Warner Robins Housing Authority

112 Memorial Terrace
Warner Robins, GA 31093
478-225-1208 (Office)
478-329-9347 (Fax)

REQUEST FOR PROPOSAL
HVAC SERVICES 2027
(PRIMARY/SECONDARY)

The Warner Robins & Houston County Housing Authorities (WRHA) is accepting proposals for HVAC Services for a one (1) year period with the option for two one (1) year extension. We require service for over 443 HVAC units.

Interested and qualified licensed HVAC Technicians who have successfully demonstrated their ability to perform any of the above-listed work are invited to submit proposals. **Small businesses, minority owned businesses and women owned businesses that are familiar with the SECTION 3 PROGRAM are encouraged to respond.**

Proposals will be received from, November 16, 2026 until December 16, 2026 at 5:00 PM ET at WRHA's Central Office located at 112 Memorial Terrace, Warner Robins, GA 31093. Bid packets must be downloaded from the Warner Robins Housing Authority website. The website address is http://warnerrobinsha.com. ALL PACKETS MUST BE RETURNED IN A SEALED ENVELOPE, WITH "PROPOSAL FOR HVAC SERVICES" ON BOTH SIDES OF THE ENVELOPE. Unmarked packets or packets received before November 16, 2026, or after December 16, 2026, will not be considered. Only the successful bidders will be notified by phone and a follow up letter. Bid results will be posted to the website after a contract or contracts have been signed.

The purpose of the Request for Proposal is to select one or more contractors for the type of service requested and to enter into an agreement for the performance of HVAC services.

WRHA is an EEO/ADA compliant employer and reserves the right to reject any or all proposals, to waive any informality in the specifications or proposal process or to cancel in whole or in part this Request for Proposal if it is in the best interest of WRHA to do so. The attention of proposers is directed to the fact that the proposed work will be financed in whole or in part with Federal Funds, and therefore, all applicable Federal Statues, rulings and regulations will apply. WRHA also reserves the right to award multiple contracts for services if it is in the best interest of the Housing Authority to do so.

Contractors may withdraw a proposal either personally, by written request or by FAX at any time prior to the scheduled closing time of receipt of proposals. NO PROPOSAL SHALL BE WITHDRAWN FOR A PERIOD OF THIRTY (30) DAYS after the opening of Proposals without the consent of WRHA.

Any questions or clarifications may be directed to the attention of Robert A Gidney, Procurement and Contract Officer at rgidney@warnerrobinsha.com.

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PROPOSAL REQUIREMENTS

SCOPE OF WORK

Contractor shall supply licensed Technicians to perform HVAC services as directed. The contractor will also provide all equipment and supplies associated with HVAC repairs.

a. Perform preventative maintenance on heating and cooling systems.
b. Repair / replace systems as directed by the Property Manager
c. Repair / replace system parts as needed.
d. Charge cooling systems as needed.
e. Provide on-call service as needed.

Work Hours

The regular service hours are 8:00 AM until 5:30 PM, Monday through Thursday. Friday work may be authorized, if necessary, but only with prior approval. The successful bidders must be able to complete services during this time frame; refrain from disturbing our Residents and leave the Community once services are completed. Contractors are also asked to refrain from driving or parking on the lawn. All technicians or workers must have on shirts with the company name on it or a name badge. Short pants are not to be worn for safety reasons.

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INSURANCE

The Contractor shall procure, at its own expense, and keep in full force during the term of this Service Agreement, Comprehensive and Automobile Liability Insurance and Workmen's Compensation as follows:

(a) Automobile Liability on owned and non-owned motor vehicles used in connection with this Agreement and shall contain a limit of bodily injury of at least $500,000 per person and a total limit per occurrence of at least $500,000 and property damage limit of $500,000 per accident.

(b) Commercial General Liability with a combined single limit for bodily injury of not less than $1,000,000 injury and $500,000 property damage per occurrence to protect the Contractor against claims for bodily injury or death and damage to the property of others.

(c) Worker's Compensation shall be maintained in accordance with the State of Georgia requirements.

The Housing Authority shall be named as an additional insured on each policy. The Contractor shall furnish WRHA (annually) certificates of insurance.

SELECTION CRITERIA

Service providers should provide a company profile, number of employees; and the names of key personnel to contact for emergency purposes.

Selection will also be weighted as follows:

Criteria	**Percent Weight**
Cost	40%
Availability on call	30%
Company Profile	15%
References	15%

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Bidders are to ensure that they are capable of supplying services in sufficient quantity as needed to meet demand. Pre-qualifications, shall include but not limited to, number, capacity, and experience in servicing developments of a similar size.

The proposal will be awarded to the company submitting the most competitive proposal that includes price, qualifications and responsive service, and meets all the requirements and specifications.

Monthly statements will be mailed to **WRHA to the Director of Public Housing, Mr. Robert Gidney. Invoices should detail the cost per service performed. A separate statement for each site (properly identified) is required for WRHA's accounting and consumption records. Invoices will be paid by WRHA within thirty working days of receipt**.

The bidder is solely responsible for the employment, uniform identification, control and conduct of his employees during this contract.

The Contract will be effective January 4, 2027, until January 3, 2028, for a period of one (1) year with the option for two one (1) year extension. In the event the bidder does not perform the services as specified herein to the satisfaction of WRHA, the Authority reserves the right to cancel the contract at any time for cause, by giving at least fifteen (15) days written notice of the intent to cancel this contract. WRHA reserves the right to have multiple contracts and to receive multiple quotes for all repairs or replacements.

SUBMITTAL REQUIREMENTS

1. Copy of Business License
2. A list of at least 3 - 5 references (with phones numbers & email addresses)
3. All other submittals will be gathered prior to a contract award.
4. Proposal Sheet

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In submitting this proposal, the undersigned agrees:

(a) That the Owner reserves the right to waive irregularities, to reject proposals and to award the Contract to the most qualified contractor, should it be in the best interest of the Owner to do so.

(b) That in the event the contractor does not perform the services as stipulated in the contract to the satisfaction of the Warner Robins Housing Authority, the Authority may cancel the contract at any time by giving at least fifteen (15) days written notice of the intent to cancel the contract; and

(c) The contractor shall be responsible for the employment, control and conduct of his employees during the contract.

The undersigned hereby designates his business structure and location:

Contractor is: (check one)

Sole Proprietor ( ) Partnership ( ) Corporation ( )

If the Contractor is a Sole Proprietor, state the following:

Name(s) of Partners:

_____ _____ _____

If the Contractor is a corporation, state the following:

Organized under the laws of the State of _____

Name(s) and title(s) of officers authorized to sign the contract:

_____ _____ _____

The Proposal is authorized and submitted by:

_____ _____
(Name of Firm) Authorized Official (Please Print)

_____ _____
(Signature) (Title)

_____
(Date)

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(Seal and attest Seal if Proposal is submitted by a corporation)

PROPOSAL SHEET

Service calls no Heat or no A/C **$_____**

After hours business hours cost **$_____**

Cost per unit for preventative maintenance (Service before A/C or Heating Season) **$_____**

Proposal submitted by: _____

Date: _____

Phone Number: _____

EMAIL ADDRESS: _____