

REQUEST FOR QUOTES

FLEET VEHICLES – ADMINISTRATIVE



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JEFFERSON COUNTY
HOUSING AUTHORITY

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3700 INDUSTRIAL PARKWAY
BIRMINGHAM, ALBAMA 35217

Submission Date: Thursday, March 23, 2023

Request for Quotes for Fleet Vehicles – Administrative for the Jefferson County Housing Authority

A. Background

The Jefferson County Housing Authority (hereinafter, "JCHA") was incorporated in 1941 in order to provide safe and sanitary housing for qualified low-income persons residing in the Jefferson County, Alabama area. JCHA is a public corporation duly organized and validly existing under the provision of the Code of Alabama 1975, Title 24, CH1, Article 3, governed by a five-member Board of Commissioners, each appointed to their position by a member of the Jefferson County, Alabama Board of Commissioners.

The Jefferson County Housing Authority (JCHA) is a public housing provider in Jefferson County, Alabama, and home to low- and moderate-income residents including seniors, families, singles, and people with special needs. JCHA residents come from diverse backgrounds. This diversity includes age, education, language, sexual orientation, mental and physical disability, religion, ethnicity, and race.

JCHA's housing portfolio includes a variety of types of units including townhomes, single story apartments, and duplexes located throughout Jefferson County. JCHA also manages units for the Jefferson County Housing & Development Corporation. This request for proposals is for work to be completed at the JCHA Main Administration Building located at 3700 Industrial Parkway, Birmingham, Alabama 35217.

B. Request

JCHA is seeking quotes from qualified Firm/Vendors with demonstrated professional competence, experience, and licensing to provide Fleet Vehicles for the JCHA's administrative use. The submittal shall consist of a Vehicle Specification and Financial Quote for four (4) Small/ Light Duty SUVs.

The successful Firm/ Vendor will be selected based of the lowest responsive and responsible proposer. However, the JCHA reserves the right to interview all or some of the submittal respondents if it so chooses. Furthermore, the JCHA reserves the right to accept or reject any or all quotes, and to waive any informalities or irregularities.

C. Proposal Specifications

Firm/Vendors shall include and base quotes on the following details.

- 1. General Description** – This request for four (4) Fleet Vehicles for administrative use and each vehicle shall at a minimum feature the following:
 - Classification as a Small/ Light Duty, 4 Door Utility Vehicle
 - Standard Options Package and Safety Features
 - Seating for five (5) persons
 - Minimum 3-Cylinder Engine
 - Minimum Standard Air-Conditioning
 - Standard Manufacturer's Warranty

2. **Sales Tax Exemption** – The Jefferson County Housing Authority is exempt from paying sales tax. An exemption letter will be furnished upon request to awarded vendor.
3. **Firm Pricing** – All quotes submitted in response to this solicitation shall be valid for a minimum of 90 days from the submission date.

D. Submission Time and Place

One (1) signed original Quote must be submitted to **Jefferson County Housing Authority, 3700 Industrial Parkway, Birmingham, AL 35217** and be received no later than **2:00 p.m.** (Central Time) on **Thursday, March 23, 2023**. The signed submittal can be physically delivered at the above-mentioned address. Additionally, the signed submittal can be emailed to dwilliams@jcha.com with the subject marked **QSP for Fleet Vehicles – Administrative**. Facsimile transmissions WILL NOT be accepted.

JCHA reserves the right to accept or reject any or all submittals, and to waive any informalities or irregularities.

E. Minimum Eligibility Requirements

- Licensed Automobile Dealer as required by the jurisdiction and State of Alabama, as needed
- Worker's Compensation Insurance, in accordance with Alabama Law
- General Liability Insurance (\$1,000,000)
- Automobile Liability with limits of not less than \$500,000

F. Awards

- JCHA reserves the right to cancel this QSP or to reject, in whole or in part, any and all submittals received in response to this QSP, upon its determination that such cancellation or rejection is in the best interests of JCHA.
- JCHA reserves the right to waive any minor informalities in any submittals received if it is in the public interest to do so, and to make multiple awards if in the best interest of JCHA.

G. Required Documents

The following documents must be included with your submittal. Insurance certificates and licenses will be required when contract is signed.

- Pricing Quote
- Affidavit

Appendix

Affidavit

AFFIDAVIT

Non-Collusion

This proposal is genuine and not a collusive or sham proposal; neither the proposer/bidder nor any of its agents, representatives, employees has in any way colluded, conspired, connived or agreed, directly, with any other proposer/bidder, firm, or person, to submit a collusive or sham proposal or to refrain from bidding, or has in any manner, directly or indirectly, sought, by unlawful agreement or connivance with any other proposer/bidder, firm or person to fix the bid price in that proposal, or to fix overhead, profit or cost element of said price, or that of any personal interest in the proposed contract; and that all statements in said proposal or bid are true.

AND

Debarred, suspended

The proposer/bidder hereby certifies that neither the firm nor the proposer/bidder have been debarred, suspended, or otherwise prohibited from professional practice by any Federal state, or local agency.

AND

Conflict of Interest

The proposer/bidder represents that no person who currently exercises any function or responsibility in connection with the Housing Authority has any direct or indirect personal financial interest in the proposed contract.

AND

E-Verify

I hereby attest that this business does not knowingly employ, hire for employment, or continue to employ an unauthorized alien. Further, I attest that this business is enrolled in the E-Verify program, and it is used in the hiring process to assure that candidates may be legally employed in the United States.

AND

Non-Discrimination Policy

This business does not discriminate in their hiring practices on the basis of race, color, creed, sex, handicap, or national origin.

AND

Acknowledgment

I hereby acknowledge that I have received and have read and understand this document.

Company: _____

Signature and Title: _____

Date: _____

State of Alabama, _____ County

On this _____ day of _____, 2023, before me, the undersigned notary public, _____ personally appeared and is known to be to be the person whose name is subscribed to this instrument, and it is acknowledged that he/she executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

NOTARY PUBLIC

COMMISSION EXPIRES