



REQUEST FOR QUOTES-HQS INSPECTIONS RFQ 2019-002

I. STATEMENT OF PURPOSE

The Housing Authority of the Fulton County is soliciting quotes from qualified firm/individuals to provide Housing Quality Standards Inspection Services. The responsible firm/inspections will conduct Housing Quality Standards (HQS) Inspections and Quality Control Inspections for Housing Choice Voucher (HCV)/Section 8 Assisted units.

II. SCOPE OF SERVICES

The contractor shall perform the following duties:

- Schedule and perform Housing Quality Standards (HQS) Inspections at Sterling Place (100 PBV Units) and Providence (90 PBV Units) for the Housing Choice Voucher Program. Annually inspect a random sample, consisting of at least 20 percent of the contract units at each site.
- Utilize the U.S Department of Housing and Urban Development (HUD) Housing Quality Standards regulations 24 CFR 982.401, the Housing Choice Voucher Program Guidebook 7420.10G (HQS Chapter 10), Housing Inspection Manual: Section 8 Existing Housing Program HUD 605-H Inspections Checklist HUD Electronic Form 52580 when performing the HQS inspections for the Housing Authority of Fulton County.
- Provide reports indicating the units inspected and the outcome of the inspection
- Provide pictures of items failing HQS, if requested
- Provide the cost of each initial inspection, re-inspection, and special inspection.
- Provide a total cost for each location

III. CONDITIONS

The Housing Authority will not pay any cost incurred in the preparation or submission of any quote or any cost incurred in anticipation of a contract.

The Proposer understands that the Contracting Officer of the Housing Authority shall be the sole authority to legally commit the Housing Authority to any expenditure of public funds for this procurement.

The Housing Authority reserves the right to award one contract to a single or multiple contractors after receipt of quotes, without further discussion.

The Housing Authority reserves the right to reject any and all quotes and to waive any informality whenever such rejection or waiver is in the best interest of the Housing Authority.

This Request for Quotes in no way obligates the Housing Authority to award a contract. Contractor shall have staff personnel qualified by training and experience to perform the service required. Each member shall wear markings which identify him/her as a member of Contractor's work force.

All persons employed by Contractor in the performance of any work under this agreement shall be agents and employees of Contractor only. Neither Contractor nor any employees or agents of Contractor shall be deemed employees of the Housing Authority of Fulton County for any purpose whatsoever.

The selected contractor must provide general liability in the amount of (1) \$1,000,000.00 one million dollars and provide vehicle insurance for the vehicles used on the HAFC property.

IV. PERSONNEL

Contractor(s) shall have qualified personnel by training and experience, to perform the work required. Each contractor or subcontractor shall wear markings which identify him as a member of Contractor(s)'s company. Contractor(s) is responsible for obtaining identification badges on all of his/her subcontractors/employees. Under no circumstances will a contractor/subcontractor be allowed to perform an inspection on the behalf of HAFC without his/her I.D. on his/her person at all times.

The personnel to work on this project as identified in the quote are considered to be essential to the services to be provided. Without invalidating this agreement, the Housing Authority may, at any time, order extra work, alterations, additions to, or deductions from the scope of work. Any change or extra work resulting in additional cost must be made in advance in writing by the Housing

V. LAWS AND REGULATIONS

The Contractor shall secure and pay for all fees, and licenses necessary for the proper execution and completion of services. The Contractor shall observe and comply with all federal, state, county, and city laws, codes, ordinances, rules and regulations in accomplishing the work. The service performed shall be in conformance with and meet all industry standards.

The Contractor shall agree that, in a suit and/or claim in mediation or arbitration to enforce the rights and/or obligations of a contract under this Quote, should HAFC prevail in the prosecution or defense

of said suit and/or claim, HAFC shall be entitled to its reasonable attorney's fees, court costs and other reasonable litigation expenses, including, but not limited to, expert fees, costs of exhibits, staff time in preparation for and/or attendance at trial, investigation expenses, and travel expenses.

Contractor will hold harmless and indemnify HAFC and its officers, agents, representatives, and employees from all claims, loss, damage, actions, causes of action and/or expenses resulting from, brought for, or on account of any personal injury or property damage received or sustained by any persons or property, occurring or attributable to any work performed under or related to the contract, resulting, in whole or in part, from the negligent acts or omissions of the Contractor, any subcontractor, or any employee, agent or representative of the Contractor or any subcontractor.

VII. CONTRACT PERIOD

The Section 8 Housing Quality Standards Inspections shall commence upon written agreement between HAFC and Contractor. The term of the contract shall be for (1) one year with options to renew. The contract will not bind, nor purport to bind, HAFC for any contractual commitment in excess of the original contract period.

VIII. TERMINATION FOR CONVENIENCE

HAFC's Contracting Officer may terminate the contract, in whole or in part, whenever the Contracting Officer determines that it is in the best interest of HAFC. Contractor shall be provided with reasonable notice under the circumstances. Any such termination shall be effected by delivery to the Contractor of a written notice, specifying the extent to which the service under the contract is stopped or terminated, and the date upon which such stoppage or termination becomes effective.

IX. DEADLINE FOR QUOTES

Please submit a quote to Larry Haqq via email lhaqq@hafc.org and Kimberly Lewis via email klewis@hafc.org. All inquiries must be received no later than 3:00pm local time, on May 1, 2019. Quote should be itemized per inspection price.