

## Quotations for Small Purchases (QSP)

### CONDITIONS TO QUOTE - NONCONSTRUCTION

#### Solicitation No. QSP18001: On-Site Training - Consulting

**PROCEDURE: Quoters must submit proposed pricing where provided on the last page of this form only! The HA will accept the proposed pricing in person, by fax, email or by mail delivery only! The HA will NOT accept proposed pricing verbally or by telephone!**

- 1.0 HA CONTACT: All questions pertaining this QSP shall be addressed to Alonzo Smith (hereinafter, the Contracting Officer or CO), Telephone; 850-243-3224, e-mail: Alonzo@fwbha.org
- 2.0 APPLICABILITY: By submitting a quote to the HA, the firm or individual doing so (hereinafter, "the quoter") is automatically agreeing to abide by all terms and conditions listed herein, including those terms and conditions within the HUD document, *Table 5.1, Mandatory Contract Clauses for Small Purchases Other than Construction*, which is attached hereto.
- 3.0 HA RESERVATION OF RIGHTS: The HA reserves the right to:
  - 3.1 Reject any or all quotes, to waive any informalities in the QSP process, or to terminate the QSP process at any time, if deemed by the HA to be in the best interest of the HA;
  - 3.2 Terminate a contract awarded pursuant to this QSP at any time for its convenience upon delivery of a 10-day written notice to the apparent or successful quoter;
  - 3.3 Determine the days, hours and locations that the successful quoter shall provide the items or services called for in this QSP;
  - 3.4 Reject and not consider any quote that does not, in the opinion of the CO, meet the requirements of this QSP, including but not necessarily limited to incomplete quotes offering alternate (not including "or equal" items) or non-requested items or services;
- 4.0 QUOTER'S RESPONSIBILITY: Each quoter must carefully review and comply with all instructions provided herein, provided within any named attachments and those provided within the noted Internet system.
- 5.0 DEADLINE: The deadline for submission of quotes is 30 October 2017 12:00 CST. The deadline for submission of questions is 26 Oct 2017 at 12:00 CST. Each quoter

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shall submit his/her proposed costs, prior to the posted deadline, as provided for herein. Whereas this is an informal solicitation process, the HA reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of the CO, it is in the best interests of the HA to do so.

- 6.0 HOLD PRICES/NON-ESCALATION:** By submitting a quote, and whereas the quote sum submitted is a firm-fixed quote, each quoter thereby agrees to "hold" or not increase the proposed quote prices during the term of the work.
- 7.0 PURCHASE ORDER (PO):** The HA will procure the applicable goods or services by issuance of a PO (which shall have the same meaning as a "contract"). PO's will be issued on an as-needed basis only. By submitting a quote, the successful quoter thereby agrees to confirm receipt of the PO in the manner directed by the HA.
- 7.1 AWARD CRITERIA:** If an award is completed pursuant to this QSP, and unless otherwise instructed in writing by the CO, award shall be made to the responsive and responsible quoter that submits the lowest cost.
- 8.0 INVALID OR ALTERNATE QUOTES:** Failure to complete and submit all required information, or to add any additional requirements not acceptable to the HA, may invalidate the quote submitted. Furthermore, the HA shall reserve the right to reject, without consideration, alternate quotes, meaning those that do not meet the requirements of this QSP.
- 9.0 QUOTE COSTS:** There shall be no obligation for the HA to compensate any quoter or prospective quoter for any costs that he/she may incur in responding to this QSP.
- 10.0 SHIPPING COSTS:** Each quoted sum submitted shall include completion of the specified services at the HA site or location, as specified within this QSP or on the PO issued.
- 11.0 ASSIGNMENT OF PERSONNEL:** The HA shall retain the right to demand and receive a change in personnel assigned by the successful quoter to provide services to the HA if the HA believes that such change is in the best interest of the HA and the completion of the work or provision of the items.
- 12.0 UNAUTHORIZED SUB-CONTRACTING PROHIBITED:** The successful quoter shall not assign any right, nor delegate any duty for the work proposed pursuant to this QSP

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(including, but not limited to, selling or transferring the ensuing PO or contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the PO or the contract with the HA.

- 13.0 LICENSING AND INSURANCE REQUIREMENTS: Prior to award (but not as a part of the quote submission) the *successful quoter* will be required to provide:
- 13.1 An original certificate evidencing the quoter's current industrial (worker's compensation) insurance carrier and coverage amount;
  - 13.2 An original certificate evidencing General Liability coverage, naming the HA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the HA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000;
  - 13.3 An original certificate showing the quoter's automobile insurance coverage in a combined single limit of \$500,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000.
  - 13.4 A copy of the quoter's business license allowing that entity to provide such services within the jurisdiction of the state of Florida, the County of Okaloosa, the City of Fort Walton Beach;
- 14.0 Documents that apply to this QSP (PLEASE NOTE: The following Sections 14.3 and 14.4 only applies to this QSP and the ensuing award if the successful quoter will provide any work; meaning, the noted sections do not apply to this QSP or the ensuing award if the successful quoter is only providing materials, supplies, commodities, or equipment.):
- 14.1 This Conditions To Quote form;

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- 14.2 HUD form *Table 5.1, Mandatory Contract Clauses for Small Purchases Other than Construction* (attached);
- 14.3 Applicable HUD Wage Rate Decision (attached).
- 14.4 A copy of 24 CFR 135, commonly known as Section 3 (included by reference; a copy will be delivered by the HA to any firm upon submission to the CO of a written request for such). The successful quoter hereby agrees to comply with all requirements of the HUD Section 3 Program as detailed therein. If a bidder chooses to certify as a Section 3 quoter, he/she shall receive the preference noted therein. In any case, the successful quoter shall be required to, as detailed therein, "to the greatest extent feasible . . . provide economic opportunities to low- and very-low income persons," meaning, if the successful quoter must hire anyone to help with the work, he/she must submit a work plan showing how he/she will give first preference to such jobs to Section 3 persons.
- 14.5 The HA reserves the right to require the successful quoter/contractor to utilize any form required by HUD to complete the required work and by submitting his/her quote each contractor agrees to do so at no additional charge.
- 14.0 Technical Specifications or Statement of Work (SOW) that apply to this QSP:
- Conduct On-site review and provide recommendations for the Fort Walton Beach Housing Authority ACOP
  - Conduct On-site review and provide recommendations on the Fort Walton Beach Housing Authority Admin plan
  - Provide two days on-site training to two new Section 8 and Public Housing Case Managers covering rent calculation, admissions, recertification, occupancy and lease-up processing
  - Provide one -half day training on SEMAP processing and submittal

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### FORM OF QUOTE

Each quoter shall submit his/her quote on this form only, which shall be completed and returned to the HA as detailed herein.

| Item No. | Description   | Unit \$ Quoted |
|----------|---|----------------|
| 1        | On-Site review/recommendations on ACOP  | \$             |
| 2        | On-Site review/recommendations on Admin Plan  | \$             |
| 3        | Provide 2 days on-site training covering rent calculation, admissions, recertification, occupancy and lease-up processing | \$             |
| 4        | Provide one-half day on-site training on SEMAP processing/submittal   | \$             |
|          |   |                |
|          | <b>TOTAL</b>  | <b>\$</b>      |

\*First, place within the above an amount for each noted unit to complete the required work. Second, add the unit costs to arrive at a Total Amount Quoted.

\*\*In the case of any discrepancy between the "Total Amount Quoted" and the recalculated sum of adding each of the individual quote amounts entered (e.g. the quoter makes a mistake in adding the amount to arrive at a Total Amount Quoted), the HA reserves the right to choose either the new calculated sum or the original Total Amount Quoted submitted, either as may be in the favor of the HA.

The undersigned quoter hereby quotes the above amounts to complete the required work (print clearly and legibly!). Further, by submitting this quote, the undersigned quoter agrees to abide by all terms and conditions listed within any document issued by the HA pertaining to this issue.

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**COMPLETED BY:**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Printed Name**

\_\_\_\_\_

**Company Name**

\_\_\_\_\_

**Address (Street; City; State; Zip)**