



**Broward County Housing Authority  
Solicitation Number IFB 21-299  
Invitation for Bid**

**Inspection Services**

**Issuance of Invitation for Bid: May 24, 2021**

**Quote's Due Date: June 4, 2021 at 10:00 AM, EST**

*Please check your email notifications for addenda and changes before submitting your bid.*

**Contact: Emmarie Yavneh  
Purchasing Office  
Broward County Housing Authority  
4780 North State Road 7  
Lauderdale Lakes, FL 33319  
Telephone: 954-739-1114, Extension 1513  
e-mail: [purchasing@bchaf1.org](mailto:purchasing@bchaf1.org)**

## Inspections Services

### 1. INTRODUCTION

The Broward County Housing Authority (herein after, “BCHA”) is a Public Housing Agency established in June 1969 under the U.S. Housing Act of 1937 and Chapter 421 of the Florida Statutes and is an Independent Special District of the State of Florida.

The mission of Broward County Housing Authority, its affiliates and instrumentalities (hereinafter, jointly referred to as “BCHA”) is to create, provide and increase high quality housing opportunities for Broward County residents through effective and responsive management and responsible stewardship of public and private funds.

The United States Department of Housing and Urban Development (“HUD”), a federal agency, partially funds and monitors operations of the BCHA. Nothing contained in this Invitation for Bid (IFB) or in the contract resulting from the selection process shall be construed to create any contractual relationship between the successful Proposer and HUD.

This solicitation is subject to the BCHA Procurement Policy, as revised April 21, 2020, a copy of which is available at <https://bchafll.org>, and subject to the Procurement Handbook for Public Housing Agencies (7460.8 Rev-2), available at [https://www.hud.gov/program\\_offices/administration/hudclips/handbooks/pihh/74608](https://www.hud.gov/program_offices/administration/hudclips/handbooks/pihh/74608)

Every effort will be made to maintain this schedule. However, all dates are subject to change if it is deemed to be in the best interest of BCHA.

Anticipated Solicitation Schedule Event	Date (and Time)
IFB Advertisement	05/24/2021
Deadline for Receipt of Questions via E-Mail	05/27/2021 at 10:00 a.m.
Date of Addendum for Response to Questions	06/01/2021
Deadline for Bid Submissions	06/04/2021 at 10:00 a.m.
Posting of Intend to Award	06/08/2021
Board of Commissioners Approval	06/15/2021
Contract Execution	06/24/2021
Start of Services	07/01/2021

### 2. GENERAL INFORMATION

The Broward County Housing Authority (BCHA) is soliciting bids from qualified firms with practice working directly with the U.S. Department of Housing and Urban Development (HUD) and public agencies nationwide to provide residential properties’ inspections using trained and certified inspectors in Broward County, Florida in

accordance with the Federal Housing Quality Standards (HQS) and the specifications as set forth in this IFB.

- 2.1 Services are estimated to start on July 01, 2021.
- 2.2 The initial contract period shall start on date of execution and shall terminate two (2) years from that date. BCHA may renew this contract for an additional three (3), one (1) year periods, subject to satisfactory performance, vendor acceptance and determination that the renewal is in the best interest of Broward County Housing Authority.
- 2.3 BCHA administers approximately 6,000 vouchers to eligible individuals and families, conducting between 8,000 and 13,000 inspections per year.
- 2.4 All prices, terms, conditions and specifications will remain for the initial contract period. In addition, all price, terms, conditions and specifications will remain fixed for the renewal of the contract.
- 2.5 BCHA and the successful Bidder will execute BCHA's standard contract. See Attachment for a sample of this document.
- 2.6 This contract will be on an "as needed" basis thus the intent of this solicitation is to arrive at an agreed to price for such services so that the successful vendor can be easily and quickly engaged to perform the services as needed.
- 2.7 Since the agreement resulting from this solicitation will be an "open-end" type of agreement, there is no guarantee that any specified or minimum level of products or services shall be required by BCHA or provided by the bidder.

### **3. COMPLIANCE WITH LAW**

While conducting business with BCHA, Bidder shall comply with all applicable Federal, State and local laws, regulations, ordinances and requirements, applicable to the work described herein including, but not limited to, those applicable laws, regulations and requirements governing equal employment opportunity strategies, subcontracting with small and minority firms, women's business enterprise, and labor surplus area firms. It is the policy of BCHA that all bidders that conduct business with BCHA must be authorized and/or licensed to do business in Florida. Bidder is responsible for contacting their local city and county authorities and the State of Florida to ensure that Bidder has complied with all laws and is authorized and/or licensed to do business in Florida. All applicable fees associated therewith are the responsibility of Bidder.

- 3.1 Bidders are subject to Instructions to Offerors – Non-Construction, HUD Form 5369-B, at <https://www.hud.gov/sites/documents/5369-B.PDF>

- 3.2 Bidders are subject to General Contract Conditions – Non-Construction, HUD Form 5370-C, at [https://www.hud.gov/sites/documents/DOC\\_12588.PDF](https://www.hud.gov/sites/documents/DOC_12588.PDF)
- 3.3 Bidders are subject to 24 CFR 75, [Economic Opportunities for Low- and Very Low-Income Persons](https://www.hud.gov/program_offices/field_policy_mgt/section3) commonly referred to as Section 3. For additional information, please go to at [https://www.hud.gov/program\\_offices/field\\_policy\\_mgt/section3](https://www.hud.gov/program_offices/field_policy_mgt/section3). The proposer 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 proposer 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.
- 3.5 Bidders are subjected to Sections 287.133 and 287.135, Florida Statutes, which prohibit BCHA from contracting or renewing an agreement for goods and services with any persons convicted of a public entity crime and with companies who fail to certify that they are not on the Scrutinized Companies that Boycott Israel or that are engaged in a boycott of Israel (“the Israel List”), the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List (collectively known as the “Scrutinized Companies”) in any amount. See Form B & Form C, attached to this document, that must be completed, signed and returned with the vendor’s bid.
- 3.6 E-Verify
- As a condition precedent to entering into this AGREEMENT, and in compliance with Section 448.095, Fla. Stat., Contractor and its subcontractors shall, register with and use the E-Verify system to verify work authorization status of all employees hired after January 1, 2021.
- a. Contractor shall require each of its subcontractors to provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of the subcontractor’s affidavit as part of and pursuant to the records retention requirements of this AGREEMENT.
  - b. BCHA, Contractor, or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Fla. Stat. or the provisions of this section shall terminate the contract with the person or entity.
  - c. BCHA, upon good faith belief that a subcontractor knowingly violated the provisions of this section, but Contractor otherwise complied, shall promptly notify Contractor and Contractor shall immediately terminate the contract with the subcontractor.
  - d. A contract terminated under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged pursuant to Section 448.095(2)(d), Fla. Stat. Contractor acknowledges that upon termination of this AGREEMENT by the BCHA for a violation of this section by Contractor, Contractor may not be awarded a public contract for at

least one (1) year. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the BCHA as a result of termination of any contract for a violation of this section.

e. Subcontracts. Contractor or subcontractor shall insert in any subcontracts the clauses set forth in this section, including this subsection, requiring the subcontractors to include these clauses in any lower tier subcontracts. Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this section.

#### **4. CONTACTS**

For information regarding the bidding procedures, terms and conditions, and/or technical questions regarding the commodities/services listed in this IFB contact Emmarie Yavneh at [purchasing@bchafl.org](mailto:purchasing@bchafl.org). Changes if any, to the technical specification or bidding procedures will only be transmitted by written addendum acknowledge by the Vendor. The deadline to submit questions is 05/27/2021 at 10:00 a.m.

#### **5. CONTRACT SERVICE STANDARD**

All work performed pursuant to this solicitation must conform and comply with all applicable federal, state, and local laws, statutes, and regulations.

#### **6. SCOPE OF WORK**

Details of the services, information and items to be furnished by the Vendor are described in Specifications – Exhibit A, attached hereto and made a part hereof.

#### **7. MINIMUM QUALIFICATIONS:**

- 7.1 Each bidder shall have provided residential inspection services to public housing agencies for a minimum of 5 years.
- 7.2 Each bidder shall provide a minimum of three verifiable customer references within the State of Florida of residential inspection services to public housing agencies.
- 7.3 Each bidder shall currently process a minimum of 1,000 inspections per month.
- 7.4 Bidders must maintain an employee inspection training program.
- 7.5 Such information must be provided in the attached Minimum Qualification Statement Form D and on the Reference Form E.
- 7.6 Such forms must be submitted with the Bid Proposal.

**8. BID SUBMISSION:**

8.1 Bidder is responsible for the completeness of all forms and the submission of the required documents.

8.2 BCHA will receive submittals of proposals electronically through DemandStar at [www.demandstar.com](http://www.demandstar.com).

8.3 In order to submit a proposal electronically through DemandStar, the firm must be registered with DemandStar. The firm’s participation on DemandStar is free to parties interested in viewing and downloading documents as well as submitting proposals. Bid documents may be obtained electronically on DemandStar at <https://network.demandstar.com/agencies/florida/broward-county/housingauthority/procurement-opportunities/41951b11-ecf0-4d19-8fc2-778b0dbc5714/>  
Follow the attached instructions on “Responding to an Electronic Bid” on DemandStar.

8.4 Bidders are requested to submit SEPARATE Adobe PDF files attachments and be marked as follows:

- ✓ File 1 - Part 1 – Completed Fee Schedule – Exhibit B
- ✓ File 2 - Part 2 – Forms, and Addendums (if any).

8.5 The items listed below must be completed and included in the Bid submission.

File 1	Content
Part 1	Completed Fee Schedule – Exhibit B
File 2	Content
Part 2	Forms and Addendums (if any)  Forms: Form A – Profile of Firm Form B – Sworn Statement Under Section 287.133(3)(A) Form C – Certification Pursuant to Florida Statute 287.135 Form D – Minimum Qualifications Statement Form E – Reference Form

8.6 BCHA will not be responsible for delays in a firm’s submission caused by any occurrence or technical issue.

- 8.7 Contact DemandStar support at support@demandstar.com or call technical assistance at (206) 940-0305 in the event of technical difficulties when submitting documents.
- 8.8 Bidders shall address all communication and correspondence relating to this solicitation to the contact person named on the cover sheet of this document. Bidders shall not make inquiry or communicate with any other BCHA staff member or official, including the Audit Committee and the Board of Commissioners, pertaining to this solicitation. Failure to comply with this requirement may be cause for BCHA to disqualify from consideration a response submitted by the proposer doing so.
- 8.9 All questions will be submitted via e-mail to the contact person named on the cover sheet of this document. Questions will not be accepted via telephone. Responses to questions shall be made via the form of addenda and/or a Questions and Answers (Q&A) format and posted in DemandStar and BCHA website.
- 8.10 It is the responsibility of the Vendor to monitor DemandStar and BCHA's website for any addenda issued. Each Vendor must acknowledge all addenda issued and submit such signed addenda with their bid.

## **9. BID EVALUATION AND AWARD**

- 9.1 Award will be made to the lowest responsive and responsible bidder that submits the lowest cost; in this case, the lowest calculated cost.
- 9.2 At the set date and time, all bids received will be opened and publicly read aloud.
- 9.3 At the bid opening BCHA will only disclose the following information:  
(a) the company name of each bidder;  
(b) the calculated total amount bid.
- 9.4 After the public opening, the bid submittals received will be evaluated in private for responsiveness (i.e. meets the minimum of the published requirements).
- 9.5 BCHA reserves the right to reject any bid deemed as not minimally responsive.
- 9.6 BCHA will evaluate the apparent lowest responsive bidder to ensure that he/she is responsible (i.e. a firm that is qualified, responsible and able to provide to BCHA the required services).
- 9.7 BCHA may take the contract award to the BCHA Board of Commissioners (BOC) for approval of the award prior to executing a contract with the apparent successful bidder.

**10. PROPOSED FEE**

Provide in the attached Fee Schedule- Exhibit B, the cost the vendor would be compensated for the requested services under this solicitation. Use the Fee Schedule-Exhibit B, to state the fees.

Prices submitted will include all labor, basic materials, and any other costs associated with the project and as indicated in the Scope of Services.

**11. INSURANCE INFORMATION AND REQUIRED DOCUMENTATION**

11.1 Before a contract pursuant to this Invitation for Bid (IFB) is executed, the apparent successful Bidder must hold all necessary, applicable professional licenses required by the State of Florida and all regulatory agencies necessary to complete the Service. The successful bidder will obtain, at the Bidder's expense, any permits, certificates and licenses as may be required in the performance of work specified. All required licenses shall remain active and valid during the entire duration of the subsequent contract. BCHA may require any or all bidders to submit evidence of proper licensure.

11.2 Prior to the contract execution and within 5 business days of notification of award, the successful vendor will be required to provide an original certificate evidencing insurance coverage. Such certificate shall name BCHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of BCHA.

BCHA shall be named as the certificate holder using the following name address:  
 Broward County Housing Authority  
 4780 N. State Road 7  
 Lauderdale Lakes, FL 33319

Licensing and insurance requirements will be examined and approved by BCHA prior to a contract execution.

11.3 An original certificate evidencing the contractor's current worker's compensation carrier and coverage amount. BCHA will not accept state waiver of worker's compensation insurance liability;

11.4 An original certificate evidencing Commercial General Liability coverage evidencing a minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, An original certificate showing the contractor's Automobile vehicle insurance coverage in a combined single limit of \$1,000,000.

11.5 Also, prior to the contract execution and within 5 business days of notification of award, the successful vendor will be required to provide a copy of the company's W-9 Form, and a completed direct deposit form. Such form will be given at time of award.



- 11.6 The successful vendor, and hereby authorizes its insurer, to notify BCHA of any substantial change in such insurance coverage described herein. Substantial change includes, but not limited to, events such as cancellation, non-renewal, reduction in coverage, or receipt of a claim against such coverage with potential recovery in excess of twenty percent (20%) of available coverage. BCHA shall be notified at least 30 days in advance of cancellation, non-renewal or adverse change;
- 11.7 The premium cost of all insurance purchased by the successful vendor for protection against risks assumed by virtue of the contract shall be borne by the successful vendor and is not reimbursable by BCHA;
- 11.8 BCHA reserves the right, but not the obligation, to review and revise any insurance requirements, including limits, coverages and endorsements, based upon insurance market conditions affecting the availability and affordability of coverage. Additionally, BCHA reserves the right, but not the obligation, to review and reject any insurance policies, certificates of insurance, or insurer failing to meet the criteria stated herein;

### **11.0 Reservation of Rights**

BCHA reserves the right to reject any or all bids, to waive any informality in the solicitation process, or to terminate the solicitation process at any time, if deemed by BCHA to be in its best interest.

- 11.1 BCHA reserves the right not to award a contract pursuant to this solicitation.
- 11.2 BCHA reserves the right to terminate a contract awarded pursuant to this solicitation, at any time for its convenience or for contractor default upon ten (10) days written notice to the successful contractor (s).
- 11.3 BCHA reserves the right to determine the days, hours, and locations that the successful contractor (s) shall provide the services called for in this solicitation.
- 11.4 BCHA reserves the right to retain all responses submitted and not permit withdrawal for a period of **ninety (90)** days subsequent to the deadline for receiving bids without the written consent of the Contracting Officer.
- 11.5 BCHA reserves the right to reject and not consider any response that does not meet the requirements of this solicitation, including but not necessarily limited to:
- incomplete responses and/or responses offering alternate or non-requested services,
  - failure to use BCHA provided forms, or
  - failure of the proposer to check for addenda or corrections and adhere to any revised requirements.
- 11.6 BCHA shall have no obligation to compensate any bidder for any costs incurred in preparing the response to this solicitation.

- 11.7 In the event of legal action BCHA will not waive trial by jury.
- 11.8 BCHA at its sole discretion will select a venue for any legal proceedings arising from this contract.
- 11.9 BCHA reserves the right to negotiate the submitted bid by the vendor.

## **12.0 CONTRACT PAYMENT**

- 12.1 In accordance with payment fee schedule, the successful vendor will submit invoices to the Supervisor of Inspections and by email to the Accounts Payable Department at [payments@bchafl.org](mailto:payments@bchafl.org), or by mail to: Accounts Payable, Broward County Housing Authority, 4780 N. State Road 7, Lauderdale Lakes, Florida, 33319
- 12.2 The invoices shall reflect the price established for the item on this Contract for the order placed by BCHA even though the Contract number and/or correct price may not be referenced on each order. Only properly submitted invoices will be officially processed for payment. Invoices submitted without required information will be returned for entry of the missing information and will not be paid until properly completed.
- 12.3 All invoices must be itemized showing vendor's name, remit to address, purchase order number, service location, site name and prices per the contract, itemized in order to facilitate contract auditing.
- 12.4 Each invoice must detail the service and location at which performed, accompanied by a copy of the work order signed by the BCHA Contact Person indicating satisfactory completion of work.
- 12.5 BCHA will pay the properly completed and authorized invoice within thirty (30) days of receipt. BCHA will pay invoices by check or ACH transfer.

## **13.0 Public Access to Procurement Record**

- 13.1 The BCHA is a public agency subjected to Chapter 119, Florida Statutes. The awarded vendor shall comply with Florida's Public Records Law. Specifically, the awarded Vendor shall:
- 13.1.1 Keep and maintain public records required by BCHA in order to perform the service;
- 13.1.2 Upon request from BCHA's custodian of public records, provide the public agency with a copy of requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter, or as otherwise provided by law.

- 13.1.3 Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Vendor does not transfer the records to BCHA;
- 13.1.4 Upon completion of the contract, transfer, at no cost to BCHA, all public records in possession of the Vendor, or keep and maintain public records BCHA upon completion of the contract, the Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements.
- 13.1.5 If the Vendor keeps and maintains public records upon completion of the contract, the Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to BCHA in a format that is compatible with the information technology systems of BCHA.
- 13.1.6 During the term of the contract, the Vendor shall maintain all books, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The form of all records and reports shall be subjected to the approval of BCHA. The Vendor agrees to make available to BCHA, during normal business hours and in Broward, Dade or Palm Beach Counties, all books or account, reports and records relating to this contract.
- 13.1.7 PUBLIC RECORDS: IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:  
PUBLIC RECORDS  
4780 North State Road 7  
Lauderdale Lakes, FL 33319  
(954) 739-1114 ext. 2316  
[PUBLICRECORDS@bchafll.org](mailto:PUBLICRECORDS@bchafll.org)

**Broward County Housing Authority**  
**Inspection Services**  
**Specifications – Exhibit A**

I. SCOPE OF SERVICES

A. Summary

The vendor will furnish sufficient organization, personnel and management staff with the necessary skill and judgment to perform all the duties and responsibilities normally associated with the Inspection function (including scheduling, notification, inspections, quality control, reporting).

B. Requirements

1. Scheduling of Inspections

- a) The vendor will be responsible for scheduling all inspections in accordance with industry best practices and the agreed Standard Operating Procedures, hereafter referred to as "SOP" (See Other Duties).
- b) The vendor will be responsible for the costs of scheduling the inspections (forms, telephone costs, stamps, text notifications etc.) and associated notifications.
- c) The Firm and BCHA will Develop an approved data import and export system to provide secure transfer of data to and from the BCHA ELITE operating system

2. Initial Inspections

- a) The Firm will make contact by telephone with landlords or their designee within 48 hours of receipt of the Amenities Checklist to schedule the initial inspection.
- b) If the Firm is unable to contact the landlord after two documented unsuccessful attempts by phone, the firm will contact the BCHA.
- c) The Firm will complete the first attempt to complete each Initial Inspection within 5 business days of receipt of scheduling information from BCHA (excluding observed holidays).
- d) Initial Inspections and associated Re-inspections must be scheduled by speaking to the landlord or their designee. No inspection or re-inspection may be scheduled by leaving messages on voice mail. No inspections or re-inspections will be scheduled with the tenant.
- e) If the unit does not pass at the second scheduled attempt, the Firm will contact BCHA.
- f) The Firm will complete all initial Re-inspections within 3 business days of notification by landlords or their designee that the unit is ready for re-inspection. The Firm will be responsible to return a completed inspection form within 3 business days (excluding observed holidays) from completion of a "pass" inspection. This information will be attached chronologically by date.
- g) Notifications (Pertains to all inspection types)  
All notifications, regardless of type, must contain at a minimum the following

**Broward County Housing Authority**  
**Inspection Services**  
**Specifications – Exhibit A**

information:

- 1) Date notification was printed
- 2) Name and complete mailing address of landlord/agent
- 3) Name and complete mailing address of client
- 4) Type of Inspection/Re-inspection
- 5) Date of Inspection/Re-inspection
- 6) Scheduling Timeframe of Inspection/Re-inspection
- 7) If this is a "Deficiency Notification," provide a complete detailed listing of all deficiencies identified during the inspection.
- 8) Name of inspector
- 9) Contact telephone number

3. Annual Inspections and Biennial Inspections
  - a) Mail all notices by US 1st class mail no less than 21 days prior to the scheduled inspection date.
  - b) Text notifications for all inspections and reinspection's and allow opting out per FTC guidelines.
  - c) Allow participants to view results on the Firms web page
  - d) Complete all annual inspections no later than 320 days from the last passing inspection date, unless authorized by the BCHA.
  
4. Special Inspections: Includes inspections in response to complaints registered with the BCHA concerning a covered unit's condition, quality control inspections, or any other inspection the BCHA may deem appropriate to conduct.
  - a) The Firm will make contact by telephone with landlords or their designee within 48 hours of receipt of the Special Inspection Request from to schedule the inspection. If the Firm is unable to contact the landlord after two documented unsuccessful attempts by phone, the firm will contact BCHA.
  - b) The Firm will complete the first attempt to complete each Special Inspection within 5 business days of receipt of scheduling information from BCHA (excluding observed holidays).
  - c) Special Inspections and associated Re-inspections must be scheduled by speaking to the landlord or their designee. No inspection or re-inspection may be scheduled by leaving messages on voice mail. No inspections or re-inspections will be scheduled with the tenant unless the landlord is also notified
  - d) If the unit does not pass at the second scheduled attempt, the Firm will contact BCHA.

**Broward County Housing Authority**  
**Inspection Services**  
**Specifications – Exhibit A**

- e) The Firm will complete all initial Re-inspections within 3 business days of notification by landlord that the unit is ready for re-inspection.
5. Re-inspections
- a) Complete all Initial Re-inspections within 3 business days (excluding observed holidays) of notification by the landlord or their designee that the unit is ready for Re-inspection.
  - b) Complete all non-emergency annual re-inspections within 30 days from the last passing date from the previous year, unless authorized by the BCHA.
  - c) Complete re-inspections of all life threatening "Fail" items within 24 hours of first inspection.
6. All Inspections
- a) All physical inspections will be conducted in accordance with HUD Housing Quality Standards regulations at 24 CFR 982.401; the Lead Safe Housing Regulations at 24 CFR Part 35, Subparts A, B, M, and R; and recorded using the Housing Quality Standards (HQS) Inspection Form.
  - b) Schedule inspections and prepare and issue all inspection appointment notification letters in accordance with the HQS Procedures Manual.
  - c) Schedule all inspections, regardless of type, with an inspection appointment window time of no more than 3 hours. No inspection shall be performed outside of the scheduled appointment window. Any inspection attempt outside the designated 3-hour time frame will be done at contractor's own risk.
  - d) Assess who is responsible for damages (tenant responsibility or landlord responsibility) for every failed item listed on all deficiency reports or correspondences.
  - e) Send all notifications and related follow-up correspondence, to both landlord and tenant by US Postal Service class mail, including pass or fail notifications, reschedule notifications and no-show notifications. Forward similar copies electronically to the email addresses, if provided, of both landlord and tenant. Include re-inspection dates and times in all inspection results correspondence.
  - f) Complete one attempt for each no-show inspection prior to issuance of abatement notification to the owner.
  - g) Complete one attempt for each non-emergency "fail" inspection prior to issuance of abatement notification to the owner.
  - h) Forward a copy of all abatement notifications issued to the BCHA.
  - i) Submit Inspection Performance Summary Reports on a monthly basis in format agreed to by the BCHA. Please provide copies of the reporting that you would suggest.

**Broward County Housing Authority**  
**Inspection Services**  
**Specifications – Exhibit A**

- j) Perform daily electronic "back-up" of all inspection data from the beginning of contract performance period to "present" to prevent loss of data.
- k) Develop and implement a quality control program that exceeds the minimum standards required under 24 CFR 985.2, 24 CFR 985.3 (e) and (f) for all inspections conducted on a monthly basis.
- l) Provide photographic documentation of violations and repaired items.
- m) Provide all required reporting in a mutually agreed upon format.

C. On-site Maintenance

- 1. The firm will perform, at no additional cost to the BCHA, the following "on-site" maintenance at inspected units using the firm's supplies:
  - a) Repair/Replace Damaged or Missing Outlet Cover(s) (2 per unit max)
  - b) Repair/Replace Damaged or Missing Light Switch Cover(s) (2 per unit max)
  - c) Repair/Replace Missing Smoke Alarm Battery(s) (9 volt)
- 2. Perform maintenance only when such would eliminate the need to perform a 24-hour emergency re-inspection or 30-day re-inspection at the unit.
- 3. Perform maintenance in units with conventional 8 ft. ceiling height only.
- 4. Perform no maintenance if other items exist that would require re-inspection of the unit within 24 hours or 30 days.
- 5. Track and report monthly to the BCHA the number of inspections reduced by this on-site maintenance program.

D. Other Duties

- 1. Develop and submit to the BCHA for approval, within 14 calendar days of contract execution, Standard Operating Procedures (SOP) for inspection processes described herein, including all forms and form letters to be used. SOP must demonstrate to the BCHA's satisfaction the contractor's ability to provide all services as requested.
- 2. Attend quarterly meetings with the BCHA to ensure contract compliance.
- 3. Develop an approved data import and export system to provide secure transfer of data to and from the BCHA ELITE operating system

- E. Assigned Personnel: The BCHA reserves the right to request a change in the firm representative responsible for performing work if at the BCHA's discretion, the assigned representative is not adequately meeting the needs of the BCHA.

**Broward County Housing Authority  
Inspection Services  
Specifications – Exhibit A**

F. Background Check Requirement

- a) Employees of the vendor, including employees of subcontractors, if any, who will provide direct services will be identified to BCHA, will have successfully pass a background check.
- b) For purposes of conducting the background check, the vendor must provide to BCHA the full name, social security number, and date of birth for eligible employees.
- c) The term "successful background check" will be the sole determination of the BCHA and will be predicated upon the specific conditions inherent in providing the services set forth in the contract.
- d) Employees identified through the background check process as not meeting the requirements of BCHA may, at the discretion of the BCHA, be replaced by the vendor with another employee who will also be subject to the background provisions of this clause.





4780 North State Road 7 • Lauderdale Lakes, Florida 33319 • 954-739-1114 • 954-535-0407 fax • 954-735-4371 TDD • www.bchaf.org

## FORM OF CONTRACT

**THIS AGREEMENT** made this XXX day of TBD in the year XXX by and between TBD. Hereinafter called the "Contractor", and the BROWARD COUNTY HOUSING AUTHORITY, a public body corporate and politic created pursuant to Chapter 421, Florida Statutes and hereinafter called the "PHA".

WITNESSETH, that the Contractor and the PHA for the consideration stated herein mutually agree as follows:

**Article I - Statement of Work:** The Contractor shall furnish all labor, material, permit, equipment and services; perform and complete all work in accordance with the standard practice of the trade and in a timely manner for RFP 20-287: Pest Control Services.

This is in strict accordance with the specifications dated XXXX as prepared by the Broward County Housing Authority which said specifications and addenda are incorporated herein by reference and made a part hereof. **This contract is for two years, expiring on XXXX; with three (3), one (1) year renewal option periods.**

**Article II - Contract Price:** The PHA shall pay the Contractor for the performance of the contract, in current funds, subject to additions and deductions as provided for in the specifications, the sum of XXXX Dollars (\$xx,xxx.xx).

**Article III - Contract Documents:** The Contract shall consist of the following component parts:

- a) This instrument
- b) Specifications - Exhibit A
- c) Addendums (if applicable): \_\_\_\_\_
- d) Vendor's Fee Schedule - Exhibit B
- e) Insurances (Naming Broward County Housing Authority as Additionally Insured)
- f) Licenses, if applicable
- g) Board Resolution Number \_\_\_\_\_, if applicable. (To be ratified at the Month XX, 2020 Board of Commissioners Meeting)
- h) HUD Maintenance Wage Rate Determination
- i) Form HUD-5370-C, Section I and II

This instrument together with the other documents enumerated in this Article III, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract. In the event that any provisions in any component part of this Contract conflicts with any provision of any other component part, the provision of the component part first enumerated in this Article III shall govern, except as otherwise specifically stated. The various provisions in Addenda shall be construed in the order of preference of the component part of the Contract which each modifies.

**Article IV - Conditions inconsistent with Contract Drawings of Original Project:** The PHA does not represent that the contract documents accurately represent the conditions which exist on the project site. The Contractor agrees, however, that in the event conditions are inconsistent with these contract documents that (it) (he) will make no claim for extra compensation or for an extension of time in light of said inconsistencies.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in two original counterparts as of the day and year first above written.



4780 North State Road 7 • Lauderdale Lakes, Florida 33319 • 954-739-1114 • 954-535-0407 fax • 954-735-4371 TDD • www.bchaf.org

**CONTRACTOR:**

TBD

\_\_\_\_\_

By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

FEIN: \_\_\_\_\_

Business Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ATTEST**

\_\_\_\_\_

**BROWARD COUNTY HOUSING AUTHORITY**

By: \_\_\_\_\_

Ann Deibert, Chief Executive Officer

Date: \_\_\_\_\_

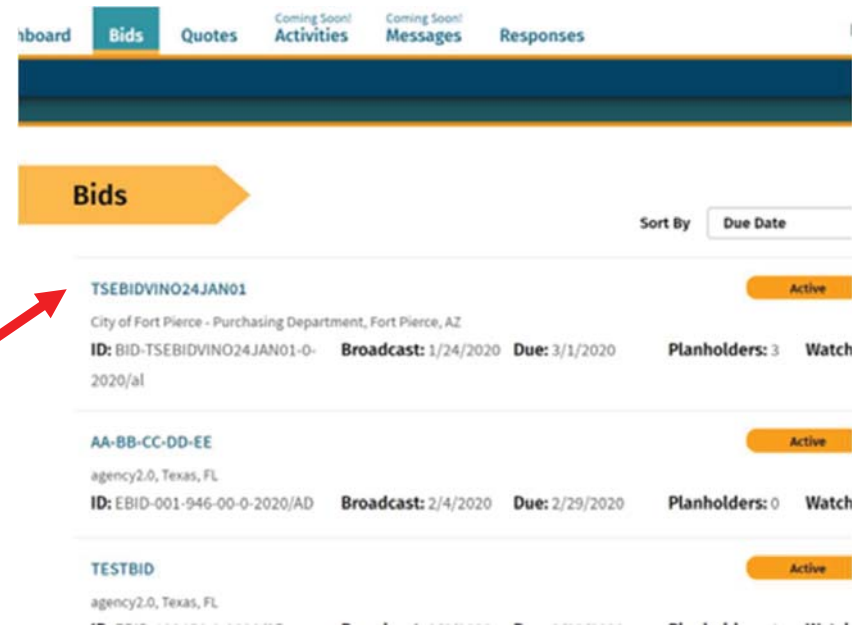


# Responding to an Electronic Bid

5 Step Instructions

# Step 1

- Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to an eBid.
- Click on the solicitation.



The screenshot shows a web interface for a procurement system. At the top, there are navigation tabs: 'Dashboard', 'Bids', 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below the tabs is a dark blue header bar. Underneath, there is a yellow arrow-shaped button labeled 'Bids'. To the right of this button is a 'Sort By' dropdown menu set to 'Due Date'. The main content area displays a list of active bids. A red arrow points to the first bid entry.

ID	Agency	Broadcast	Due	Planholders	Watch	Status
TSEBIDVINO24JAN01	City of Fort Pierce - Purchasing Department, Fort Pierce, AZ	1/24/2020	3/1/2020	3	Watch	Active
AA-BB-CC-DD-EE	agency2.0, Texas, FL	2/4/2020	2/29/2020	0	Watch	Active
TESTBID	agency2.0, Texas, FL					Active

## Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations.

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”.

**Bid Details**

Agency Name [Redacted]  
Bid Writer [Redacted]  
Bid ID ITB-20B-  
Bid Type ITB - Invitation to Bid  
Broadcast Date 07/08/2020 4:00 AM Eastern  
Fiscal Year 2020  
Due 08/11/2020 3:00 PM Eastern  
Bid Status Text None

**Scope of Work**

The Development Districts is requesting bids for:

**Documents**

[Download all documents](#)

Filename	Type	Date Modified	Status
Addendum 1	Addendum	07/08/2020	Complete
ITB 20B-019	Bid Document / Specifications	07/07/2020	Complete
Word Bid Docs	Bid Document / Specifications	07/07/2020	Complete

**Distribution Info**

Bid Bond NO  
Plan (blueprint) None

# Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”.

If there is not a total bid amount in your submission, please put “0”.

Example: a request for qualifications opportunity may not require a bid amount so vendors will input “0” under “Bid Amount”.

**DEMANDSTAR** Dashboard **Bids** Quotes Coming Soon! Activities Coming Soon! Messages Responses Robyn Gallardi

Home > Bids > 1137810 > My Ebid Response Save & Finish Later Cancel

### Bid Details

Agency Name: agency2.0  
Bid Number: EBID-123456-0-2020/AD  
Bid Due Date: 02/29/2020 (PST)  
Bid Opening: 23 days, 04 hours, 23 minutes, 54 seconds Remaining  
Bid Name: TESTBID

### E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

### E-Bid Response

#### Contact Information

Company Name: Calgon Carbon Corporation

Address 1: P. O. Box 717

Address 2: Address 2 (optional)

City: Pittsburgh

Country: United States of Ame... State/Province: Pennsylvania

County: Select... Postal Code: 15230-0717

Phone Number: 4127876810 Extension: Extension (optional)

Bid Amount: 127,000 (invalid) Alternate Bid Amount: Alternate Bid Amount (optional)

Notes: For the full 6 month contract (optional)

**Next**

# Step 4

After you click NEXT on the Contact Information page, you will be directed to enter the documents required. In this example, they only ask for one document, however, in others, they may ask for multiple documents that each need to be uploaded separately.

**TIP:**

There is a place for you to add “Supplemental”, i.e. non-required, documents.

The screenshot displays the DEMANDSTAR web application interface for an E-Bid Response. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user is logged in as 'Robyn Gallardi'. The breadcrumb trail is 'Home > Bids > TESTBID > My Ebid Response'. The main content area is divided into two columns. The left column contains 'Bid Details' with the following information: Agency Name: agency2.0, Bid Number: EBID-123456-0-2020/AD, Bid Due Date: 02/29/2020 (PST), Bid Opening: 23 days, 04 hours, 17 minutes, 21 seconds Remaining, and Bid Name: TESTBID. Below this is 'E-Bid Progress' with a vertical flow of steps: Contact Information (completed), Documents Upload (current step), and Review Bid (pending). The right column is titled 'E-Bid Response' and contains 'Required Documents' and 'Agency Accepted File Formats'. The 'Required Documents' section lists 'Service Doc agency2.0' with a 'Submission Option' dropdown set to 'None' and a 'Choose a file' button. The 'Agency Accepted File Formats' section lists various file types such as Adobe Acrobat (.PDF), AutoCAD Drawing (.DWG), Microsoft Excel (.XLS), etc. At the bottom, there is a 'Supplemental Documents' section with a text input field for 'Document Title' and an 'Add Document' button. Navigation buttons for 'Previous' and 'Next' are located at the bottom of the page.

# Step 4 continued

## TIP:

There is a place for you to add "Supplemental", i.e. non-required, documents.

The screenshot displays the 'E-Bid Response' interface. On the left, the 'Bid Details' section shows: Agency Name: z z agencydtest2.0 TEST; Bid Number: Ebid-DSTESTB04 29-06-2020-0-2020/sdS; Bid Due Date: 07/21/2020 11:00 AM (Pacific); Bid Opening: 13 days 00 hour, 19 minutes, 55 seconds Remaining; Bid Name: DSTESTB04 29-06-2020. Below this is the 'E-Bid Progress' section with steps: Contact Information, Documents Upload, and Review Bid. A red arrow points from the 'Documents Upload' step to the main content area.

The main content area is titled 'E-Bid Response' and contains the following sections:

- Required Documents:** A note states: "The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline)." Below this is a list of 'Agency Accepted File Formats' including Adobe Acrobat (\*.PDF), AutoCAD Drawing (\*.DWG), GIF Image (\*.GIF), JPEG Image (\*.JPG), Microsoft Excel (\*.XLS), Microsoft Excel (\*.XLSX), Microsoft PowerPoint (\*.PPT), Microsoft PowerPoint (\*.PPTX), Microsoft Word (\*.DOC), Microsoft Word (\*.DOCX), Plain Text (\*.TXT), Plot File (\*.PLT), Rich Text Format (\*.RTF), TIFF Image (\*.TIF), WordPerfect (\*.WPD), and ZIP Compressed Archive (\*.ZIP).
- Required Document Table:**

Required Document	Submission Option	Uploaded Document
<input checked="" type="checkbox"/> Bid Proposal	Online/Electronic	RFB2020-3239.PDF
<input checked="" type="checkbox"/> Insurance Certificate	Online/Electronic	Insurance Certificate.docx

- Supplemental Documents:** A note states: "You can upload additional documents here." Below this is a form with a 'Document Title' input field and an 'Add Document' button.
- Supplemental Document Table:**

Supplemental Document	Submission Option	Uploaded Document
<input checked="" type="checkbox"/> References	Online/Electronic	References.docx

At the bottom of the interface, there are 'Previous' and 'Upload All' buttons.



# Step 5

Review Your E-Bid Response, and if everything is correct, then press “Submit Response”.

You are done! And the government to which you’ve submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

The screenshot displays the DEMANDSTAR web interface for reviewing an e-bid response. The page is titled "Review Your E-Bid Response" and includes the following sections:

- Bid Details:**
  - Agency Name: agency2.0
  - Bid Number: ESD-123456-0-2020/AD
  - Bid Due Date: 02/28/2020 (PST)
  - Bid Opening: 23 days, 04 hours, 10 minutes, 47 seconds Remaining
  - Bid Name: TEST80
- E-Bid Progress:**
  - Contact Information
  - Documents Upload
  - Review Bid
- Contact Info:**
  - Company Name: Calgon Carbon Corporation
  - Address 1: P.O. Box 717
  - Address 2:
  - City: Pittsburgh
  - State: Pennsylvania
  - Country: United States of America
  - Postal Code: 15220-0717
  - Phone Number: 4127876810
  - Fax:
  - Bid Amount: \$127,000.00
  - Alternate Bid Amount:
  - Notes: For the full 6 month contract
- Agency Required Documents:**
  - Service Doc agency2.0(Electronic/Online)
- Supplemental Documents:**
  - References(Electronic/Online)

At the bottom of the page, there are two buttons: "Previous" and "Submit Response". A red arrow points to the "Submit Response" button.

For more help in responding to an eBid, please call (206) 940-0305 or email: [support@demandstar.com](mailto:support@demandstar.com)

# CONFIRMATION

You will receive an email confirming that you have successfully submitted a response to an eBid solicitation.

Note that you can *update* your eBid response until the Bid Due Date and Time.

eBid Submission Confirmation - EBID-DSTEST01 01042020-0-2020/DB Σ Inbox x

supplierservices@demandstar.com  
to me ▾

9:59 AM (1 minute ago)

## RESPONSE CONFIRMATION

Dear

Congratulations! You just successfully submitted a response to Z Demandstar Agency's bid, DSTEST01 01042020. Your confirmation number is 21050.

Here are the details of your response, for your records:

Agency: Z Demandstar Agency  
Bid Identifier: EBID-DSTEST01 01042020-0-2020/DB  
Bid Name: DSTEST01 01042020  
Bid Amount: \$25000  
Alt Bid Amount: \$18000

Required documents submitted:

1	DS Agency Ebid 1	Electronic/Online
2	DS Agency Ebid3	Electronic/Online

Supplemental documents submitted:

1	Test document	Electronic/Online
2	Part Inventory	Electronic/Online

You may [update your eBid response](#) up until the Bid Due Date and Time, which is 10/31/2020 at 15:30 (Pacific).

You may also update your responses by logging into [www.demandstar.com](http://www.demandstar.com) and clicking on the "Responses" tab.

Sincerely,  
The DemandStar Team

# CONFIRMATION

You may change information and re-upload documents until the due date.

[NOTE: make sure you are doing this well before the **time** of the opening! ]

There are two ways of confirming your activity and responses:

1. Look at *all* your eBid Responses under Activities
2. View History per each solicitation to which you responded

The screenshot displays the DEMANDSTAR web application interface. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The main content area is titled 'eBid Responses (8)' and contains a table with the following columns: Bid Name, Agency, ID, Activity, and Date / Time.

Bid Name	Agency	ID	Activity	Date / Time
TEST FOR NOTIFICATIONS - ONLY - no...	Z Demandstar Agency	RFP-TEST-ONLY-0-2020/LW	Bid response submitted by Steve Tran.	09/18/2020 7:30 PM Eastern
DSTEST01 01042020	Z Demandstar Agency	EBID-DSTE		
DSTESTB02 01-07-2020 TEST BID PLE...	Z Z agencydstest2.0	Ebid-DSTE		
DSTESTB01 01-07-2020 TEST BID PLE...	Z Z agencydstest2.0	Ebid-DSTE		
The Duluth Playhouse Reroof & Tuck...	St. Louis County, MN - Purchasing Division	RFB-5468A		
IFB 090-2020 INDUSTRIAL STATIONAR...	City of Springfield, MO - Division of Purchases	IFB-IFB 090		
Re-Bid SLC Courthouse - Duluth Rest...	St. Louis County, MN - Purchasing Division	RFB-090		
123 Testing Sample Bid	Clark County Regional Flood Control District	RFP-123te		

A red arrow points from the 'Re-Bid SLC Courthouse - Duluth Rest...' row to a detailed view of that bid response. The detailed view shows the following information:

- Bids:** Reminder Date: 09/22/2020
- Response Details:** Agency Name: Town of Callahan; Bid Number: ITB-DW450201-0-2020/MW; Bid Name: WATER MAIN & FORCE MAIN REPLACEMENTS/ EXTENSIONS; Bid Due Date: 10/22/2020 2:30 PM Eastern; Response Submitted On: 09/22/2020 12:35 PM Eastern; Countdown to Bid Due Date: 30 days, 01 hour, 31 minutes, 07 seconds Remaining; State: Florida; Status: Incomplete
- Contact Information:** Company Name: Best Painting Company (TEST ACCOUNT); Address 1: 1411 Fourth Ave; Address 2: ; City: Seattle; State: Washington; Postal Code: 98101; Response Number: 21824; Phone Number: 206-889-4485

For more help in responding to an eBid, please call (206) 940-0305 or email: [support@demandstar.com](mailto:support@demandstar.com)