



**REQUEST FOR QUOTATIONS**  
**For**  
**Procurement Consulting Services**  
**For**  
**HOUSING AUTHORITY OF THE**  
**CITY OF SAN ANTONIO, TEXAS**  
**AND**  
**AFFILIATED ENTITIES**

**IFB #: 0905-918-87-2955**

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

May 2009

**Objective/Outcome:**

The San Antonio Housing Authority (SAHA) request quotes from individuals or firms with experience in identifying opportunities for enhancing current SAHA procurement capacity and effectiveness.

**Quotation Due Date and Time:**

Quotes are to be delivered to the Assistant Director of Procurement not later than 12:00 Noon, May 29, 2009. Quotes may be:

Faxed to: Attention Charles Bode at 210-477-6167

E-Mailed to: charles\_bode@saha.org

Mailed or hand delivered to:

Charles Bode  
Assistant Director of Procurement  
818 S. Flores  
San Antonio, TX 78204

**Scope of Work:**

1. Assessment of adequacy of current procurement business management framework.
2. Identification of needed business process improvements.
3. Determination of any existing internal fiscal and administrative control weaknesses.
4. Conduct of best practice comparative analysis.
5. Review of current procurement initiatives underway.

**Requirements:**

1. Time is a factor; The work must commence not later than June 5, 2009 and the project must be completed by June 30, 2009.
2. The Contractor must have experience in Public Housing Procurement.
3. The Contractor must have knowledge of the Code of Federal Regulations (CFR) and Housing and Urban Development (HUD) regulations pertaining to procurement.

**Quote Form : Due May 29, 2009 at 12:00 Noon**

**Item 1:** Cost to deliver a final report including all expenses for travel and per diem:

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

In submitting this bid, it is understood if written notice of the acceptance of this bid is mailed, telegraphed, 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delivered to the undersigned within sixty days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver the products described herein.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)

## General Terms and Conditions

- 1.0 SAHA CONTACT: All questions pertaining this Quote shall be addressed to Charles Bode, Assistant Director of Procurement at [charles\\_bode@saha.org](mailto:charles_bode@saha.org) or by phone at 210-477-6703
- 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.
- 3.0 SAHA 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 10-day written notice;
  - 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 Buyer, 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 To make an award to the same bidder (aggregate) for all items or, 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, provided within any named attachments and those provided by written addendum.
- 5.0 DEADLINE: Each bidder shall submit his/her proposed costs, prior to the posted deadline. 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 to do so.
- 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 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.

- 8.0 AWARD CRITERIA: If an award is completed pursuant to this Solicitation, and unless otherwise instructed by SAHA, award shall be made to the responsive and responsible bidder that submits the lowest cost.
- 9.0 INVALID OR ALTERNATE BIDS: Failure to complete and submit all required information, or to add any additional requirements not acceptable to the HA, may invalidate the bid submitted. Furthermore, the HA shall reserve the right to reject, without consideration, alternate bids, meaning those that do not meet the requirements of this Solicitation. PLEASE NOTE: An allowed “or equal” bid does not constitute an “alternate” bid—“or equal” means that the proposed “equal” item is substantially “equal” to the item specified by SAHA.
- 10.0 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.
- 11.0 SHIPPING COSTS: Each bid sum submitted shall include delivery of the items to the specified SAHA site or location, as specified within the Solicitation or on the PO issued. Delivery is to be FOB Destination Freight Prepaid and Allowed.
- 12.0 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.
- 13.0 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 the SAHA Buyer. Any purported assignment of interest or delegation of duty, without the prior written consent of the SAHA Buyer shall be void and may result in the cancellation of the PO or contract with SAHA.
- 14.0 INSURANCE: The following table details the standard liability policies with the required limits and waivers of subrogation required by SAHA unless specifically waived in any resulting contract:

**Remainder of this page left blank intentionally.**

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

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