

REQUEST FOR QUOTES
PROFESSIONAL SERVICES
QUALITY CONTROL FOR HQS INSPECTIONS/UPCS SAMPLING INSPECTIONS

The Parma Public Housing Agency is requesting quotes for consideration in the selection for professional services to perform Quality Control Housing Quality Standards inspections for its Housing Choice Voucher Program and UPCS inspections at its Chevybrook Estates Public Housing complex.

Summary/Scope

The Parma Public Housing Agency owns/manages a 60- unit public housing estate, comprised of 10 residential buildings and 1 maintenance building. and has 742 Housing Choice Voucher participants residing within Cuyahoga County, OH, on the Housing Choice Voucher Program.

The agency is seeking a company:

1. To complete a 5% ($842 \times 5\% = 42$ annualized) QUALITY Control of all inspection types as completed by the HQS inspections Dept., including annual, initial/mover, emergency, special. PPHA has 742 Housing Choice Vouchers and approximately 100 initial/mover type inspections annually, for a total of approximately 842 inspections conducted on an annual basis. All scheduling of QC inspections will be completed by PPHA staff. The contractor will be required to complete HUD form 52580, Inspection checklist and provide the completed form to PPHA within 2 business days of QC completion.
2. To complete the annual SEMAP testing for indicator 5, HQS Quality Control Inspections, which will be approximately 20 inspections to be completed at year end.
3. To complete a 10% UPCS sampling inspection of the 60 public housing units located at the Chevybrook Estates, to be completed at year-end. ($60 \times 10\% = 6$)

Cost and Submission

Quotes are due by Friday, August 12, 2016 by 4:30pm. The agency will not accept quotes verbally or by telephone. Quotes can be emailed to Priscilla@parmahousing.org, or faxed to the attention of Priscilla Pointer-Hicks, Executive Director at 216-661-2021.

Prior to award (but not as a part of the quote submission) the successful quoter will be required to provide:

1. An original certificate evidencing the quoter's current industrial (worker's compensation) insurance carrier and coverage amount

2. An original certificate evidencing General Liability coverage
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 project, 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.
4. A copy of the quoter's business license allowing that entity to provide such services within the jurisdiction of the City of Parma/Cuyahoga County
5. A copy of the quoter's license issued by the State of Ohio licensing authority allowing the quoter to provide the services detailed herein.