



Preferred Vendor/Subcontractor Procurement Process

Our goal is to engage the services of vendors who meet our vendor pre-qualifications, treat our clients with respect, complete quality and timely work, and give us the best and fair price. In order for this to happen, we have established the following process for vendor selection:

- 1) At the beginning of each fiscal year, we publicize our need for vendors/subcontractors - specializing in Plumbing, Electrical, HVAC, Roofing, GC, Windows/Doors, Flooring and Painting - by:
 - A) Placing a call for vendors ad in the Builders Exchange
 - B) Posting a call for vendors on our website and various social media platforms
 - C) Posting a call for vendors in our e-newsletters
 - D) Inviting current/previous vendors to re-apply
 - E) Encouraging minority and women owned businesses to apply
- 2) A Prequalified Contractor Application is sent to each vendor/subcontractor who responds to our call.
- 3) Once we have received their application and we determine they meet the requirements, we invite relevant vendors/subcontractors to bid on relevant projects. It is our hope to receive at least 2 bids per category.
- 4) We then review bids to determine which vendor/subcontractor best meets our goals mentioned above.
- 5) The vendors/subcontractors who best meet our goals become our Preferred Vendors for the year.

When we are unable to obtain enough prequalified vendors/subcontractors, we will continue to solicit interest, with the hopes of recruiting more throughout the year. In this case, we will continue to engage the services of the Preferred Vendors that we have previously vetted.

At any time during the year, interested vendors can also approach us and complete the Prequalified Contractor Application and can bid on a job. We will evaluate their bid in the same way we do our existing vendors on an annual basis.

RTP adheres to full and open competitive bidding as outlined in [HUD Regulation 2CFR 200.319\(e\)](#). Vendors working in conjunction with RTP, but hiring their own subcontractor, must likewise adhere to this regulation.

Please see the attached Vendor / Subcontractor Selection Overview and application for further information.

Questions? Please see our website at <http://www.rebuildingtogetherpeninsula.org> or contact Greg Bernard Director of Programs, at 650-366-6597 or greg@rebuildingtogetherpeninsula.org.



Preferred Vendor / Subcontractor Selection Overview

General Overview: Rebuilding Together Peninsula (RTP) is a non-profit organization that performs critical home repairs throughout San Mateo County and parts of northern Santa Clara County at no cost to qualifying homeowners. Operating since 1989, RTP's and its volunteer partnerships' work in rehabilitating homes and community facilities for our neighbors – often seniors, people with disabilities, etc. - allows them to live more independently in warmth and safety.

Vendor Criteria Rating: RTP monitors the following throughout the year to identify vendors that demonstrate:

- Understanding of RTP Mission & Goals – We are a non-profit that primarily serves elderly and disabled homeowners through home repairs at no cost to our clients. We expect the vendors with whom we contract (and their employees) to understand our mission in order to best respond to and serve our clients.
- Competitive Pricing – As responsible stewards of all funds we receive, we closely monitor our sub-contracted projects for competitive pricing. Discounts and any donated materials/labor are tax- deductible to the full extent of the law.
- For any non-emergent, non-time critical sensitive repairs, RTP will seek to obtain bids from three different vendors for any work that is expected to exceed \$500.
- Quality of Work/Service – RTP has provided free home repair services to our clients since 1989. Our greatest tool in outreach is client word-of-mouth. Among the communities we serve, the quality of our work, and, therefore, our credibility is key for our continued success. We continually monitor our vendor relationships to ensure that our reputation remains in high regard.
- Customer Service – As a subcontractor, you represent our organization. We expect that your technicians/staff that interact with our clients adhere to a high quality of customer service.
- Communication – We encourage and expect open and timely communication from our vendors. In addition, we expect that your technicians/staff who interact with our clients follow a mutually agreed upon communication protocol.
- Timing – Due to the nature of sub-contracted repairs, timing is very important to our program. A mutually agreed upon repair response timeline is established prior to engagement with a vendor.

Preferred Vendor Attributes

- Free and prompt estimates
- In-house technicians (versus subcontracting)
- No upselling
- Multilingual support (Spanish/Mandarin/Cantonese/Fijian/Tongan/Samoan)
- Engagement in RTP volunteerism
- RRP Certification (as appropriate)
- Mobile Home Experience

Preferred Vendor Requirements

- Valid Contractor/Business License and Better Business Bureau record in good standing
- Valid General Liability and Workers Comp insurance
- Net 30 payment terms
- Vendor must adhere to local/state code requirements, and pull permits as required
- Vendor must provide written documentation (receipts, invoices, etc.) for reimbursement

Women and minority-owned businesses are encouraged to apply.



Preferred Vendor / Subcontractor Application
(Please complete both pages)

Name of your company _____

Primary contact person _____

Mailing address: _____

Work# _____ Cell# _____ Fax# _____

CSLB# _____ License Classification(s): _____

Yes No Worker's Compensation Insurance: _____

Yes No Contractor's Bond: _____

Have you worked with Rebuilding Together Peninsula (or another RT affiliate) before?

What type of Preferred Vendor relationship are you interested in?

- 100% In-Kind donation of materials or labor
- 50% or greater discount on materials or labor
- 15% or greater discount on materials or labor
- Faithful go-to vendors
- Call me further to discuss options

Type of work you're interested in supplying:

- | | | | |
|---|-------------------------------------|---|--|
| <input type="checkbox"/> Materials Supplier | <input type="checkbox"/> Carpentry | <input type="checkbox"/> HVAC / Furnace | <input type="checkbox"/> Roofing / Gutters |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Drywall | <input type="checkbox"/> Painting | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Windows/Doors | <input type="checkbox"/> Electrical | <input type="checkbox"/> Other: _____ | |

Preferred Vendor / Subcontractor Application

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Please list up to 4 current customers for reference purposes:

Company: _____

Contact: _____ Phone: _____

Company: _____

Contact: _____ Phone: _____

Company: _____

Contact: _____ Phone: _____

Company: _____

Contact: _____ Phone: _____

Please return this two-page form to info@rtpeninsula.org or mail to:

Rebuilding Together Peninsula

ATTN: Program Management

841 Kaynyne Street

Redwood City, CA 94063

Please visit our website at <http://www.rebuildingtogetherpeninsula.org> for more information on our work.
Or call us at (650) 366-6597 with any questions.