

Housing Authority of Fulton County
Request for Quote (RFQ) – Services

RFQ No.: <u>2023-11</u>	Date Issued: <u>11/20/23</u>
From: H AFC 4273 Wendell Drive Atlanta GA 30336	To: Vendor: _____ Address: _____ _____
Buyer: phone 404-588-4950x7002	Contact: _____
Phone: zbrown@hafc.org att. Z.Brown	Phone: _____ Fax: _____
E-mail: _____	E-mail: _____
Acceptable Delivery Methods: E-mail: <input checked="" type="checkbox"/> Facsimile: <input checked="" type="checkbox"/> Hand Delivery <input checked="" type="checkbox"/>	

THIS IS NOT AN ORDER

Deadline for Submitting Questions: Wednesday Jan 17,2024 by 5:00 p.m. EasternTime
Quote Submittal Due Date: Monday, Jan 22,2024 by 3:00 p.m. EasternTime

Description of Requested Service

HAFC is accepting quotes for HQS Certified Housing Inspectors. Needed to do PH(Public Housing) ACC(Annual Contributions Contract) and PBV(Project Based Vouchers) inspections. HAFC will also occasionally need Inspection assistance with HCV units.

Evaluation Criteria

Quotes will be evaluated to determine the quote that offers the best value to HAFC. The evaluation will be based upon the following criteria listed in no particular order. Although some factors are weighted more than others all are considered necessary and a quote must be technically acceptable in each area to be eligible for award. With regards to cost, HAFC reserves the right in its sole discretion to reject any quote whose price is outside of the competitive range.

1. Cost / Pricing per unit
2. Flexibility, Back-up
3. Scope of Work

Vendor Quote: Attachment B, Pricing Sheet

Other Information: The Solicitation Instructions, and Insurance Requirements are attached.

**Vendor understands and agrees that its response is not proprietary or confidential and is considered public information that may be subject to disclosure after award.*

Quote Valid _____
Through _____
Signature Printed _____ **Date:** _____
Name: _____ **Title:** _____

SOLICITATION INSTRUCTIONS

SUBMITTAL OF QUOTES AND RESERVATION OF RIGHTS

The vendor must complete one copy of the Request for Quote form ("RFQ form"). The completed RFQ must be delivered to H AFC contact Z. Brown, listed on the RFQ form prior to the quote submittal date and time indicated.

All information entered on the RFQ must be clearly written or typed. No erasures are permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by the person signing the RFQ.

H AFC reserves the right to reject any and all quotes, in whole or in part, as well as the right to issue similar RFQ's in the future.

RFQ ADDENDA

H AFC may modify this solicitation document prior to the date fixed for submission of quotes by providing notice to potential proposers. If any potential vendor determines that an addendum unnecessarily restricts its ability to propose, it must notify H AFC no later than three (3) business days following the date the addendum was provided.

Pricing shall reflect all addenda issued by H AFC. Failure to do so will permit H AFC to interpret the quote to include all addenda issued in any resulting contract.

AMBIGUITY, DISCREPANCIES, OMISSIONS

If a vendor submitting a quote discovers any ambiguity, conflict, discrepancy, omission, or other error in this solicitation document, the vendor shall immediately provide H AFC written notice of the problem and request that the solicitation document be clarified or modified.

If prior to the quote submittal deadline a vendor submitting a quote knows of or should have known of an error in the solicitation document but fails to notify H AFC of the error, the vendor shall submit a quote at its own risk, and if the vendor is awarded the purchase, the vendor shall not be entitled to additional compensation or time by reason of the error or its later correction.

CONTACT WITH H AFC

Questions regarding this RFQ must be directed to the individual named in H AFC Contact Info on the RFQ form. Vendors are specifically directed NOT to contact any other H AFC personnel or consultants regarding this RFP at any time prior award. Unauthorized contact with any H AFC personnel or consultants may be cause for rejection of the vendor's response.

ACCEPTANCE OF TERMS

The requested goods and services will be provided pursuant to the attached terms General Terms and Conditions. Submittal of a proposal indicates that the vendor accepts the General Terms and Conditions.

CONFIDENTIAL OR PROPRIETARY INFORMATION

All materials submitted in response to this solicitation will become the property of H AFC, and will be returned only at H AFC's option and at the expense of the vendor submitting the quote. One copy of a submitted quote will be retained for official files and become a public record. Any material that a vendor considers as confidential but does not meet the disclosure exemption requirements of the Georgia's Public Records Act should not be included in the vendor's proposal as it may be made available to the public.

ERROR IN SUBMITTED QUOTE

If an error is discovered in a vendor's quote, H AFC may at its sole option retain the quote and allow the vendor to submit certain arithmetic corrections. In determining if a correction will be allowed, H AFC will consider the conformance of the quote to the format and content required by the solicitation, the significance and magnitude of the correction, and any unusual complexity of the format and content required by the solicitation.

If prior to an award, a vendor discovers a mistake in their quote that renders the vendor unwilling to perform under any resulting contract, the vendor must immediately notify H AFC in writing and request to withdraw the quote. It shall be solely within H AFC's discretion as to whether withdrawal will be permitted.

Attachment A Insurance Requirements

A. General Insurance Requirements. Contractor will obtain and maintain the minimum insurance set forth in subparagraph B, below. By requiring such minimum insurance, HAFC will not be deemed or construed to have assessed the risks applicable to Contractor. Contractor will assess its own risks, and if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage. For full coverage, each insurance policy shall be written on an "occurrence" form; excepting that insurance for professional liability, when required, may be acceptable on a "claims made" form. If coverage is approved and purchased on a "claims made" basis, Contractor warrants continuation of coverage, either through policy renewals or the purchase of an extended discovery period, for three years from the date of completion of the Work.

B. Minimum Scope & Limits of Coverage.

Contractor will maintain the following coverage:

1. Workers' Compensation.
2. Employers' Liability with minimum limits of **\$1,000,000.00** for each accident.
3. Commercial General Liability Insurance with minimum limits of **\$2,000,000.00** for each occurrence and annual aggregate. The Contractor may satisfy these limits of liability through any combination of primary, excess or umbrella insurance. Each policy must include coverage for liabilities arising out of premises, operations, independent contractors, products and completed operations, personal and advertising injury, and liability assumed under contract. The policy must not contain exclusions for replacement of lost keys or the cost to install new locks or for damage to the property that must be repaired or replaced because work was performed incorrectly.
4. Business Automobile Liability Insurance with minimum limits of **\$1,000,000.00** for each occurrence, Combined Single Limit Bodily Injury and Property Damage, including owned and non-owned and hired automobile coverage, as applicable.
5. A Crime Insurance covering the dishonest acts of employees furnished by Contractor, including coverage for theft of property by the Contractor, its employees or subcontractors. The limit shall not be less than **\$250,000** each occurrence.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to, and approved by, HAFC. The deductible and/or self-insured retentions will not limit or apply to Contractor's liability to HAFC, and will be the sole responsibility of Contractor.

D. Endorsements; Additional Insured's.

The General Liability policy will contain, or be endorsed to contain, the following provisions:

1. HAFC, employees and agents will be covered as additional insured's for liability arising out of activities performed by, or on behalf of, Contractor;
2. To the extent of Contractor's negligence, Contractor's insurance coverage will be primary insurance as respects HAFC employees and agents. Any insurance and/or self-insurance maintained by HAFC, employees or agents will not contribute with the insurance, or benefit Contractor in any way;
3. Contractor's insurance will apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability;
4. Contractor will provide HAFC certificates of insurance satisfactory to HAFC, evidencing all required coverage's before Contractor begins any Work, and complete copies of each policy upon HAFC's request;
5. If at any time, the foregoing policies become unsatisfactory to HAFC as to form or substance, or if a company issuing any such policy becomes unsatisfactory to HAFC, Contractor will, upon Notice from HAFC, promptly obtain a new policy, and submit the same to HAFC, with the appropriate certificates and endorsements, for approval;
6. All of Contractor's policies will be endorsed to provide Notice to HAFC of cancellation, non-renewal, and reduction in coverage, within fifteen days, mailed to HAFC's representative for Notices named on the Agreement Cover Sheet. Such Notice will reference the relevant project, and Agreement number.

E. Waiver of subrogation. Contractor and its insurance carrier waive any and all rights of subrogation against HAFC, and Entities. This waiver will be reflected on the Certificate of Insurance, provided by Contractor. If Contractor fails to obtain the appropriate waivers of subrogation, additional insured status, or certificates of insurance from carrier, Contractor will indemnify HAFC from all costs and liability caused by Contractor's breach.