



CITY OF AVONDALE
Finance and Budget Department
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**INFORMAL REQUEST FOR PROPOSAL
FOR
TEMPORARY SHELTER PROGRAM
NFS 22-035**

All responses due by 11/10/2021, 3:00 P.M., Local Time, Phoenix, Arizona. Please email your response to Jill Lin at jlin@avondaleaz.gov.

The City is seeking a Temporary Shelter Program Provider (“Contractor”) to conduct services described in the scope of work. This is a pilot program and is anticipated to be in place for one year with the potential for extending to a second year. The Contractor shall provide necessary all labor and supplies to complete each case as under an “on call basis.” This contract shall serve to prevent, prepare for and respond to the coronavirus pandemic and is funded by the U.S. Department of Housing & Urban Development.

Section I – Scope of Work

1.1. This program is intended to benefit individuals that do not have permanent housing who need temporary shelter to quarantine for COVID-19 in order to enter a homeless shelter program, or other justifiable short term shelter needs due to COVID-19. Coordination of entry into such shelter shall be managed by the Contractor and shall include necessary case management and food. The City is unable to reimburse for gift cards purchased for food.

1.2. Document Requirements:

1.2.1. Invoices: Contractor shall submit invoices on a monthly basis. Contractor shall include a statement along with each invoice. The statement must indicate the following information:

1.2.1.1. Beneficiary data:

- Name
- Numbers of people in Household
- Head of Household (HOH) Gender
- Familial Status: Single, Single Parent, Family
- Race
- Ethnicity
- If HOH or anyone in household is disabled

1.2.1.2. Back-up documentation:

- Certification that the individual assisted is without permanent housing
- Motel receipt(s)
- Brief justification to prevent, prepare for or respond to the coronavirus pandemic as follows:

- Testing
- Quarantine
- Recovery
- Other (please briefly explain)

1.2.1.3. Contractor shall invoices and required back-up documents to Avondale Account Payable at accountspayable@avondaleaz.gov and the project manager(s).

1.2.1.4. The following table can be used, or other format so long as all information is included.

HOH Name	# in Household	HOH Gender	Familial Status	Race Hispanic Y/N	Ethnicity	Disability in Household (Y/N)	Justification

1.3. Minimum Qualifications:

1.3.1.The bidder must obtain a DUNS number prior to the award. <https://fedgov.dnb.com/webform/displayHomePage.do>

1.3.2.The successful proposer must have the background, experience and skills in addressing section 1. Scope of Work

1.4. Federal Clauses:

1.4.1.Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

1.4.2.Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

1.5. Waiver; Rejection; Reissuance: Notwithstanding any other provision of this informal Request for Proposal, the City expressly reserves the right to: (i) waive any immaterial defect or informality, (ii)

reject any or all proposals submitted or portions thereof and (iii) reissue an informal Request for Proposal.

Section II – Instructions and Conditions

- 2.1. This is an indefinite quantity and indefinite delivery Agreement for Services, which shall only be provided when the City chooses to move forward with a pending project and proper authorization and documentation have been approved. The City does not guarantee any minimum or maximum amount of Services will be requested under this Agreement.
- 2.2. Evaluation:
 - 2.2.1. Project Approach (maximum 30 points)

Contractors will be evaluated on the approach to performing the required Services in the Scope of Work described in Section I, and its approach to manage customer service, quality control and scheduling.
 - 2.2.2. Experience of Firm (maximum 30 points)

Evaluation will include relevant experience and qualifications, key personnel, record of past performance (including references), quality of recently completed projects, including adherence to schedules, deadlines and budgets and experience with similar projects. References (name, address, email and telephone number) from at least three federally funded projects of a similar nature, completed within the last five years, with a brief description of the project and the product.
 - 2.2.3. Price Proposal: (maximum 40 points)

The lowest responsive price proposal shall receive the full 20 points. The next lowest responsive price proposal shall receive a portion of the full 20 points equivalent to the percentage between the lowest and next lowest price proposal (i.e., if Proposal X submits the lowest responsive price proposal of \$80 and Proposal Y submits the next lowest responsive price proposal of \$100, Proposal X receives 20 points and Proposal Y receives 20 points x (\$80/\$100) or 16 points).
- 2.3. Please email the completed and signed Section IV, Exhibit A, Exhibit B and required attachments to the email address above.
- 2.4. Contractor shall provide the Services in accordance with a safety plan that is compliant with Occupational Safety and Health Administration (“OSHA”), American National Standards Institute and National Institute for Occupational Safety and Health standards. If, in the Contractor’s sole determination, the Services to be provided do not require a safety plan, Contractor shall notify the City, in writing, describing the reasons a safety plan is unnecessary. The City reserves the right to request a safety plan following such notification.
- 2.5. If you need additional information or have questions please contact Jill Lin by email jlin@avondaleaz.gov or Marsha Chavez or by email mchavez@avondaleaz.gov

Section III – Price Proposal:

- 3.1. Price shall be made F.O.B. Destination to the designated delivery points within the City.
- 3.2. Price Proposal must be signed with the firm name and by an authorized agent, officer or employee.
- 3.3. Award will be made to the Contractor whose proposal is the most advantageous to the City

3.4. All responses shall be considered firm for a period of 90 calendar days, commencing the day following the date of the request for proposal due date. Any responses specifying any time less than 90 calendar days shall be deemed non-responsive.

Note: Prices offered shall include applicable state and local taxes.

Section IV – Execution and Submission

By executing this document and submitting a proposal to the City of Avondale, the authorized agent agrees (i) he/she has read the City’s Standard Terms and Conditions, dated March 16, 2020, as set forth on the City of Avondale website (<https://www.avondaleaz.gov/government/departments/finance-budget/standard-terms>), which are incorporated into and become a part of the company’s proposal offer as if set forth fully herein and (ii) the company shall be bound by the Standard Terms and Conditions, dated March 16, 2020. By signing below the company is offering to provide the services set forth in Scope of Work, Exhibit A, Exhibit B and upon written acceptance of the company’s offer by the City, it will have entered into a binding agreement. The offer shall be considered held open for 90 days from the proposal due date set forth above.

Signature: _____ Date: _____
Printed Name: _____ Title: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Email Address: _____ Telephone No. _____

Proposals for amounts exceeding \$50,000 will not be authorized and will require a formal procurement process.

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For City of Avondale Use Only)

The Contractor Offer is hereby accepted. The Contractor shall not commence any billable work or provide any materials or service under this Contract prior to the date this Contract is executed.

City of Avondale, an Arizona municipal corporation

_____ Date: _____
Charles Montoya, City Manager

EXHIBIT A
TO
INFORMAL REQUEST FOR PROPOSAL
FOR
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NFS 22-035

[Price Proposal]

(See following page(s).)

EXHIBIT A
PRICE PROPOSAL
NFS 22-035

HOMELESS ENCAMPMENT OUTREACH SERVICES

NOTE: Pricing shall be all-inclusive such as permits, overhead, profit, design, taxes, equipment, labor and material. All pricing blanks must be filled in.

Item No.	Description	Unit	Proposed Fee	
1	Administrative cost for case management	Per Case	%	of total cost
Eligible expenses under this program shall be made on a reimbursement basis for reasonable lodging costs at establishments located in or near the City of Avondale.				

Company Name: _____

Authorized Signature: _____ Date: _____

EXHIBIT B
TO
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[PROPOSAL FORM]

(See following page(s).)

EXHIBIT B – PROPOSAL FORM

PLEASE TYPE OR PRINT LEGIBLY

1. Contact Person

Name:	Phone Number:	Email:
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2. Company Detail

Company Name:		
DUNS #: ¹ :	ACC #	
Company Address:		
City:	State:	Zip Code:
Years in business:	Number of Employees	

3. Principal of Company (If there are more principals, please attached a separate sheet of paper.)

Name:	Title:	
Phone Number:	Email:	
Company Address:		
City:	State:	Zip Code:

4. Project Approach (Describe your Project Approach in a separate attachment, no more than two pages, preferred page size 8.5" x 11')

<input type="checkbox"/> Attachment 1 – Project Approach included.
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5. Experience of Firm (Describe your Experiences, Qualification and Key Personnel in a separate attachment, no more than five pages, preferred page size 8.5" x 11'. Resumes are excluded from the page count)

<input type="checkbox"/> Attachment 2 – Experience of Firm and Resumes included.
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6. References

Project 1. Project Description:	Start Date:	End Date:
	Key personnel for this project:	
	Federal Fund (Enter Yes or No and Federal Agency Name)	
Tasks Performed for this project:		
Client Name:	Client Email:	Client Phone Number:
Client Address:		

¹ If your organization does not yet have a DUNS number, or no one knows it, visit the [Dun & Bradstreet \(D&B\) website](https://www.dunandbradstreet.com) or call 1-866-705-5711 to register or search for a DUNS number.

EXHIBIT B – PROPOSAL FORM

Project 2. Project Description:	Start Date:	End Date:
	Key personnel for this project:	
	Federal Fund (Enter Yes or No and Federal Agency Name)	
Tasks Performed for this project:		
Client Name:	Client Email:	Client Phone Number:
Client Address:		

Project 3. Project Description:	Start Date:	End Date:
	Key personnel for this project:	
	Federal Fund (Enter Yes or No and Federal Agency Name)	
Tasks Performed for this project:		
Client Name:	Client Email:	Client Phone Number:
Client Address:		

<input type="checkbox"/> Attachment 3 - Additional References included. (optional)
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