

Solicitation of Quotes for Inspection Services
November 12, 2020

The Franklin County Regional Housing & Redevelopment Authority ("HRA") requests competitive quotes from qualified vendors to conduct inspections of residential units subsidized under the U.S. Department of Housing and Urban Development's (HUD) Housing Choice Voucher Program ("the Program") in accordance with HUD Housing Quality Standards (HQS).

The Vendor shall submit a quote on the attached form for inspection services, including but not limited to initial, biennial, special, damage/complaint inspections and re-inspections of a previously failed inspection. Quotes are to include all communication, correspondence, data entering, reports, and documents relative to such inspections and travel associated for each inspection.

The HRA will work closely with the Vendor to develop a scheduling plan that will provide for a smooth flow in the inspection process. Initially, the HRA Director of Leased Housing will send the schedule to the Vendor and provide relevant client and landlord information. The coordination of inspections is critical to the success of the detection, correction, and re-inspection processes. The entire inspection process must be completed in a timely manner.

Unit inspections shall include unit interiors, site, common areas, building exteriors and building systems. All inspections shall be conducted in accordance with HUD regulations at 24 CFR 982.401 and all supporting regulations.

It is impossible to identify the specific number of inspections to be performed throughout the year. **For estimation purposes, approximately 461 initial, annual, and special inspections were recorded in the past year and approximately 229 re-inspections, emergency re-inspections, and no-show inspections were recorded in the past year. Again, these figures are for information only.**

1. **TIME OF PERFORMANCE:** The services of the selected Vendor are effective for one year starting January 1, 2021. The HRA has the right to terminate the contract upon fifteen (15) day notice to the Vendor in the event of a default of the Vendor.

2. SCOPE OF SERVICES:

A. The selected Vendor shall provide the following services:

- Perform inspections of units to determine whether they comply with HUD's Housing Quality Standards; or whatever current inspection standard required by HUD.
- Vendor shall ensure that its staff is sufficiently trained to use any new

- inspection standard or method as required by HUD.
- Schedule and perform such ongoing inspections and re-inspections in a timely manner as required by the regulations at 24 CFR Part 983, and as they may be amended from time to time.
 - Send the inspection report to the tenant and owner (or management agent) within 5 business days of the inspection. When life threatening conditions are identified, Vendor will immediately notify both parties by telephone, facsimile, or email. The notice will specify who is responsible for correcting the violation. The corrective actions must be taken by the owner within 24 hours of Vendor's notice.
 - Within 10 days of the inspection, Vendor shall access HRA's HAB management software to upload or input inspection reports. Vendor will be provided with secured remote access to HRA's system and a unique login will be assigned to the Vendor. HRA will provide reasonable technical assistance and HAB orientation if necessary.
 - Vendor shall provide HRA with a list of all failed re-inspections or if the tenant/landlord fails to appear for an inspection repeatedly (twice or more) within 5 days of occurrence.
 - Vendor's employees must conduct themselves in a professional, courteous manner.
 - Vendor's employees must wear name badges with photos, identifying them by name and firm.
 - Vendor's employees performing services under this contract must be bondable.
 - Vendor shall ensure that service under this contract is continuous throughout the contract year.

B. Types of Inspections

- 1) **Initial Inspection**: First inspection made of a unit coming into the Program. This inspection must be conducted within seven (7) business days of a request from the HRA, or as otherwise negotiated. A Rent Reasonableness Survey Form must be completed during an initial inspection.
- 2) **Biennial Inspection**: Biennial inspections must be conducted within 728 days of the prior annual or biennial inspection. HRA will ensure that the Vendor is provided with a list of units to be inspected approximately 90 days prior to the inspection anniversary date. A Rent Reasonableness Survey Form must be completed during each initial inspection.
- 3) **Complaint/Special Inspection**: This inspection is generally triggered by a complaint from the owner or tenant and must be conducted within 24-48 hours of a request by the HRA.

- 4) **Emergency Re-inspection**: These re-inspections must be conducted within 24 hours of the original failed inspection that revealed life-threatening conditions in a unit.
 - 5) **Re-inspection**: These inspections must be conducted within 30 days of the original failed inspection or within seven (7) business days of receipt of owner's certification that all failed items have been corrected, whichever occurs first.
 - 6) **No Show**: If an inspector arrives for an inspection but is unable to gain access to the unit because the tenant or landlord does not appear for the appointment, the inspection may charge at the rate for a re-inspection.
3. **PAYMENT SCHEDULE**: The Vendor will submit invoices to HRA on a monthly basis, detailing for each identified unit the date and type of completed inspections. HRA will reimburse the Vendor within 30 days from the receipt of the invoices for services. HRA will not reimburse any expenses incurred by the Vendor in the performance of this contract, including but not limited to travel and communications.

4. QUALIFICATIONS OF VENDOR

- A. All inspectors providing services under this contract must have at least three (3) years of experience conducting HUD required Housing Quality Standards Inspections or comparable housing standards inspections.
- B. Vendors must provide a list of three references consisting of clients who have used their services for Housing Quality Standards inspections.

5. INSURANCE REQUIREMENTS

- A. Proof of Workmen's Compensation in the statutory amount
- B. General Liability and Auto Insurance in the following amounts during the contract period:
 - 1) General Liability - \$ 1,000,000 / \$ 2,000,000.
 - 2) Auto Insurance
 - a. Property Damage - \$ 500,000
 - b. Liability - \$ 1,000,000 / \$ 2,000,000.
 - 3) HRA must be named as an additional insured on the selected vendor's general liability policy.

Rule for Award: HRA intends to award one contract under this procurement. The contract will be awarded to the responsive and responsible vendor who can provide the services described in the Scope of Services and who offers the lowest price. If multiple qualified companies quote at the same low cost, HRA will consider awarding two contracts of roughly equal dollar amount.

HRA reserves the right to reject any and all quotations and waive any informality in its best interest.

Deadline: All written quotes must be submitted by **4:00pm Monday, November 23, 2020.**

FCRHRA would like to complete the contract award and approval by Monday, November 30, 2020.

Please submit your proposal for Inspection Services to:

Franklin County Regional Housing and Redevelopment Authority
Attn: Katelyn Reardon, Director of Leased Housing
241 Millers Falls Road
Turners Falls, MA 01376

QUOTE FORM FOR HQS INSPECTIONS:

Vendor: _____ Date: _____

Signature & Title of Person Signing Quote: _____

Business Address: _____

Telephone: _____ Email: _____

Note: If the bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of general partners if different from business address.

QUOTES:

\$_____ for each initial, biennial, or complaint/special inspection

\$_____ for each re-inspection, emergency re-inspection, or no-show

HRA will not reimburse any expenses incurred by the Vendor in the performance of this contract, including but not limited to travel and communications.