



East Hartford Housing Authority
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Invitation for Bid - Electrical Repair Services

The East Hartford Housing Authority will be seeking contracts with qualified firms for general and emergency electrical repair services at ten (10) separate properties all located in the Town of East Hartford. Additional repairs are also covered for the Scattered Site program for an additional nineteen (19) units. This proposed contract will be held for a three (3) year period with two additional 1 year extensions possible upon mutual agreement of both parties.

I. PROPOSED SERVICE REQUIREMENTS -

Electrical Repair Services and labor pricing should include all labor, materials, tools and equipment necessary to complete general and emergency electrical repairs to include the following: Replacement or repair of outlets, lighting, general controls, HVAC controls, breakers, motors, installing new circuits, electrical panels, installing conduits (low and high voltage), repairs to exterior lighting, installing of new exterior lights/circuits, emergency lights, trouble shooting for repairs, emergency lighting, electrical repairs to fire alarm panels, call for aid systems, generator systems and all other building electrical systems. Contractor may need to work along with other crafts and Maintenance workers to complete assigned repairs.

Emergency response may be required for after-hour repairs and/or on weekends in the event of a building emergency.

II. EHHA CURRENT PORTFOLIO INCLUDES -

1. Shea Gardens - 47 Elderly/Disabled Apartments, 14 Efficiencies and 33 one Bedroom at Holmes Street & Mill Road
2. Meadow Hill Apartments - 120 Elderly Apartments, 120 one bedroom at 101 Connecticut Boulevard
3. Rochambeau - 50 Elderly Apartments, 50 one bedroom at 68 Silver Lane
4. Elms Village - 85 Elderly Apartments, 24 Efficiencies and 62 one bedroom at Elms Village Drive
5. The Highlands Apartments - 54 Elderly Apartments, 20 efficiencies and 34 one bedroom at 1403 Main Street

- 6. Heritage Gardens - 46 Elderly/Disabled Apartments, 46 efficiencies at 163 School Street
- 7. Miller Gardens Apartments - 86 Elderly Apartments, 86 one bedroom at 452 Main Street
- 8. Hutt Heights - 28 Elderly/Disabled Apartments, 13 efficiencies and 15 one bedroom at 70 Cannon Road
- 9. Hockanum Park - 100 Family Apartments, 12 one bedroom, 42 two bedrooms, 36 three bedrooms, 10 four bedrooms at Holmes Street, Mill Road and Hamilton Road
- 10. Veterans Terrace and Extension - 150 Family Apartments, 96 two bedrooms, 54 three bedrooms at Columbus Circle, Columbus Street and Columbus Circle Extension.
- 11. Scattered Sites various locations in East Hartford, duplexes & triplexes, two or three Bedrooms units

III. ACCEPTANCE AND CONTRACT REQUIREMENTS

Qualified contractors must submit their acceptance of terms and service requirements along with hourly rates and marked “Electrical Repair Services Acceptance/Bid Form”

- 1. Completed Bid Form
- 2. A certificate of insurance with the following minimum insurance coverages must be supplied at time of contract signing:
 General Liability and Automobile Liability \$1,000,000 per occurrence with a General Aggregate of at least 2,000,000
 Workers Compensation and Employers Liability Insurance:
 - a) Bodily injury by accident \$100,000 - each accident.
 - b) Bodily injury by disease \$100,000 - each employee.
 - c) Bodily injury by disease \$500,000 - policy limit.
- 3. Contractor must supply copy of valid State of Connecticut contractor’s license in bid packet.
- 4. The East Hartford Housing Authority will coordinate with the qualified contractor (s) for each work project and upon completion, contractor will submit invoice for payment. All conditions delineated in this Invitation for Bid shall be in effect for the duration of said service agreement. Payment terms will be Net 30 that invoice is received by EHHA.
- 5. The East Hartford Housing Authority may award to other qualified contractors, should the need for additional services be warranted. Sub-contractors may be used with the express approval of EHHA **prior** to any approved work. Interested bidders must submit potential sub-contractor names on attached sheet along with this bid. Sub-contractors must be licensed and be insured and be paid more than the accepted bid rate by contractor.

5. The East Hartford Housing Authority intends that this contract would start no later than July 1, 2019 and that the qualified contractor would provide services for a period of three years. Two (2) one (1) year contract extensions may be offered at the end of the initial 3-year contract period, upon mutual agreement of both parties.
7. For micro purchases under \$2,000, verbal or written quote (s) will be provided. For small purchases threshold over \$2,000, 3 written bids will be sought.
8. For all work with labor costs over \$2,000, applicable Davis Bacon wage rates will be applied and wages must be reported on the WH 347 Certified payroll form (see attached form) for all workers used on a specific project. If applicable, current residential of building wage rates (as applicable) will be supplied to the contractor by EHHA.

Submission Deadline:

June 28, 2019 by 2:00 p.m. – Place quote form in an envelope marked Electrical Repair Services, or email me your proposal at the below email address

Contact Person for RFP:

Jason Van Allen – Asset Coordinator For all questions, please contact using email as the preferred method to jvanallen@ehhousing.org .

Date Issued:

June 12, 2019

The East Hartford Housing Authority reserves the right to reject any and all bids and/or waive any informality in the proposal process, when such action is deemed in the best interests of the Authority.



Chris Pliszka
Finance Director

Invitation for Bid – Electrical Repair Services Acceptance/Bid Form

Company Name: _____

Name of Representative: _____

Title of Representative: _____

Email: _____

Phone Contact: _____

Date: _____

Other documents required with bid:

1. Copy of company’s State of Connecticut business license
2. Certificate of Insurance naming EHHA as additionally insured is required upon contract signing.
3. Listing of sub-contractors, if applicable

Statement of Acceptance:

I am requesting to be accepted as a qualified contractor for this Invitation for Bid – Electrical Repair Services Acceptance work at the properties listed and I agree to all conditions and terms as listed in the Invitation for Bid and in the proposed acceptance and contract requirements.

Yes _____

No _____

My requested hourly rate is: _____ per hour

My requested hourly rate for “afterhours work” is _____ per hour

I would like an opportunity to match the low bid awarded contractor’s hourly rate and to serve as a backup contractor to the Housing Authority

Yes _____

No _____

Signature: _____

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