



... for the people

818 S. FLORES ST.

SAN ANTONIO, TEXAS 78204

www.saha.org

Procurement Department

## **REQUEST FOR QUOTATIONS**

**For**

### **Actuarial Review of Workman Comp Program**

**For**

### **HOUSING AUTHORITY OF THE CITY OF SAN ANTONIO, TEXAS AND AFFILIATED ENTITIES**

**RFQ#: 0906-958-61-2979**

Prepared by:

**Department of Procurement**  
of the  
The San Antonio Housing Authority  
818 South Flores Street  
San Antonio, Texas 78204

President and CEO..... Lourdes Castro Ramirez

June 2009

**Request for Quotes 0906-958-61-2979**

- 1.0 **SAN ANTONIO HOUSING AUTHORITY (SAHA) CONTACT:** All questions pertaining to this quotation shall be addressed to Carl Bottoms, Procurement Supervisor, telephone 210-477-6178, fax 210-477-6167 or e-mail at [carlton\\_bottoms@saha.org](mailto:carlton_bottoms@saha.org).
- 2.0 **APPLICABILITY:** By submitting a quote (hereinafter referred to as "bid") to SAHA, the firm or individual doing so (hereinafter, "the bidder") 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*, HUD Form 5370-C Section I and II *General Contract Conditions for Non-Construction Contracts*, which are incorporated by reference and SAHA's General Terms and Conditions which are attached. Copies of Table 5.1 and HUD Form 5370-C may be obtained by contacting Carl Bottoms, Procurement Supervisor, telephone 210-477-61783, fax 210-477-6167 or e-mail at [carlton\\_bottoms@saha.org](mailto:carlton_bottoms@saha.org).
- 3.0 **SAHA's RESERVATION OF RIGHTS:** SAHA reserves the right to:
  - 3.1 Reject any or all bids, to waive any informalities in the Solicitation process, or to terminate the Solicitation process at any time, if deemed by SAHA to be in the best interest of SAHA;
  - 3.2 Terminate a contract awarded pursuant to this Solicitation at any time for its convenience upon delivery of a 14-day written notice to the apparent or successful bidder;
  - 3.3 Determine the days, hours and locations that the successful bidder shall provide the items or services called for in this Solicitation;
  - 3.4 Reject and not consider any bid that does not, in the opinion of SAHA, meet the requirements of this Solicitation, including but not necessarily limited to incomplete bids and/or bids offering alternate (not including "or equal" items) or non-requested items or services;
  - 3.5 SAHA reserves the right to:
    - 3.5.1 To make award to the same bidder (aggregate) for all items; or,
    - 3.5.2 To make award to multiple bidders for the same or different items.
- 4.0 **BIDDER'S RESPONSIBILITY:** Each bidder must carefully review and comply with all instructions provided herein, or provided within any named attachments.
- 5.0 **DEADLINE:** Each bidder shall submit his/her proposed costs, prior to the posted deadline, where provided herein. Whereas this is an informal solicitation process, SAHA reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of SAHA, it is in the best interests of SAHA.
- 6.0 **HOLD PRICES/NON-ESCALATION:** By submitting a bid, each bidder thereby agrees to "hold" or not increase the proposed bid prices for a minimum period of thirty (30) days with no escalation. Quantities listed in this Solicitation are for the purpose of determining best pricing per line item.

- 7.0 PURCHASE ORDER (PO): SAHA will procure the applicable goods or services by issuance of a PO. PO's will be issued on an as-needed basis only. By submitting a bid, the successful bidder thereby agrees to confirm receipt of the PO in the manner directed by SAHA.**
- 8.0 AWARD CRITERIA: If an award is completed pursuant to this Solicitation, and unless otherwise instructed by SAHA, an award shall be made to the responsive and responsible bidder that submits the lowest cost.**
- 9.0 BID COSTS: There shall be no obligation for SAHA to compensate any bidder or prospective bidder for any costs that he/she may incur in responding to this Solicitation.**
- 10.0 ASSIGNMENT OF PERSONNEL: SAHA shall retain the right to demand and receive a change in personnel assigned by the successful bidder to provide services to SAHA if SAHA believes that such change is in the best interest of SAHA and the completion of the work or provision of the items.**
- 11.0 UNAUTHORIZED SUB-CONTRACTING PROHIBITED: The successful bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this Solicitation (including, but not limited to, selling or transferring the ensuing PO or contract) without the prior written consent of SAHA. Any purported assignment of interest or delegation of duty, without the prior written consent of SAHA shall be void and may result in the cancellation of the PO or contract with SAHA.**
- 12.0 LICENSING AND INSURANCE REQUIREMENTS: By submitting a bid the successful bidder thereby certifies that he/she possess and will, prior to issuance of a PO by SAHA, present to SAHA, proof and certification of the following:**
- 12.1 If applicable, local business license or permit issued by the City of San Antonio,**
  - 12.2 If applicable, a copy of the bidder's license issued by the State of Texas licensing authority allowing the bidder to provide the services or products as detailed herein,**
  - 12.3 General liability insurance coverage (naming SAHA as an additional insured, and certificate holder along with the applicable endorsement), automobile insurance coverage (naming SAHA as an additional insured, and certificate holder along with the applicable endorsement), in amounts designated by SAHA,**
  - 12.4 Appropriate worker's compensation insurance coverage.**
- 13.0 SPECIFICATIONS /SCOPE OF WORK FOR THIS SOLICITATION:**
- 13.1 Contractor will complete an actuarial review of SAHA's self-insured workers compensation program.**
  - 13.2 Contractor will estimate the outstanding losses and allocated loss adjustment expenses (ALAE) for SAHA's retained (i.e. net of excess or high-deductible) workers compensation claims as of June 30, 2009.**
  - 13.2 At the conclusion of the analysis, the contractor will issue a draft report which explains the details of the analysis and the results.**
  - 13.3 A final report will be issued after receipt of feedback from SAHA.**

**13.5 Response must be received no later than 11:00 AM July 08, 2009. Responses may be hand delivered to:**

**San Antonio Housing Authority,  
attn. Carl Bottoms, Procurement Supervisor,  
818 S. Flores, San Antonio, TX 78204.**

**Faxed to: Attn. Carl Bottoms at 210-477-6167**

**Emailed to: [carlton\\_bottoms@saha.org](mailto:carlton_bottoms@saha.org)**

**13.6 Response shall include the total fee to complete the task.**

**13.7 The contractor shall secure and pay for all permits, fees, and licenses required for the proper execution and completion of the work.**

**13.8 The contractor shall observe and comply with all federal, state, county, and city laws, codes, ordinances, rules and regulations in accomplishing the work.**

**14.0 INSURANCE: The following table details the standard liability policies with the required limits and waivers of subrogation required by SAHA of all contractors performing work on SAHA property.**

<b>Professional Liability</b>	<b>Required Limits</b>
SAHA and its affiliates must be named as an Additional Insured and be a Certificate Holder. This is required for vendors who render observational services to SAHA such as appraisers, inspectors, attorneys, engineers or consultants.	\$300,000
<b>Business Automobile Liability</b>	<b>Required Limits</b>
SAHA and its affiliates must be named as an additional insured and as the certificate holder. This is required for any vendor that will be using their vehicle to do work on SAHA properties.	\$500,000 combined single limit, per occurrence
<b>Workers Compensation and Employer's Liability</b>	<b>Required Limits</b>
Workers' Compensation coverage is Statutory and has no pre-set limits. Employer's Liability limit is \$500,000. Workers' Compensation is required for any vendor made up of more than one person. A Waiver of Subrogation in favor of SAHA must be included in the Workers' Compensation policy.  SAHA and its affiliates must be a Certificate Holder.	Statutory \$500,000
<b>Commercial General Liability</b>	<b>Required Limits</b>
This is required for any vendor who will be doing hands on work at SAHA properties. SAHA and its affiliates must be named as an Additional Insured and as the Certificate Holder.	\$1,000,000 per accident \$2,000,000 aggregate

**Response must be received no later than 11:00 AM July 08, 2009**

## Quote Form

**PROPOSED FEE:**

**Item 1: Fee to deliver items and perform the services requested in this quote. This shall be a firm fixed price including all expenses. Please note that the proposed fee submitted by each bidder are inclusive of all necessary costs to provide the proposed services, including, but not limited to: employee costs and benefits; clerical support; overhead; profit; supplies; materials; licensing; insurance; travel; lodging and per diem, etc. Please note that this firm-fixed price is inclusive of all elements required to deliver the service and the cost proposed shall be fully "burdened" with profit and overhead costs. SAHA will not be responsible for paying any additional expenses or fees in the completion of this project.**

\$ \_\_\_\_\_

In submitting this bid, it is understood if written notice of the acceptance of this bid is mailed, e-mailed, or delivered to the undersigned within sixty days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver the products and/or services described herein. By signature hereon the bidder certifies he has the right and authority to bind the company.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Firm)

\_\_\_\_\_  
(Signature) (Printed name and title)

\_\_\_\_\_  
(Business address,)

\_\_\_\_\_  
(Phone) (E-mail)