

WARREN HOUSING AUTHORITY

Request for Proposals Housing Quality Standard Inspections

Bid Opening: August 26, 2022 10:00AM

**Bid Opening Location:
Warren Housing Authority
Main Office, H-Building
20 Libby Lane, Warren, RI 02885**

***Face masks required**

**Michael J. Abbruzzi
Executive Director
401-245-7019 ext. 10**

State of RI Division of Purchasing: 20220727



Request for Proposals **Housing Quality Standard Inspections**

Background

The Warren Housing Authority is requesting proposals from qualified and experienced contractors who have a demonstrated record of accomplishment in successfully performing Housing Quality Standard (HQS) Inspections for the Housing Choice Voucher Program.

Scope of Services

1. The Contractor will be responsible for inspecting all units leased through the Warren Housing Authority's Housing Choice Voucher Program to determine compliance with HUD Housing Quality Standards, CFR Part 24. 982.401.
2. The Contractor will be knowledgeable about building codes and general construction, possess or have the ability to possess (within six months, at their own cost) industry certification relative to Housing Quality Standards as set forth by HUD.
3. The Contractor will be responsible for performing inspections on approximately 224 units, dependent on program size, on an annual basis. The following will be required under this contract:
 - Initial Inspections
 - Annual Inspections
 - Special Inspections
 - Scheduling and Notification of Inspections
 - Creation and issuance of result letters
 - Notifications to owners/landlords regarding necessary corrective action plan
 - Electronic form transmission and online inspection database
4. All inspections will include one re-inspection, if required, at no cost to Warren Housing Authority.
5. The Contractor shall be required to attend any and all Housing Quality Standard training programs and other related inspection training during the term of the contract. This requirement is to insure that the Contractor is kept up to date with any and all federal regulation changes and to assure that all inspections are made and approved in accordance with HUD's Housing Quality Standards.
6. The Contractor shall be responsible for all other costs associated with said inspection services and shall not receive additional reimbursement for such items as automobile mileage allowances, parking fees or charges, gasoline, postage, copying, telephone, or any other expense. The Warren Housing Authority will not reimburse the Contractor for any costs or expenses without the Warren Housing Authority's written approval of said expenses.

7. The Contractor shall use only the forms required and supplied by the Warren Housing Authority.
8. The Contractor will invoice the Warren Housing Authority on a monthly basis and itemize the following:
 - Address of unit inspected
 - Date of inspection
 - Status of unit – passed, failed
9. The Contractor shall be an independent Contractor and an independent agent of the Warren Housing Authority and shall not be deemed an employee for any purpose whatsoever, including withholding taxes, unemployment or workman's compensation, health insurance, retirement benefits, or vacation/sick leave.
10. Bid submittals must be accompanied with a Certificate of Insurance demonstrating proof of coverage for General Liability and Worker's Compensation insurance. If any such insurance is due to expire during the contract period, the Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to the Warren Housing Authority.

Terms of Contract

1. The terms of the contract will be for three (3) years.
2. Either party, with no further obligation, may terminate this contract, upon 60 days written notice to the other party.

Submission Requirements

The following items must be included in your proposal in order to be considered:

1. Submittal sheet; completed and signed
2. Certificate of Non-Collusion
3. Conflict of Interest Statement
4. Certificates of Insurance; General Liability & Worker's Compensation
5. List of previous experience, qualifications, and three names and addresses of references

Proposal Specifications will be available on or after July 27, 2022 on the Warren Housing Authority website, <https://www.warrenhousing.org/opportunities/> or by email request to Michael J. Abbuzzi, Executive Director, at mabbuzzi@warrenhousing.org.

Interested parties are invited to submit Proposals in sealed envelopes labeled "Housing Quality Standards Inspections". The sealed proposals shall be delivered to the secure document drop-box, located in the Main Office vestibule, before 10:00AM, local time, on Friday, August 26, 2022 to the Warren Housing Authority, at which time the bids will be opened publicly. Proposals received after the above time will not be accepted. Warren Housing Authority reserves the right to reject any or all submissions.

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Request for Proposals
Housing Quality Standard Inspections
Submittal Sheet

INSPECTION FEES:

1. Annual Inspection _____ \$ _____ per inspection

2. Initial Inspection _____ \$ _____ per inspection

3. Special Inspection _____ \$ _____ per inspection

ATTACHMENTS:

A. Copy of License _____ Yes _____ No _____

B. Certificates of Insurance
 General Liability _____ Yes _____ No _____
 Worker's Compensation _____ Yes _____ No _____

C. List of Previous Experience & Qualifications _____ Yes _____ No _____

D. Names & Addresses of 3 References _____ Yes _____ No _____

E. Certificate of Non-Collusion _____ Yes _____ No _____

F. Conflict of Interest Statement _____ Yes _____ No _____

Company Name: _____

Address: _____

Telephone#: _____

Printed Name: _____

Signature: _____ Date: _____
Owner, if bidder is an individual. Partner, if bidder is a partnership.

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Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this, the undersigned certifies under penalties or perjury that this bid or proposal has been made and certification the word "person" shall mean any natural person, business, partnership, corporation, union committee club or other organization, entity or group of individuals.

Signature of Person Signing Proposal

Printed Name of Person Signing Proposal

Name of Business

Date

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Request for Proposals

Conflict of Interest Statement

RESPONDENT:

The owner(s), corporate members or employees of [_____], shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Warren Housing Authority. Each individual shall disclose to the Warren Housing Authority any personal interest or direct relationship which he or she may have and shall refrain from participation in any decision making in related manners.

Any owner, corporate member or employee of [_____] who is an officer, board member, a committee member or staff member of a related organization shall identify his or her affiliation with such agency or agencies; further, in connection with any policy committee or board action specifically associated with the Warren Housing Authority, he/she shall not participate in the decision affecting that entity and the decision must be made and/or ratified by the full board.

At this time, I am a Board member, a committee member, or an employee of the following organizations/companies:

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with the Warren Housing Authority which has resulted or could result in personal benefit to me.
- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Warren Housing Authority.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the Warren Housing Authority.

Date: _____

Signature: _____

Printed name: _____

Respondent: _____

Address: _____

Telephone: _____