

# **WARREN HOUSING AUTHORTY**

## **Request for Proposals Housing Quality Standard Inspections**

**Bid Opening: February 25, 2026, 10:00AM**

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

**Virginia A. Dutra  
Executive Director  
401-245-7019 ext. 11**

State of RI Division of Purchasing: 20260204  
Warren Times Gazette February 4, 2026



**20 Libby Lane • Warren, RI 02885 • Phone: 401-245-7019 • Fax: 401-245-1392**

## **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 will not use Remote Video Inspection (RVI) protocols under any circumstances.
6. The Contractor will schedule Initial and Special Inspections within 48 hours of the request for Inspection and the Initial or Special Inspection is to be performed within 72 hours of the request.
7. The Contractor shall call tenants 30 minutes prior to scheduled inspections.
8. 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 ensure 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.
9. 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.

10. The Contractor shall use only the forms required and supplied by the Warren Housing Authority.
11. 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
12. 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.
13. 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 one (1) year. Contract may be extended upon mutual agreement of the Owner and Contractor.
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 February 4, 2026, on the Warren Housing Authority website, <https://www.warrenhousing.org/opportunities/> or by email request to Virginia A. Dutra, Executive Director, at [vdutra@warrenhousing.org](mailto:vdutra@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 dropbox, located in the Main Office vestibule, before 10:00AM, local time, on Wednesday, February 25, 2026, 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.

# WARREN HOUSING AUTHORITY

**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.*