Request for Proposal RFP 26-714

The Housing Authority of Columbus, Georgia (HACG) is soliciting proposals for:

DESCRIPTION:	**Backflow Testing**
RFP NUMBER:	**RFP 26-714**
ISSUE DATE:	**October 8, 2026**
PROPOSAL DUE DATE:	**November 6, 2026**
PROPOSAL DUE TIME:	**5:00 p.m. Eastern Standard Time**
DIRECT INQUIRIES TO:	**Terry Gallups** **Procurement Manager** **PO Box 630** **Columbus, GA 31902** **E-mail:** RFPupdates@columbushousing.org

All inquiries concerning this RFP must be made in writing to the Procurement Manager. Violation of the foregoing may result in disqualification of the Proposer to participate in this RFP. No oral conversations or agreements with any officer, agent, or employee of HACG regarding this RFP are authorized, and no other person other than the Procurement Manager shall affect or modify any terms of this RFP. Proposers may submit written questions concerning this RFP by mail or e-mail. Telephone inquiries will not be accepted.

HACG reserves the right to, and may, amend, modify or cancel this RFP without prior notice, at any time, at its sole discretion. In the event that it becomes necessary to revise or supplement any part of this RFP, vendor will be notified by phone or email. Additionally, HACG reserves the right to increase, reduce, add or delete any item to this solicitation as deemed necessary where it is consistent with HACG's policies to do so.

HACG reserves the right to reject any and all bids where it is determined to be in the best interest of HACG to do so.

THE HOUSING AUTHORITY OF COLUMBUS, GEORGIA

REQUEST FOR PROPOSALS
FOR BACKFLOW TESTING

A. BACKGROUND

The mission of the Housing Authority of Columbus, Georgia (HACG) is to provide more quality affordable housing in various areas of our community that offer opportunities for individuals and families to become self-sufficient and improve their quality of life. HACG was created in 1938. HACG is a public body, both corporate and politic, governed by a seven-member Board of Commissioners appointed to terms by the Mayor of the Columbus Consolidated Government. HACG is funded through the Department of Housing and Urban Development (HUD) and various other funding sources. HACG currently administers 4,300 Section 8 vouchers and manages over 2,400 units of housing and owns 183 units of market rate housing in Columbus, Georgia. HACG also provides all maintenance, management, financial, and administrative services for three small housing authorities located within a 50-mile radius of Columbus, Georgia. These small authorities each have fewer than 162 dwelling units.

In December 2012, HACG was awarded the Moving to Work (MTW) designation. The MTW contract has been extended to 2038, so MTW program activities will be a part of all years covered by this RFP.

The HACG is seeking qualified companies with certified technicians to conduct annual/ongoing inspections, testing and repair of backflow prevention assemblies for properties owned or managed by HACG.

B. NATURE OF SERVICES REQUIRED

1. General Requirements

The HACG is seeking qualified contractors with certified technicians to conduct annual/ongoing inspections, testing and repair of backflow prevention assemblies for properties owned or managed by HACG.

The contract period shall be for thirty-six (36) months from the Effective Date of the Contract.

The contract shall have an option to extend for up to two (2) additional twelve (12) month periods if agreed upon by each party. The total contract period shall not exceed sixty (60) months from the Effective Date of the Contract, i.e., the date on which the original contract is executed by HACG.

Each proposal shall be for a Firm Fixed Price (FFP) agreement and the total price submitted shall be all-inclusive and not subject to adjustment for any reason. All costs, including labor, travel and miscellaneous fees must be included in the bid pricing.

HACG will consider price increases for contract extensions beyond the original twelve (12) month contract period. Such price increases are normally attributed to an index (i.e., Consumer Price Index) and will be analyzed prior to contract extensions.

2. Scope of Work to be Performed (Attachment A)

The contractor will conduct testing of various assembly types and sizes and perform minor, typical repairs and escalating maintenance for more complex issues. Each test will award a pass/fail tag, and the appropriate reports will be submitted to HACG for review. A second copy will be submitted to Steve Melton at Columbus Water Works (smelton@cwwga.org). A more specific outline of the Scope of Work can be found in Attachment "A."

The contractor will be responsible for notifying the HACG seven (7) days before the testing will occur so that the HACG has ample time to notify the tenants of the properties to be tested.

3. Standards to be Followed

The contractor will use state and locally certified backflow testers to perform the work. The contractor must conduct the tests in compliance with local codes.

The contractor is fully responsible for any damage of any kind whatsoever caused in whole or in part by the negligence, inappropriate actions or errors of its employees or agents. To the fullest extent permitted by law, the contractor shall indemnify and hold harmless HACG, HACG officers, directors, partners, employees and agents from and against any and all claims, costs, losses and damages (including but not limited to all fees and charges of attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused by the negligent acts or omissions of the contractor or contractor's officers, directors, partners, employees and agents in the performance and furnishing of the contractor's services.

All work shall be performed by the Contractor's own forces. **No sub-contracting of work will be permitted.**

4. SUBMISSION OF PROPOSAL

Proposals must be received no later than **Friday, November 6, 2026, at 5:00 PM EST**. Vendors may submit their proposals via email, mail, or hand delivery. Please adhere strictly to the following format requirements based on your chosen submission method:

A. Email Submissions (Preferred Method)
Email is the preferred method of submission. If submitting electronically, please follow these guidelines:

Deadline: Electronic submissions must be received in the inbox by **5:00 PM EST on November 6, 2026**.

Email Address: Send the complete proposal to:

RFPupdates@columbushousing.org.
Subject Line: Use the format: *RFP 26-714 Backflow Testing – (Vendor Name).*

Format: The proposal must be attached as a single, searchable PDF document.

Duplicate Copies: Vendors who submit via email **do not** need to send hard copies.

B. Mail or Hand-Delivery Submissions (Hard Copies)

If you choose to submit a physical proposal via mail or hand delivery, you must submit **one (1) original signed proposal plus four (4) identical hard copies** (for a total of 5 physical copies).

Physical submissions must be delivered to the appropriate address below no later than **5:00 PM EST on November 6, 2026**.

By Mail (USPS):
The Housing Authority of Columbus, Georgia
ATTN: Terry Gallups
PO Box 630
Columbus, Georgia 31902

By Hand-Delivery or Courier (UPS/FedEx):
The Housing Authority of Columbus, Georgia
ATTN: Terry Gallups
1000 Wynnton Road
Columbus, GA 31906

Note: Late submissions, regardless of the delivery method, will not be accepted or considered for evaluation.

5. Evaluation Process & Contract Negotiations

HACG will conduct a comprehensive, fair, and impartial evaluation of proposals received. HACG will select the response that is most advantageous to HACG and enter into contract negotiations with the successful Contractor. If contract negotiations are unsuccessful, HACG will cease negotiations and begin negotiations with the next ranked Contractor and so on.

6. Selection Criteria

HACG, at its sole discretion, will use the following criteria in determining the most qualified contractor to perform the work for HACG:

- Quoted Cost of Services (30 points)

- Experience, quality, and performance with similar size and type contracts (20 points)
- Qualifications of the firm (20 points)
- Methodology to accomplish scope (15 points)
- Proposed schedule for completion (15 points)

HACG Reservation of Rights

HACG reserves the right to: (a) waive technicalities; (b) reject all proposals, in whole or in part, submitted in response to this RFP; (c) request clarifications from all contractors; and (d) request resubmissions from all contractors.

7. Mandatory Vendor Submission Checklist

Bidders should submit proposals in the following order:

Tab 1: Executive Summary – High-level overview of the contractor's understanding of HACG's staggered testing schedule, compliance requirements, and their unique value proposition.

Tab 2: Company Qualifications – Corporate licensing, history of working with Public Housing Authorities (PHAs) or commercial entities, and financial stability documentation.

Tab 3: Technical Plan & Schedule – Methodology for managing dynamic monthly testing lists, coordinating with site managers, handling failed devices/emergency notifications, and a detailed plan of performance to meet strict CWW deadlines.

Tab 4: Relevant Experience & References – Minimum of 3–5 case studies of similar size/type municipal or commercial testing contracts, including client contact info for reference interviews.

Tab 5: Key Personnel & Certifications – Dedicated resumes and active Georgia Backflow Prevention Assembly Tester certifications for all technicians assigned to this contract, as well as current calibration records for the testing kits to be utilized.

Tab 6: Quoted Cost of Services – Itemized price proposal form, utilizing the Backflow Device Inventory matrix broken down by unit testing cost per device size. (Attachment B)

Tab 7: Required HUD & Local Forms – All signed HUD certifications, local affidavits, and proof of required commercial insurances.

8. Certification Regarding Debarment

Each contractor must include in his/her proposal a certificate signed by a company officer indicating that neither it nor its principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from

participation in this transaction by any Federal department or agency, **(HUD form 2992).**

9. Non-Collusive Affidavit

Each contractor must also include in his/her proposal a signed non-collusive affidavit, a sworn statement that a bidder or vendor attests to, stating they have not colluded with other bidders or vendors in preparing their bid and that their bid is independent (**Attachment C).**

HACG reserves the right to: (a) waive technicalities; (b) reject all proposals, in whole or in part, submitted in response to this RFP; (c) request clarifications from all contractors; and (d) request resubmissions from all contractors.

10. Previous Contract Termination

The contractor must indicate whether they or any principal officers of the company have had any contract for the provision of products or services like those contemplated in this RFP terminated for default within the last five years. "Terminated for default" shall mean that a notice to stop performance was delivered to the contractor or any of its principal officers due to the contractor's or any principal officers' non-performance or inferior performance. If the contractor has had a contract terminated for default in this period, then the contractor must submit full details including the other party's name, address, and telephone number, and whether the issue of performance was either:

- Not litigated due to inaction on the part of the contractor, or
- Litigated and determined that the contractor was in default, or
- Litigated and determined that the contractor was not in default, or
- Not litigated and settled out of court.

11. Withdrawal of Proposals

Proposals submitted earlier may be withdrawn by the contractor prior to the proposal due date specified in this RFP. After the proposal's due date, the proposals cannot be withdrawn by the contractor prior to the award.

12. Acceptance of RFP Terms

Once the proposal's due date has passed, a proposal submitted in response to this RFP shall constitute a binding offer. A submission in response to this RFP acknowledges acceptance by the contractor of all terms and conditions of participation in this procurement as set forth in this RFP. The contractor, by signing the letter of the proposal, certifies that it accepts all of the terms and conditions of participation in this procurement as set forth in this RFP, in full, without reservations, limitations, assumptions, restrictions, caveats, or any other type of qualification, except for those noted in writing and submitted in the proposal.

13. Cost of Preparation

HACG accepts no obligation for costs incurred by any contractor in the preparation of a response to this RFP.

14. **RFP Response Material Ownership**
All material submitted regarding the RFP becomes the property of HACG and will not be returned to the contractor.

15. Contract

HACG reserves the right to negotiate, delete or add other provisions consistent with the successful contractor's offer as needed to ensure that the final executed agreement accurately reflects the parties' intent, the procurement/lease, and the award. Any contract awarded under this RFP will be made in accordance with the provisions of this RFP.

Prior to the award, the apparent winning contractor may be required to enter discussions with HACG to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved with ten (10) business days of notification of intent to award or such other period mutually agreed to be the parties, if the negotiations are not finalized within such time frame, the proposal may be rejected and discussions may be initiated with the next highest scoring contractor as set forth in the RFP.

16. Equal Opportunity Employer

Provide a statement of your firm's affirmative action policy. Prior to being awarded a contract, the contractor will provide HACG with an acceptable Affirmative Action/Equal Opportunity Employment Plan that documents all necessary and required steps to assure equal opportunity under the law.

17. Advertising

In submitting a proposal, the contractor agrees not to use the results from it as a part of any commercial advertising.

18. Notices

All notices, demands, requests, and claims pertaining to the award of this RFP must be addressed in writing to:

Terry Gallups
Procurement Manager
The Housing Authority of Columbus, Georgia
PO Box 630
Columbus, GA 31902

Any actual or prospective contractor may protest the solicitation or award of a contract. All protests of the solicitation must be received ten (10) days prior to the proposal

closing date. An actual or prospective contractor has ten (10) days to protest after the basis of the protest is known or after the actual or prospective contractor is notified of the award. All bid protests shall be in writing, submitted to the CFO, who shall issue a written decision on the matter. The Chief Executive Officer may, at his/her discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.

19. Compliance with Law

The contractor shall comply with all applicable Federal, State and local laws, regulations, ordinances and requirements applicable to the work described herein including, but not limited to, those applicable laws, regulations and requirements governing equal employment opportunity programs, subcontracting with small and minority firms, women's business enterprise, and labor surplus area firms, equal opportunity for businesses and unemployed and underemployed persons (as referenced in Section 3 of The Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3)), the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Davis-Bacon Act, and those laws and regulations concerning services for which this RFP is seeking contract, and shall provide for such compliance in the contract documents. To the extent the work required under this contract is related to development, the contractor shall further comply with the applicable Annual Contributions Contract (ACC) related to such development. To the extent such work is related to a mixed finance development, the contractor shall comply with the provisions of 24 CFR § 941.208. The contractor shall obtain, at the contractor's expense, such permits, certificates, and licenses as may be required in the performance of the work specified.

20. Code of Conduct

No employee, officer, Commissioner, or agent of HACG shall participate in the selection or in the award or administration of any contract if a conflict, real or perceived, is involved. Such conflict would arise when a substantial financial or other interest in a firm selected is held by:

a. An employee, officer, Commissioner, or agent involved in making the award.
b. Any member of his/her immediate family.
c. His/her partner.
d. An organization in which any of the above is a partner, owner, or significant shareholder (i.e., controls more than 10% of outstanding stock).

HACG officers, commissioners, employees, or agents shall not solicit or accept gratuities, favors, or anything of monetary value from its vendors, suppliers, contractors, potential contractors, or parties to subcontractors, and shall not knowingly use confidential information for actual or anticipated personal gain.

21. Fund Limitations

HACG will not be bound to any contract (in whole or in part) if HUD has disallowed funding.

22. Government Restrictions

In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the goods or services offered, it shall be the responsibility of the successful proposer to immediately notify HACG in writing, specifying the regulation which requires an alteration. HACG reserves the right to accept any such alteration, including any reasonable price adjustments occasioned thereby, or to cancel the contract at no expense to HACG.

C. MINIMUM QUALIFICATIONS

1. Insurance

The Contractor must provide evidence of commercial general liability and professional liability insurance from an insurance company authorized to be in business in the State of Georgia in an amount of not less than one million dollars ($1,000,000) for each occurrence. Contractor will be required to provide an insurance certificate naming the HACG as additionally insured. Contractor must provide certificate showing active policies of automobile liability, commercial general liability and property damage insurance from an insurance company authorized to be in business in the State of Georgia for the entire length of the contract. The following statement must appear on the certificate: "Additional insured endorsement names the Housing Authority of Columbus, GA, its directors, agents or employees are included as additional insured."

If Contractor will be employing any person or persons in the performance of this contract, Contractor shall procure a policy of Worker’s Compensation Insurance as required by the State of Georgia.

2. Certified Backflow Tester and Equipment

All Testers are required to hold a current Georgia Association of Water Professionals (GAWP)/Georgia Backflow Prevention Assembly Tester (GBPAT) Certification. A complete list of all testers and a copy of their current certification will be required prior to testing. No testing or test reports will be accepted if certification has expired.

Test kits must be those approved by the Columbus Water Works (CWW). It is the responsibility of the Certified Backflow Tester to ensure that test equipment being used is approved by the CWW and that all records of calibrations of said devices are submitted to the CWW at the assigned intervals as required by the CWW.

END OF PROPOSAL