

**Quotations for Small Purchase (QSP)  
Wilkinson Terrace Real Estate Appraisal Services**

**CONDITIONS TO QUOTE - NONCONSTRUCTION**

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

**REQUEST SUMMARY:** The Housing Authority of the City of Shreveport (HACS) is contemplating the submission of a Section 18 Demolition/Disposition application for the Wilkinson Terrace Apartments public housing site to the Department of Housing and Urban Development's Special Application Center. In order to comply with the requirements of this application process, HACS is requesting quotes for Real Estate Appraisal Services to complete a property appraisal for the Wilkinson Terrace Apartments site.

**DEADLINE:** All responses must be received by the Agency before 3:00 pm CST. on Friday, September 08, 2017.

- 1.0 **AGENCY CONTACT:** All questions pertaining to this QSP shall be addressed to Kia Fields, (hereinafter, the Contracting Officer or CO), Telephone: (318) 698-3600; e-mail: [kfields@shvhousauth.com](mailto:kfields@shvhousauth.com).
- 2.0 **APPLICABILITY:** By submitting a quote to the Agency, 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 **AGENCY RESERVATION OF RIGHTS:** The Agency 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 Agency to be in the best interest of the Agency;
  - 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,

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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.
  
- 5.0 **DEADLINE:** Each quoter shall submit his/her proposed costs, prior to the posted deadline, as provided for herein. Whereas this is an informal solicitation process, the Agency 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 Agency to do so.
  
- 6.0 **HOLD PRICES/NON-ESCALATION:** By submitting a quote, and whereas the quote 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 Agency 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 Agency.
  - 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 lowest quoter that guarantees completion of the entire scope of work.
  
- 8.0 **INVALID OR ALTERNATE QUOTES:** Failure to complete and submit all required information, or to add any additional requirements not acceptable to the Agency, may invalidate the quote submitted. Furthermore, the Agency 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 Agency 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 Agency site or location, as specified within this QSP or on the PO issued.
  
- 11.0 **ASSIGNMENT OF PERSONNEL:** The Agency shall retain the right to demand and receive a change in personnel assigned by the successful quoter to provide services

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to the Agency if the Agency believes that such change is in the best interest of the Agency 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 (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 Agency.
- 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 Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency 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 Shreveport, LA;
  - 13.5** A copy of the quoter's license issued by the State of Louisiana licensing authority allowing the quoter to provide the services detailed herein.
- 14.0 Documents that apply to this QSP (PLEASE NOTE: The following Sections 14.3 and 14.4 only apply 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 document;

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14.2 HUD form *Table 5.1, Mandatory Contract Clauses for Small Purchases Other than Construction* (attached);

14.3 A copy of 24 CFR 135, commonly known as Section 3 (included by reference-- a copy will be delivered by the Agency 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 (*This section only applicable for awards over \$100,000*).

14.4 The Agency 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.

15.0 Technical Specification or Scope of Work (SOW) that apply to this QSP:

The Housing Authority of the City of Shreveport requires a contractor to provide a property site appraisal for the Wilkinson Terrace Apartments public housing site consistent with HUD requirements under 24 CFR Part 270. The purpose of the appraisal is to estimate the market value of the subject property in order to meet HUD Section 18 demolition and disposition application requirements and to guide internal decisions regarding property disposition. Contractor must be available to begin work promptly once awarded.

15.1 Property Description: The project site, located at 2725 Southern Avenue, is approximately 6.63 acres. The multi-family property has nineteen (19) two-story apartment buildings containing a total of 184 rental apartment units and a single story management office/community center building. Construction of the property was completed in 1950.

15.2 Deliverables: Findings including conclusions and recommendations will be presented in both hard-copy and electronic reports conforming to scope of work, in accordance with 24 CFR Part 58.

15.3. Additional Services: Not applicable.

15.4 General Requirements: All services must be completed and a final product

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must be received within thirty (30) days from the date of notice to proceed. The contractor will be required to hold his quoted prices for ninety (90) days from the deadline for submitting quotes. Note: The contractor shall be responsible for making any revisions or additions as required, within ten (10) business days of notification by the Housing Authority of the City of Shreveport for a period no less than, ninety (90) days after the submission of the final product.

- 16.0 STATEMENT OF QUALIFICATIONS:** Attach a maximum of two pages to the Form of Quote providing the following:
- 16.1** A brief history of your company, including a brief resume of the principal team member who will provide the service.
  - 16.2** List of, at least three (3) client references from the last three years. Each client reference should have contracted for comparable services as requested in this QSP. Provide the duration of the contract, a description of the services provided and contact information for each.
- 17.0 RESPONDER'S SUBMISSION:** The Housing Authority of the City of Shreveport (AGENCY) will accept the responses by in-person delivery or by mail delivery only! The AGENCY will NOT accept responses verbally or by telephone! All responses must be submitted and time-stamped received in the designated AGENCY office by no later than the submittal deadline stated herein (or within any ensuing addendum). Responses shall be placed unfolded in a sealed package and addressed to:

**Housing Authority of the City of Shreveport  
Attention: Kia Fields  
Wilkinson Terrace Real Estate Appraisal Services  
2500 Line Ave  
Shreveport, LA 71104**

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<b>FORM OF QUOTE</b>
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Each quoter shall submit the quote on this form only, which shall be completed and returned to the Agency as detailed herein.

Item No.	Description	Hourly Rate	Total Hours	= Total Amount Quoted
1	Total cost for the completion of all services indicated in the Scope of Work.	\$		\$

\* First, insert the hourly rate and total hours needed to complete the project. Second, multiply the hourly rate by the total hours to arrive at a Total Amount Quoted.

\*\*In the case of any discrepancy between the "Total Amount Quoted" and the calculated sum of the individual quote amounts entered (e.g. the quoter makes a mistake mathematically in calculating the amount to arrive at a Total Amount Quoted), the Agency 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 Agency.

The undersigned quoter hereby quotes the above amount 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 Agency pertaining to this issue.

**COMPLETED BY:**

Signature	Date	Printed Name
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Company Name	Address (Street; City; State; Zip)
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Telephone number	Email address
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