

HOUSING AUTHORITY OF CARBON-EMERY COUNTY REQUEST FOR PROPOSAL

Residential Window Replacement

Issue Date: February 25, 2026
Proposal Due: March 16, 2026 at 4:00PM

Contact: Jody Hansen
Title: Executive Director
Address: 251 S. 1600 E., Ste 2647
Price, UT 84501
Phone: (435) 637-5170
Email: jodyh@haocc.org

The Housing Authority of Carbon-Emery County is soliciting proposals from qualified, licensed, and insured contractors to provide window replacement services at its Mt. View Meadows complex, consisting of one-bedroom elderly/disabled apartments.

SCOPE OF WORK

The contractor shall provide all labor, materials, equipment, permits, and services necessary to complete the window replacement project, including but not limited to:

- Verifying window measurements
- Removal and disposal of existing windows
- Furnishing and installing new ENERGY STAR® compliant windows
- Weatherproofing, flashing, and sealing
- Interior and exterior trim repair as needed
- Job site cleanup and final inspection
- Submission of warranty documentation

SCHEDULE

Project needs to be completed within 60 calendar days of contract execution. All dates are subject to change at the discretion of the Housing Authority.

PROPOSAL REQUIREMENTS

Proposals must include the following:

- Company information
- Utah contractor license number
- Certificates of insurance
- Minimum of three references for similar work
- Product specifications

- Proposed project timeline
- Detailed cost proposal

EVALUATION CRITERIA

Proposals will be evaluated based on price, contractor experience, technical approach, product quality, and timeline. The Housing Authority reserves the right to reject any or all proposals.

GENERAL TERMS & CONDITIONS

The Contractor shall comply with all applicable federal, state, and local laws and regulations, obtain all required permits and approvals, maintain all insurance coverages specified herein, and provide all applicable warranties related to the work performed.

LICENSING

All bidders must hold a current and active Utah contractor license issued by the Utah Division of Occupational and Professional Licensing (DOPL) that is appropriate for the scope of work being bid.

- License classifications must cover all proposed work.
- Licenses must be in good standing at the time of bid submission and throughout the project.
- License number must be provided with the proposal.
- Owner reserves the right to verify license status with DOPL.

Failure to maintain proper licensure may result in bid rejection or contract termination.

INSURANCE

Contractors shall maintain the following insurance coverage at their own expense and provide Certificates of Insurance (COIs) prior to contract award:

A. Commercial General Liability

- Minimum limits:
 - \$1,000,000 per occurrence
 - \$2,000,000 aggregate
- Coverage must include:
 - Premises/operations
 - Products and completed operations
 - Contractual liability
- Policy must be written on an occurrence basis.
- Coverage must remain in force for the duration of the project. Any lapse in coverage may result in suspension or termination of the contract.
- Certificates of Insurance must clearly show:
 - Contractor's legal business name
 - Policy numbers and coverage limits
 - Effective and expiration dates
- Submission of a bid constitutes acknowledgment of these insurance and licensing requirements.

B. Workers' Compensation

- Required for all contractors with employees, in accordance with Utah Labor Commission requirements.
- Contractors without employees must provide a valid Workers' Compensation exemption or waiver if permitted by law.

SUBMISSION INSTRUCTIONS

Proposals must be received at the address listed above no later than **March 16, 2026 at 4:00 PM**. Late proposals will not be accepted. Any questions should be directed to Jody Hansen, Housing Authority Director, at (435) 637-5170.

PROJECT DETAILS:

A. Window Minimum Specifications

- a. Almond color vinyl, double pane, low-E glass
 - i. Quantity of 44 - Kitchen – 34-1/2" X 47", single hung
 - ii. Quantity of 44 – Bedroom – 46 " X 58", single vent slide
 - iii. Quantity of 44 – Living Room – 58-1/2" X 59", single vent slide

B. Site Location

Mt. View Meadows complex
251 South 1600 East
Price, UT, 84501
Buildings #1-11