

Request for Qualifications for Housekeeping/UPCS Inspection Services for Conventional Public Housing

The Housing Authority of the City of Slidell (HACS) is soliciting a Request for Qualifications (RFQ) from an individual or firm interested in providing HACS's housekeeping and UPS inspection needs in compliance with U.S. Department of Housing and Urban Development's (HUD) regulations and the Admissions and Continued Occupancy Plan.

Each response should include an original and three (3) copies of the its RFQ response to the Housing Authority of the City of Slidell, attention: Chrissy Tillman, Administration, 1250 Dr. Martin Luther King Jr. Drive, Slidell, LA 70458. RFQ responses will be accepted until 4:00 p.m. Central Standard Time on June 15, 2018. RFQ responses must be clearly marked "Request for Qualifications – Housekeeping/UPCS Inspection Services".

The HACS reserves the right to reject any and all RFQs that do not meet the minimum requirements of this request. Additionally, any attempts to submit qualifications after the deadline will be rejected immediately. The RFQ responder further accepts all of the terms and conditions as stated within the RFQ and it should remain valid for 90 days.

All questions regarding the attached should be submitted in writing electronically to admin@slidellhousingauthority.org no later than 4:00 p.m. on June 12, 2018.

Request for Qualifications for Housekeeping/UPCS Inspection Services for Conventional Housing

The Housing Authority of the City of Slidell (HACS) HACS is a public housing authority created in accordance with local, state, and federal laws. The HACS manages 126 units of public housing identified as Washington Heights, which is located at 1250 Martin Luther King Dr., and consisting of 75 units; and Country Gardens, an elderly housing site, located at 301. As directed, under agreement with the Department of Housing and Urban Development and the policies of the HACS regularly scheduled housekeeping inspections will be conducted in the residents' units. Federal requirements mandated as part of the rating process, that at least every other year, the HACS will have conducted by HUD, a comprehensive unit and site review. Additionally, there are offices located on both sites, maintenance facilities and community spaces.

The term of the contract shall be for one (1) years from the date of award and may be renewed for an additional (2) one-year period by mutual consent of both parties. The contract will be subject to termination upon sixty (60) days advance notice by either party.

The award of the contract would be contingent on the following fees:

1. Housekeeping inspections to be billed at \$30 per inspection.
2. Site inspections to be billed at \$250 per site.

The inspections should be performed in accordance with the following standards and guidelines:

1. 24 CFR 982.401 Housing Quality Standards (HQS).
2. HACS' ACOP
3. Current UPCS procedures, all policy and federal regulations promulgated during the course of this contract

In addition to performing the inspections, the inspector shall:

1. Be responsible for scheduling inspections, in the timeframe and manner as directed in the ACOP
2. Be responsible for completion of inspections in the timeframe scheduled, submitting the necessary paperwork to and program staff HAS personnel.
3. Attend trainings and meetings as instructed by the Executive Director.
4. Supply, as requested by key personnel, any reports that are deemed necessary regarding the number of inspections completed, passed, failed, "no-show", in a timely manner.
5. Maintain records for a period of three (3) years in the tenant file.

Your RFQ response should include:

1. Information concerning your firm and the level of experience in performing HUD inspections
2. An agreement to the fees as listed above and dictated by the Housing Authority of the City of Slidell.
3. A copy of current automobile insurance upon signing of contract.

4. RFQ response should be on firm's stationary with the name of the contact person, contact information for that individual such as office phone, cell phone and fax numbers and address of business.