



# Housing Authority of the City of Slidell

1250 Dr. Martin Luther King Jr. Drive  
P.O. Box 1392, Slidell, LA 70459  
(985) 726-9000 (985) 726-9006 fax  
[www.slidellhousingauthority.org](http://www.slidellhousingauthority.org)



## HOUSING AUTHORITY OF THE CITY OF SLIDELL

### SOLICITATION FOR QUOTES

#### LEGAL SERVICES

**ISSUE DATE: MAY 2, 2018**

**DUE DATE: MAY 16, 2018**

This is a small purchase solicitation for legal services. Interested persons should carefully read all stated information and requirements including such contained in the attachments.

Responses are due on or before **May 16, 2018 at 4:00 P.M. CENTRAL STANDARD TIME**

The attorney must be licensed to practice law in the State of Louisiana. Law firms responding to this solicitation must identify the attorney(s) who will be assigned to HACS. The selected attorney(s) (or attorney assigned to HACS) shall, at a minimum, possess the following qualifications:

- 15 or more years of experience as a licensed attorney in the State of Louisiana;
- 10 or more years of experience with handling labor, employment and tenant/landlord legal matters

The selected attorney/law firm will be expected to perform, at a minimum, the following services, as requested by HACS.

Provide general legal services;

- Review and/or draft contracts, Cooperative Endeavor Agreements, Memoranda of Understanding and any other binding agreements;
- Research issue specific matters and provide written recommendations for resolution;
- Prepare legal pleadings to address litigation issues;
- Represent HACS on legal matters in state and/or federal court;
- Provide guidance and resolution relative to conflicts of interest or potential conflicts of interest;
- Attend Board of Commissioners and Committee meetings;
- Advise Board of Commissioners;

Chair  
Adrian Talbot, MD

Vice-Chair  
Carol Broussard

Commissioner  
Patricia Dearing

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Rev. Ray Larry

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- Advise on government grant and contract issues;
- Advise on responses to subpoenas, court orders, and requests for information from third parties; and
- Provide any other ancillary duties and responsibilities.

**SUBMISSION METHOD:** Responses must be submitted on the form provided in Exhibit A. Submissions may be delivered by e-mail to Chrissy Tillman, Administration, [admin@slidellhousingauthority.org](mailto:admin@slidellhousingauthority.org) or in person at 1250 Martin Luther King Drive, Slidell, LA 70458 no later than the time and date identified above.

**QUESTIONS:** Questions may be addressed to Chrissy Tillman (985) 726-9000 or by e-mail [admin@slidellhousingauthority.org](mailto:admin@slidellhousingauthority.org)

**INSURANCE:** Respondents must attach proof of the coverages specified in Exhibit B prior to beginning any work. Failure to do so may render the proposal nonresponsive. This insurance coverage must be maintained throughout the life of the contract.

## EXHIBITS:

- A Response Form
- B Insurance Requirements
- C Conflict of Interest



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**EXHIBIT A: Response Form**

Respondent Business Name: \_\_\_\_\_ Tax ID No. \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business E-mail Address: \_\_\_\_\_

*The Respondent proposes to perform or satisfy all specification requirements for the unit price(s) indicated below.*

By: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



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**A. Fee for legal services:** This fee shall be firm, fixed, and shall include all costs calculated for the services provided.

Hourly Rate: \$ \_\_\_\_\_

**B. Ability to Begin May 16, 2018**

\_\_\_\_\_ Yes/No

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#### **EXHIBIT B: Insurance Requirements**

INSURANCE: The Contractor shall obtain evidence of:

- a. Worker's Compensation insurance of \$100,000/\$100,000/ \$100,000 shall be required.
- b. If the Contractor uses motor vehicles in conducting activities under this Agreement, liability insurance covering bodily injury and property damage shall be provided. Such insurance shall have minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage with no aggregate limit.
- c. Professional liability insurance of \$500,000 per occurrence and \$500,000 per general aggregate limit.

Contractor shall require that any and all subcontractors, which are not protected under the Contractor's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the Contractor.

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### EXHIBIT C- CONFLICT OF INTEREST

### HOUSING AUTHORITY OF THE CITY OF SLIDELL

### CONFLICT OF INTEREST DISCLOSURE AFFIDAVIT

STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

Before me, the undersigned authority, came and appeared \_\_\_\_\_, who, being first duly sworn, deposed and said that:

1. He/ She is the \_\_\_\_\_, an authorized representative of \_\_\_\_\_, hereafter called "Respondent."
2. The Respondent submits the attached quote in response to the solicitation for general legal services.
3. The Respondent hereby confirms that a conflict(s) of interest exists/does not exist/may exist in connection with this solicitation which might impair Respondent's ability to perform if awarded the contract, including any familial or business relationships that the Respondent, the proposed subcontractors, and their principals have with HACS Commissioners, officers and employees. *(If a conflict(s) of interest exists and/or may exist, describe in a letter the nature of the conflict, the parties involved and why there is a conflict. Attach said letter to this form).*

\_\_\_\_\_  
Respondent Representative (Signature)

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(Print or type name)

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(Address)

Sworn to and subscribed before me, \_\_\_\_\_, Notary Public,

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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Notary Public (signature)

Notary ID#/Bar Roll #