



... for the people

818 S. FLORES ST.

SAN ANTONIO, TEXAS 78204

www.saha.org

Procurement Department

## **REQUEST FOR QUOTATIONS**

**For**

**Crime Prevention through Community Leadership and  
Resident Engagement**

**For**

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

**RFQ #: 1009-990-25-3307**

**Closes November 29, 2010 @ 1:00 PM**

Prepared by:

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

President and CEO..... Lourdes Castro Ramirez

October 2010

- 1.0 SAN ANTONIO HOUSING AUTHORITY (SAHA) CONTACT:** All questions pertaining to this quotation shall be addressed to Carl Bottoms, Procurement Supervisor, telephone 210-477-6165, 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 Handbook 7460.8 REV 2, Procurement Handbook for Public Housing Agencies, dated 2/2007, and SAHA General Terms and Conditions. These documents may be obtained by contacting Carl Bottoms, Procurement Supervisor, telephone 210-477-6165, 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 an award to the same bidder (aggregate) for all items; or,
    - 3.5.2 To make an 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 sixty (60) 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 may procure the applicable goods or services by issuance of a PO or execute a separate Agreement. 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. All invoices must reference the PO number. Contractor will be required to accept payment for services rendered as a result of this RFQ and any resulting Agreement by direct deposit.
- 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 contractor that submits the best value to SAHA using price and other factors listed in the solicitation.
- 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 retains 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 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/or 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.
- 13.0 SCOPE OF WORK:** The Housing Authority of the City of San Antonio and its affiliated entities are seeking proposals from independent contractors with demonstrated professional competence and experience to assist SAHA with developing strategies to combat violence and drugs through building grassroots leadership among residents and

strengthening the neighborhoods of Wheatley Courts, located at 906 N. Mittman, San Antonio, Texas 78202, and Spring Hill Apartments I & II, located at 4830 Ray Bon Dr, San Antonio, Texas 78218 (hereafter, referred to as the Communities). Contractor's activities must at the conclusion of the one-year period have a clearly identifiable and measurable increase in social services addressing barriers to residents such as economic resources, transportation assistance, childcare, and self-sufficiency including but not limited to job training, employment, education, and case management which enables them to build a better community for themselves by reducing reliance on outside resources.

This phase of the project will focus on working with Springhill and Wheatley management in identifying resources for partnerships, grants, scholarships, job training and other social services for the residents. All proposals are due by 1:00 P.M., November 29, 2010 at San Antonio Housing Authority, Procurement Department, 818 S. Flores St., San Antonio, Texas, 78204.

At a minimum each proposal must include a firm fixed monthly fee to conduct the following services for a period of one-year at the Communities and conduct at a maximum of four centralized resident training sessions for resident councils and ambassadors in the MTW program to be scheduled with the Department of Community Initiatives.

- Assist in the training of a maximum of 20 Resident Ambassadors
- A minimum of 28 SAHA Resident Councils
- **Contractor shall provide the following services for a period not to exceed one year in length:**
  - Contractor's activities must be aligned with SAHA's Moving to Work (MTW) goals of increasing partnerships, and resources in order to increase self-sufficiency activities within SAHA's properties through education, job training, and employment opportunities.
  - Contractor shall at a minimum recruit and refer to MTW SAHA staff 10 residents between the ages of 16-24 from each of the two communities (Springhill and Wheatley Courts) to the Gateway to College Program for the purpose of increasing High School diploma completion.
  - Contractor shall at a minimum recruit and refer to MTW SAHA staff 10 adult age residents from each of the two communities (Springhill and Wheatley) to the Childcare Training Program or any available job training program for the purpose of training residents to become job ready preparing them for self-sufficiency.

- Contractor shall at a minimum assist MTW SAHA staff and identify two agencies per each community (Springhill and Wheatly) to provide onsite Holistic Case Management services to at least 25 residents per community.
- Contractor shall assist in the recruitment of candidates for the Section 3 initiative. A minimum of 5 per community (Springhill and Wheatly).
- Contractor shall identify other stakeholders in the Communities including residents, service providers, law enforcement, private sector and other non-profit entities such as adjacent neighborhood associations that may assist SAHA with combating crime, drugs thereby reflecting a decrease in crime by at least 10% during the contract period.
- Contractor shall assist in the development and implementation of a Neighborhood Watch Program coordinated through the City of San Antonio's SAFE program.
- Contractor must meet with Communities' management and resident council at least twice a month to discuss strategies for developing residents' leadership capacity and identifying opportunities for improving quality of life for the residents at the Communities.
- Contractor shall be present at resident council meetings at the Communities but only in an advisory capacity to provide feedback to management for improvement. Contractor shall not participate in such meetings.
- Contractor shall identify opportunities for youth involvement in crime prevention strategies and alternatives to crime and drug activities and discuss these with SAHA management.
- Contractor shall formally identify three to five community partnerships and opportunities to assist SAHA in providing education, employment and social services to the residents to include but not limited to educational resources within the Communities such as adult education, GED programs, community college programs, financial aid, and vocation training for the residents.
- Contractor will coordinate the resident activities in cooperation with SAHA and will provide at Contractor's cost all printing materials, labor cost for any publications of monthly newsletters and event flyers. Such expenses will not be reimbursed by SAHA; therefore, the firm fixed monthly fee proposed by Contractor shall be all-inclusive of all expenses associated with such meetings and proposed events at the Communities.
- While on the property of the Communities, Contractor shall be responsible for all personal property.

- By the 30<sup>th</sup> of each month, Contractor shall submit a report to the Directors for Public Housing, Non Profit and Community Initiatives indicating the progress made regarding MTW activities and in identifying social services, crime prevention strategies and employment opportunities for the residents of the Communities.
- Contractor shall also identify funding sources such as grants for which SAHA or the resident council may submit applications to assist in providing social services and crime prevention activities to the Communities.

**SAHA intends to retain the successful contractor pursuant to a “Best Value” basis, not a “Low Bid” basis. Quotes shall be evaluated upon cost of service, Contractor’s level of experience, Contractor’s past performance if any, quality and quantity of services provided for a reasonable monthly administrative fee and Contractor’s references demonstrating reputation within the Communities. None of the proposed services may conflict with any requirement SAHA has published herein. Quotes exceeding the minimum standards as stated in the solicitation may be evaluated more favorably. It is preferable and recommended that the quote be bound in such a manner that SAHA can, if needed, remove the binding (i.e. “comb-type, etc.) or remove the pages from the cover (i.e. 3-ring binder, etc.) to make copies then return the quote to its original condition.**

The quote that a Contractor submits must contain the following information. Failure to submit this specified information might result in disqualification because of nonresponsiveness.

- 1. Proposed Fees:** Each Contractor shall include in the Quote the monthly fee for providing all services under this solicitation at each location. SAHA will not reimburse expenses including but not limited to postage, copies, telephone toll charges, entertainment, food/drink, printing and or design costs for publications and event flyers. The administrative fee shall be the total cost to SAHA for providing all services under this RFQ and any resulting Agreement.
  - **This administrative fee is all-inclusive of all related costs that a Contractor will incur to provide the noted services in compliance with this solicitation, including, but not limited to: employee wages and benefits, clerical support, overhead, profit, licensing, insurance, materials, supplies, tools, equipment, long distance telephone calls, and motor vehicle fuel, food/drink, printing, entertainment costs and costs associated with publication design.**
- 2. Profile of Firm Form:** The Profile of Firm Form, which is attached, must be fully completed, executed and submitted under this tab as a part of the quote.

**3. Proposed Services:** The Contractor shall, at the minimum, clearly detail within the information submitted:

- The work plan, including key policies, procedures, and timelines, that the successful contractor will implement to provide the proposed services, all efforts to reduce costs and the specific results that the successful contractor expects to accomplish;
- The name and credentials of the project manager that will be assigned to this project and a detail explanation of his/her experience in organizing residents to combat crime and drug abuse in their communities.
- The Contractor shall identify hereunder if this will be a joint venture with another entity. One entity must be designated as the primary contact for the joint venture in the proposal. Contractors must also provide SAHA with the name, contact information to include address, phone number and email address and core area of business for each subcontractor intended to be utilized by the Contractor to perform the services requested here. Contractor must realize that the actual usage of the subcontractor will be contingent upon SAHA prior written approval, and Contractor remains responsible to SAHA for any and all services and goods provided pursuant to this request and any resulting contract.

**4. References:** The Contractor shall submit at a minimum three former or current clients for whom the Contractor has performed similar or like services to those being proposed herein. The list shall, at a minimum, include for each reference:

- The client's name;
- The client's telephone number and address,
- Description of services provided to the client, and
- Date of services

**Other Information (Optional):** The Contractor may include any other general information that the Contractor believes is appropriate to assist SAHA in its evaluation

**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.

Professional Liability	Required Limits
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
Business Automobile Liability	Required Limits
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
Workers Compensation and Employer's Liability	Required Limits
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
Commercial General Liability	Required Limits
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

- 15.0 Invoicing:** Invoices shall be sent to: San Antonio Housing Authority, Accounts Payable, P.O. Box 830428, San Antonio, TX 78283-0428 or may be e-mailed to [AccountsPayable@saha.org](mailto:AccountsPayable@saha.org). Contractor shall invoice SAHA within 60 days after the delivery of the goods or service. If contractor fails to invoice within 60 days SAHA reserves the right to not pay the invoice. Payment shall be made by direct deposit.
- 16.0 WARRANTY:** All services and goods provided pursuant to this RFQ and the resulting contract shall be covered by the most favorable commercial warranties given to any customer for same or similar supplies or services, but in any event such goods and services shall be warranted for at least a period of one (1) year.
- 17.0 Fair Labor Standards Act:** Both parties hereby agree to comply with the provisions of the Fair Labor Standards Act (29 U.S.C. 201, et seq).

### Quote Form

**Firm Fixed monthly Fee for Springhill Apartments I & II** \$ \_\_\_\_\_ (per month)  
**Firm Fixed monthly Fee for Wheatley Courts** \$ \_\_\_\_\_ (per month)  
**Fee per session for centralized resident council training on capacity building and community organizing** \$ \_\_\_\_\_ (per session)

**2. Sub-Contractors: Proposer shall identify his sub-contractors if any:**

- a) \_\_\_\_\_
- b) \_\_\_\_\_

Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such bid is genuine and not collusive and that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, to fix overhead, profit or cost element of said bid price, or that of any other bidder or to secure any advantage against the SAHA or any person interested in the proposed contract; and that all statements in said bid are true.

**Initials** \_\_\_\_\_

In performing this contract, the contractor(s) shall comply with any and all applicable federal, state or local laws including but not limited to: Occupational Safety & Health, Equal Employment Opportunity, Immigration and Naturalization, The Americans with Disabilities Act, State Tax and Insurance Law, and the Fair Housing Act.

**Initials** \_\_\_\_\_

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 (60) 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)

## Proposers Certification

By signing below, Proposer certifies that the following statements are true and correct:

1. He/she has full authority to bind Proposer and that no member of Proposer's organization is disbarred, suspended or otherwise prohibited from contracting with any federal, state or local agency;
2. Items for which bids were provided herein will be delivered as specified in the bid,
3. Proposer proposes to furnish and deliver in accordance with the terms, conditions, and specifications embodied herein, all of which terms, conditions, and specifications are hereby accepted and made a part of this bid, all materials and supplies, which are described on the bid worksheets herein and opposite of which prices have been entered, at the price or prices quoted, subject to valid price reductions as hereafter defined, as ordered for delivery, by SAHA,
4. Proposer agrees that this bid shall remain open and valid for at least a period of 60 days from the date of the Bid Opening and that this bid shall constitute an offer, which, if accepted by SAHA and subject to the terms and conditions of such acceptance, shall result in a contract between SAHA and the undersigned Proposer,
5. He/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this bid,
6. Proposer, nor the firm, corporation, partnership, or institution represented by the Proposer, or anyone acting for such firm, corporation or institution has violated the antitrust laws of the State of Texas or the Federal Antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business,
7. Proposer has not received compensation for participation in the preparation of the specifications for this RFP, and
8. The individual or business entity named in this bid is eligible to receive the specified payment and acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate,

SIGNED: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Company Name)

\_\_\_\_\_  
(Company Phone & Fax & Email Address)

\_\_\_\_\_  
(Date)