contract shall be subcontracted without the prior written approval of the Harrisburg Housing Authority and any agency Government-Grantor if required. HHA reserves the right to withhold approval of subcontracting such portions of the work or services, which HHA may deem is not in the agency's best interest.

### **BIDDER'S PRESENTATION**

The Bidder represents that bidder will not at any time after the execution of the Contract make any claims based on insufficient data or incorrectly assumed conditions, nor shall the bidder claim any misunderstanding with regard to the nature or character of the work to be done, or the conditions under which it is to be performed, and will further assume all risks resulting from any changes in the conditions which may occur during the progress of the work.

### **SITE VISIT**

If you wish to have a site visit, please contact Procurement to set a date and time prior to the end of Question/Answer period. All contacts should be made through the e-procurement platform.

### **SPECIFICATIONS**

Upon receipt of the SPECIFICATIONS, the Bidder shall carefully examine the SPECIFICATIONS for completeness and condition. He/she shall notify the HHA by registered mail with three (3) days after receipt of the documents, of any deficiency therein. Unless such claim is presented to the



HHA as prescribed, the documents shall be considered received by the Bidder complete and in good condition. SPECIFICATIONS contain all the material listed in the Table of Contents.

By submission of this proposal document, the Contractor agrees to perform the work following the Scope of Services.

## **Contract Award**

If a contract is awarded as a result of this RFQ, the following detailed procedures will be followed:

Upon completion of the proposal evaluation process, the Contract Manager will forward to the President (also the agency's General Counsel) for review and approval of a written award recommendation. The President may choose to approve the award or may take the award recommendation to the HHA Board of Commissioners at a scheduled Board of Commissioners meeting for approval. If so, the HHA Board will then make its determination of whether or not to follow the panel's recommendation. If the recommendation is followed and the top-rated Respondent is approved for award, all Respondents will receive an announcement of award or final determination. Contract price negotiations may, at the HHA's option, be conducted before or after the Board approval. In the event the Board does not approve the panel's recommendation, HHA reserves the right to re-evaluate, rebid or cancel the solicitation.

- **Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by HHA according to this RFQ:
- **Contract Form:** The HHA will not execute a contract on the successful Respondent's form. Contracts will only be executed on the sample Professional Services Contract (attached), and by submitting a proposal, the successful Respondent agrees to do so. The HHA will consider any contract clauses that the Respondent wishes to include therein, but the failure of the HHA to include such clauses does not give the successful Respondent the right to refuse to execute the HUD contract form.
- **General Conditions:** HUD Form 5370-C, Section I & II are made part of this contract.
- **Assignment of Personnel:** The HHA shall retain the right to demand and receive a change in personnel assigned to the work if the HHA believes that such change is in the best interest of the HHA and the completion of the contracted work.
- **Unauthorized Sub-Contracting Prohibited:** The successful Respondent shall not assign any right, nor delegate any duty for the work proposed according to this RFQ (including, but not limited to, selling or transferring the contract) without the prior written consent of the Contract Officer. Any purported assignment of interest or delegation of duty, without the prior written consent of the Contract Officer shall be void and may result in the cancellation of the contract with the HHA, or may result in the full or partial

forfeiture of funds paid to the successful Respondent as a result of the proposed contract; either as determined by the Contract Officer.

- **Contract Period:** This Contract is effective for one (1) year, commencing on the date the Contract is completely executed unless properly amended or terminated as provided here. The Contract may be renewed by mutual written agreement upon its expiration with four (4) additional one (1)-year renewal periods.

Before the execution of this Contract, the CONTRACTOR shall have no authority to begin work under this Contract. The AGENCY'S Contracting Officer and designee shall not authorize any payments to the CONTRACTOR before such an award, nor shall the AGENCY incur any liability to reimburse the CONTRACTOR regarding any expenditure for the purchase of materials or the payment for Services before the commencement of this Contract. The Contract shall not become effective until the Contract has been approved and signed by the authorities having jurisdiction over this Contract.

- **Work made for hire:** All work performed according to this agreement specifically including all deliverables developed or prepared for HHA, is the exclusive property of HHA. All right, title, and interest in and to said property shall vest in the HHA and shall be deemed to be a work made for hire and made in the course of the services rendered according to this agreement.

## **Submission Evaluation Criteria**

1. **Firm Qualifications and Experience – 30 Points**
  - Years in business
  - Relevant plumbing experience in public housing or similar environments
  - Licenses and certifications
2. **Staff Qualifications – 20 Points**
  - Experience and credentials of key personnel
  - Availability of licensed plumbers and apprentices
3. **Past Performance and References – 20 Points**
  - Quality of work on previous contracts
  - Client satisfaction and reliability
4. **Capacity and Availability – 15 Points**
  - Ability to respond to service calls promptly
  - Emergency service capabilities
5. **Local and Economic Inclusion – 10 Points**
  - Use of minority-owned, women-owned, or local businesses
  - Commitment to HUD Section 3 hiring practices
6. **Completeness and Clarity of Submission – 5 Points**
  - Organization and professionalism of the RFQ response
  - Compliance with submission requirements

## Insurance Requirements

Before award (**but not as part of the submission of qualifications**), the successful Respondent will be required to produce the following:

- An original certificate evidencing the Respondent's current industrial (**workers compensation**) insurance carrier and coverage amount;
- An original certificate, naming the HHA as an additional insured, showing the entity's **general liability insurance coverage** (minimum of \$1,000,000 each occurrence, the general aggregate minimum limit of \$2,000,000), with fire damage of \$50,000, with a deductible of not greater than \$1,000;
- An original certificate showing the Respondent's **automobile insurance coverage** in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical payment of \$5,000.
- A copy of the Respondent's Harrisburg Mercantile License allowing that entity to provide services within the City of Harrisburg. Info available at:  
<https://cityofharrisburg.zendesk.com/hc/en-us/articles/204527970-Business-Privilege-and-Mercantile-License>
- W-9 form. Info available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

The aforementioned requested information shall be entered where requested on the Vendor Information Form under Tab 3 (**DO NOT ATTACH COPIES WITHIN SUBMITTAL**--HHA will garner the necessary certificates from the successful Respondent before contract execution).

## Invoicing and Payments

The contractor shall submit **detailed billing to HHA within 30 days of job completion**.

To receive any payment due, submit invoices of completed work to the headquarters address of HHA, 351 Chestnut Street, Harrisburg, PA 17101-2785. ACH payment is also available.

The Harrisburg Housing Authority is tax-exempt. A tax exemption certificate will be furnished upon request.

Payment terms for approved invoices are on a net/30-day basis, and shall be formatted as follows:

- Company name, address, and telephone number;
- Invoice number, HHA purchase order, contract number, and task order number;
  - Harrisburg Housing Authority prohibits billing of multiple sites on one invoice.

- Names of personnel or titles, i.e., R. Jones, or Tech 1, Tech 2
  - A daily summary of work detail performed shall be maintained and accompany the contractor's invoices
- Worksite location
- Description of work performed with the date of service
- Wage rates by classification
- Number of hours worked
- Itemization of material/equipment used
- Contractors must submit MBE/WBE/Section 3 utilization reports with invoicing.
  - If invoice frequency is greater than monthly, one submission per month is required.
  - If the composition of the workforce does not waiver, one submission annually is required.
- If applicable, attach the completed Request For Service (RFS) form, with approval/signature by HHA staff of satisfactory completion. This form, initiated by HHA, requests the contractor's services.

**FAILURE TO PROVIDE THIS INFORMATION IN ACCORD WITH THE FORMATTING  
REQUIREMENTS MAY DELAY THE PROCESSING OF INVOICES.**