

Request for Proposal (RFP)

PROJECT NAME: MOVING SERVICES FOR BARTON DRIVE MANOR
AND BRIARWOOD VILLAGE
DATE ISSUED: 05/08/2018
SUBMISSION DEADLINE: 05/22/2018

**ALL RESPONSES AND OTHER COMMUNICATIONS
MUST BE ADDRESSED AND RETURNED TO:**

The Housing Authority of the City of Shreveport
2500 Line Ave.
Shreveport, Louisiana 71104

ATTENTION: Kia Fields, Housing Authority of the City of Shreveport

CONTACT: Kia Fields Housing Authority of the City of Shreveport
PHONE: 318-698-3600, **E-MAIL:** kfields@shvhousauth.com

Responses must clearly indicate the name of the project, "**Moving Services for Barton Drive Manor and Briarwood Village**" and the time and the date specified for receipt. The name and the address of the Offeror must be clearly printed on all correspondence. Responses will be accepted at the Housing Authority of the City of Shreveport, until **4:00 p.m. (CST), 22nd day of May, 2018.**



PROJECT INFORMATION

<u>PROJECT DEADLINES</u> Response Submission Deadline:	4:00 p.m. (CST), 22nd day of May, 2018
<u>RESPONSE ADDRESS INFORMATION:</u>	To: The Housing Authority of the City of Shreveport 2500 Line Ave. Shreveport, LA 71104
	From: Contact Name, Title Offeror's Name (Firm Name) Address Solicitation Name Date and Hour Deadline
If more than one envelope/box shall be used to deliver the package, both envelopes/boxes MUST clearly indicate the required information.	
<u>DOCUMENTS TO BE SUBMITTED</u>	One (1) 'ORIGINAL' Response Package Three (3) 'COPY' Response Packages One (1) 'ORIGINAL' Sealed Rate Form
One (1) original and three (3) copies of the Responses packages MUST be mailed or hand delivered to the Housing Authority of the City of Shreveport address listed above by the above deadline. <u>NO EMAILED OR FAXED RESPONSES WILL BE ACCEPTED.</u>	

SECTION I – INTRODUCTION & BACKGROUND

I. INTRODUCTION

The Housing Authority of the City of Shreveport (“HACS” or “Authority”) hereby issues this Request for Proposals for Moving Services for the residents of Barton Drive Manor and Briarwood Village on a Task-Order basis for the Authority. This solicitation has been reissued due to a limited number of qualified responses.

HACS intends to award one or more indefinite quantity Moving Services contracts through this solicitation process. Each contract is anticipated to be for a base period of one year with options for HACS to extend, at its sole discretion, for up to two additional one-year terms. Services under these contracts will only be authorized via Task Orders agreed to and executed by both parties. HACS does not guarantee a minimum amount of services will be requested, but does anticipate that the maximum amount requested for a single year will not exceed \$350,000; however, this could be adjusted upward.

II. BACKGROUND

HACS is a public agency, formed under the United States Housing Act of 1937, charged with providing decent, safe and affordable housing for low-income persons. HACS’ properties of Barton Drive Manor and Briarwood Village, which total 132 units combined, are scheduled to be renovated, and temporary relocation will be necessitated by this action. The chart below shows the distribution of bedroom sizes for the 132 residential units.

DISTRIBUTION OF UNITS AT Barton Drive Manor and Briarwood Village			
Bedroom Size	Barton Drive Manor	Briarwood Village	Totals
	One bedroom	30	0
Two bedrooms	24	0	24
Three bedrooms	46	32	78
Total	100	32	132

SECTION II – SCOPE OF SERVICES

HACS is seeking one or more moving firms to provide resident relocation services for families moving from their current residences. The majority of the moves are expected to be within a block or two, however, some moves could be up to a 50-mile radius.

The services to be provided by the selected Moving Contractor include but are not limited to:

1. Pack (including packing materials), load and remove boxes; load furniture and other housing items
2. Move boxes, furniture and other household items into new location, and unpack boxes
3. Be available for up to 200 moves throughout the term of the contract;
4. Transport within a range of several blocks or up to a 50-mile radius of the Barton Drive Manor and Briarwood Village sites;
5. Any other moving services needed to complete the project.

HACS would like proposers to bid the per-residential-unit cost by bedroom size in two ways:

- 1) Full moving services: The moving company would inventory the assets, pack up the resident's belongings, transport them, unload the moving truck and place the boxes, furniture and household items in the resident's new premises.
- 2) Partial moving services: The moving company would inventory the assets, load the moving truck with furniture, household items and pre-packed boxes, transport the boxes to the new residence and place the boxes, furniture and household items in the resident's new premises.

The Contractor must perform the following:

The Contractor shall furnish all labor, packing materials, moving trucks, accessory equipment, and all other incidental items to properly execute all of the required moves within the allotted time assigned. Units vary in size from one to three-bedroom units. Employees of the Contractor must wear uniforms that identify the company logo and/or name on all moves.

- A.** Schedule: Moves will be scheduled a minimum of 72 hours in advance. The contractor and HACS will work together to develop a schedule that reduce the number of moves, especially for those residents moving within the City or even the same apartment complex.

The Contractor will be notified with pertinent instructions including address, bedroom size, date, and time of the scheduled move and any other specific information relevant to each move. The Contractor will confirm availability and shall comply with the moving schedules upon notification by HACS. HACS reserves the right to reasonably adjust schedules throughout the term of the contract to coordinate the moves with any ongoing construction or unforeseen obstacles.

- B.** Acceptable Vehicles: All furniture, equipment, materials and/or supplies must be loaded and transported in acceptable vehicles as defined in Section (3)(B) below, and relocated to the new residential area with items being placed as described by the resident or his/her designated agent. Furniture should be covered and dollies used when applicable to prevent damage.

The Contractor shall assume full responsibility and liability for all of a resident's belongings and materials while in the Contractor's possession during the moving process, including the compensation for lost or damaged items.

- C. Packing: Under this relocation plan and solicitation, the resident has to ability to have the Contractor provide packing services.
- D. Security: The contractor must provide adequate security to protect his own property and to prevent theft or damage of resident's belongings while in the Contractor's possession during the provision of the moving services.

NOTE: While proposals are being accepted for the scope of work listed above, HACS may, in its sole discretion award work to any contractors selected through this RFP for other relocation activities using the proposed per unit rates provided in each firm's submission.

2. **REQUIREMENTS/QUALIFICATIONS**

- A. The Contractor **must** be an experienced professional and bonded moving company that is engaged in the principal business of providing moving services and has done so for a minimum of two (2) consecutive years as evidenced by business references. (see Section II(f))
- B. The Contractor **must** provide proof of an "acceptable" moving vehicle as evidenced by:

Written proof for each vehicle includes:

- i. A copy of the title or lease agreement;
- ii. Photos (color) of side view of each vehicle, and affidavit that these vehicles are acceptable substitutes and will be available for the purpose of this contract term; and
- iii. Proof of vehicle insurance.

An acceptable moving vehicle is one that is of the size and design to shelter completely, secure, store and transport all of the belongings in a single family unit. The vehicle must be constructed with paneled sides and roof structure and locking rear doors, and is in sound mechanical, physical, and roadworthy condition. An adequate "acceptable moving vehicle" is required for the duration of this contract.

- C. The Contractor shall have personnel/work crews, qualified by training and experience, to perform the work required.
 - 1. Background Checks: **Contractor shall perform** criminal history checks and drug screening tests on all prospective employees performing work under this contract and any resulting contract, and provide summaries of the results to HACS' Contract Administrator, if requested. Prospective employees whose criminal history check disclose a misdemeanor or felony involving public indecency or harm to persons or property will not be employed to perform work under this contract or any resulting contract. Criminal history and drug screening checks will be completed at the sole expense of the Contractor.
 - 2. Appearance: Contractor's personnel shall be neat and conduct all work in a professional manner.

3. Uniforms: Contractor's personnel shall be in uniform at all times while working on HACS property. No employee will be allowed on HACS's property without his/her uniform. Contractor must submit to HACS's Contract Administrator a sample of his/her uniform prior to signing a contract, if requested.
 4. Identification of Personnel: Requirement of ID Badges is optional. Notwithstanding, Contractor, within 10 days after signing the Contract, shall submit to HACS's Contract Administrator the list of all personnel who will service the properties. After contract has been awarded and schedule has been established, Contractor shall report to HACS's Contract Administrator and Property Manager any changes in personnel as they occur and prior to the person reporting to HACS's property.
- D.** Contact with Residents or Resident Visitors: Contractor's personnel shall make limited contact with resident or resident visitors (only on an as-needed basis). Contractor's personnel are prohibited from using residential facilities at any time and for any purpose.
- E.** Check-In: Contractor's personnel shall check in with HACS's Property Manager or his/her assistant before commencing work. Contractor shall provide to the HACS Property Manager a clear and legible copy of the work order showing all work performed, indicating the date and time of arrival and departure at the facility and that all work was done according to specifications. Work orders shall have a statement that shall be signed by the Contractor's personnel that work was performed according to specifications. Contractor shall contact the Property Manager or HACS Relocation Coordinator at the completion of any work and also deliver the said work order.

4. **LOST OR DAMAGED GOODS**

The Contractor **must** provide full replacement value coverage for damaged or lost property belonging to residents as evidenced by additional coverage shown on the insurance certificate. The coverage shall require Contractor to pay for the actual cost to replace damaged or lost property at market value. Documentation provided by the resident will be reviewed by both the Contractor and Resident Services prior to replacement value being determined.

SECTION III – GENERAL REQUIREMENTS & RESPONSE FORMAT

I. GENERAL REQUIREMENTS

Sealed proposals shall be delivered or mailed to HACS's address listed above. The sealed envelope/package shall be marked with (1) the Offeror's Name and Address; (2) Specification Title and Number; and (3) Proposal Opening Date and Time. All proposals submitted and accepted become the property of HACS.

FALSE STATEMENTS IN PROPOSALS: Offerors must provide full, accurate, and complete information as required by this solicitation and its attachments. The penalty for making false statements in proposals is prescribed in 18 U.S.C. 1001.

Failure to submit proposal documents in the required quantity and properly executed shall result in the proposal being deemed non-responsive and rejected by HACS for further consideration.

PROPOSAL OPENING: No proposals will be accepted after the date and time indicated above, at which time all proposals received will be publicly opened.

INSTRUCTIONS: Special care should be used in the preparation of proposals. Offerors must make their own estimates for services provided under this contract. No proposal shall be withdrawn for a period of 60 calendar days after the opening of proposals, without the consent of the Authority.

ADDENDA: HACS reserves the right to issue Addenda to correct, modify, and amend this Invitation for Proposal. Offerors shall acknowledge receipt of all Addenda below.

OFFEROR ACKNOWLEDGES RECEIPT OF ADDENDA: Number: _____
Dated: _____

II. RESPONSE FORMAT

Offeror must submit one (1) original plus three (3) hard copies of its Response. Responses must be securely bound with tabs clearly identifying each section. Responses must include the following information, attachments and/or schedules.

- a. One-page Cover Letter: Letter shall include company's name, address, and telephone number, and bear the signature of an authorized representative of the Firm. If different than the authorized representative, letter must include full contact information for the individual responsible for handling all matters related to the proposal and contract.
- b. Evaluation Criteria – Provide all information to address each of the evaluation criteria items listed in *SECTION IV. Evaluation Criteria*.
- c. Type of Organization: State applicable organization type (i.e. Corporation, Partnership, Joint Venture or Sole Proprietorship). List name(s) of shareholders, partners, principals and any other persons exercising control over the Firm or Organization. Include Copies of Certificate of Incorporation, Partnership Agreement, Joint Venture or other organizational document.

W-9 SUBMITTAL: Upon award of the contract, the Contractor shall provide a copy of its Request for Taxpayer Number and Certification (W-9) at the time and date specified by the HACS.

- d. References – Provide a minimum of two (2) references with telephone numbers of private sector clients or other government agencies, including project dollar values, where the Offeror has provided services that are similar in size and scope to those requested in this solicitation.
- e. Insurance – Provide a copy of the Offeror's Certificate of Insurance evidencing they can fulfill the Insurance Requirements under the contract terms of this RFQ as described below:

The Offeror must provide and maintain during the life of any resultant contract, at the Contractor's own expense, until Contractor completion and during the time period following final completion is Contractor is required to return and perform any additional work, the insurance coverages and requirements specified below, insuring all operations related to any resultant contract:

Workers Compensation and Employers Liability – Workers Compensation Insurance, as prescribed by applicable law covering all employees who are to provide service under any resultant contract and Employers Liability coverage with limits of not less than the State of Louisiana statutory limits.

Commercial General Liability (Primary & Umbrella) and Professional Liability – Commercial General Liability Insurance and Professional Liability with limits of not less than \$1,000,000 per occurrence for bodily injury, personal injury, and property damage liability. Coverages must include the following: All premises and operations, products/completed operations, (for a minimum of 2 years following project completion), explosion, collapse, underground, separation of insureds, defense, and contractual liability (with no limitation endorsement). The Housing Authority of the City of Shreveport, its Officers, Employees, Agents, and Consultants are to be named as additional insureds on a primary, non-contributory basis for any liability arising directly or indirectly from the work.

Sub-contractors performing work for the Contractor must maintain limits of not less than \$1,000,000 with the same terms herein.

Automobile Liability (Primary & Umbrella) – When any motor vehicles (owned, non-owned and hired) are used in connection with work to be performed, the Contractor must provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence for bodily injury and property damage. The Housing Authority of the City of Shreveport, its Officers, Employees, Agents, and Consultants are to be named as additional insureds on a primary, non-contributory basis.

The Contractor must furnish the Housing Authority of the City of Shreveport, Department of Procurement Services, 2500 Line Ave. Shreveport, LA 71104, original Certificates of Insurance, or such similar evidence, to be in force on the date of any resultant Contract, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of any resultant Contract. The receipt of any certificate does not constitute agreement by the HACS that the insurance requirements in the Contract have been fully met or that the insurance policies indicated on the certificate are in compliance with all Contract requirements. The failure of the HACS to obtain certificates or other insurance evidence from Contractor is not a waiver by the HACS of any requirements for the Contractor to obtain and maintain the specified coverages. The Contractor must advise all insurers of the Contract provisions regarding insurance. Non-conforming insurance does not relieve Contractor of the obligation to provide insurance as specified herein. Nonfulfillment of the insurance conditions may constitute a violation of the Contract, and the HACS retains the right to stop work until proper evidence of insurance is provided, or the Contract may be terminated.

The Contractor shall provide the HACS with a Certificate of Insurance naming its Officers, Employees, Agents, and Consultants are to be named as additional insureds for Workers Compensation, General Liability/Professional Liability, and Automobile Liability Insurance required under any resultant contractual agreement and shall provide the HACS with the actual insurance policy endorsement. Certificate MUST be submitted within five days of Notification of Contract Award. HACS will not issue a fully executed copy of a Contract without receipt of the required insurance certificate meeting the requirements stated herein.

The coverages and limits furnished by Contractor in no way limit the Contractor's liabilities and responsibilities specified within the Contract or by law. Any insurance or self-insurance programs maintained by HACS do not contribute with insurance provided by the Contractor under any resultant Contract.

The Contractor must require all Sub-Contractors to provide the insurance required herein, or Contractor may provide the coverages for Sub-Contractors. All Sub-Contractors are subject to the same insurance requirements of Contractor unless otherwise specified. If Contractor or Sub-Contractor desire additional coverages, the party desiring the additional coverages is responsible for the acquisition and cost.

Selected Firms will be Required to Submit the Following Attachments (These forms are not due at time of submission):

1. Profile of Firm – Attachment F
2. Debarment Suspension Matters – Attachment G
3. Certification Regarding Lobbying – Attachment H
4. Disclosure of Lobbying Activities – Attachment I
5. Conflicts of Interest – Attachment J
6. Non-Collusive Affidavit – Attachment K
7. Section 3 Economic Opportunities for Recipients of HUD Assistance – Attachment L
8. Special M/W/DBE Participation Summary Form – Attachment M
9. MBE/WBE Subcontractor Affidavit – Attachment N
10. Nature of Disclosing Party Form – Attachment O

SECTION 3 – COMPLIANCE: HACS has determined that the contract awarded under this solicitation is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3) and Title 24 of Subchapter B, Part 135 – Economic Opportunities for Low –Income Persons. 24 CFR 135.3 Section 3 Compliance requires that any contract or subcontract entered into for the benefit of public housing residents shall require that, to the greatest extent feasible, economic opportunity in the form of training, employment, contracting, and other economic opportunities arising from the expenditure of public housing assistance for housing rehabilitation and housing construction be directed to low- and very low – income persons. Offerors shall be deemed to have demonstrated compliance with the “greatest extent feasible” requirement of Section 3 at the date and time published for proposal opening by submitting a direct hiring plan that is, in HACS’s sole discretion, equitable by no arbitrary, non-capricious criteria. If after selection of a Offeror, but prior to execution of a contract, an Offeror’s hiring plan is deemed inequitable, the HACS shall endeavor to negotiate a specific number of public housing residents, other than Section 3 Residents, to be trained or employed on Section 3- covered assistance and may require the utilization of one or several tiers in combination to achieve compliance by Offeror to the greatest extent feasible. In the event that the Offeror does not hire eligible Section 3 workers, the Offeror shall invest into HACS section 3 Fund in the amount equal to 2% of the contract value (see Part V – Section N).

PRE-AWARD SURVEY: The HACS reserves the right to conduct a pre-award survey with the Offerors to determine if the Offeror is a responsible party as described and required by Federal Law. This survey may include a visit to the Offeror’s facilities, and examination of the following: the Offeror’s facilities; past performances on other Authority and Federal, State/Local government agency contracts and non-public sector contracts; capacity to execute the terms and conditions of the contract; on-hand equipment; current employee depth and capabilities; financial records and capabilities; any other area or aspect of the Offerors integrity, operations and capability that will assist the HACS in making a determination of responsibility.

Single or Multiple Awards: The HACS may elect to award a single contract or multiple contracts for the same work or services to two or more contractors/vendors under this solicitation.

PREPARATION OF PROPOSALS: (a) Proposals must be submitted on the forms furnished by the HACS or on copies of those forms and be manually signed. The person signing a proposal must initial each erasure or change appearing on any proposal form; (b) The proposal forms may require Offerors to submit proposal prices for one or more items on various bases, including lump sum, deductive alternate prices, unit prices of construction, or any combination thereof; (c) If the solicitation requires bidding on all items, failure to do so will disqualify the proposal. If bidding on all items is not required, Offerors should insert the words "no proposal" in the space provided for any item on which no price is submitted; and (d) Alternate proposals will not be considered unless this solicitation authorizes the submission.

AVAILABILITY OF FUNDS: HACS's obligation under this contract is contingent upon the availability of appropriated funds from which payments for contract purposes can be made. No legal liability on the part of HACS for any payment may arise until funds are made available to the Housing Authority.

Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

TYPE OF CONTRACT: HACS contemplates multiple awards of Indefinite Delivery, Indefinite Quantity contracts resulting from this solicitation.

TIME FOR PERFORMANCE: The Contractor shall commence work under the Contract on a date specified in the written Notification of Contract Award to be issued by the HACS and/or may be issued individual delivery task orders that may serve as a Notice-To-Proceed with specific start dates. The term of the contract is for one year with one annual renewal option.

Awards will not be made to a contractor or firm that is on the list of contractors ineligible to receive awards from HACS or the United States, as furnished by HUD. **The work to be performed under this Contract shall be subject to and comply with all Special Conditions and HUD General Conditions for Non-Construction Contracts Without Maintenance – Form 5370-C-Section I.**

Offerors should fully read and comprehend the General Contract Conditions, Non-Construction (HUD 5370C) provided in Attachment B and Instructions to Offerors (HUD 5369B) provided in Attachment C.

SECTION IV – EVALUATION CRITERIA

HACS shall make its selection based upon the evaluation criteria described below. HACS shall evaluate only those firms whose proposals are responsive to the requirements of this solicitation.

A. Experience of the Firm

30 Points

Offerors shall demonstrate successful experience and capability of the Firm in providing all Services described in this Request for Proposal. Offeror must have previous experience in performing services similar to those requested herein. Offeror must discuss the factors that differentiate its services from those offered by other vendors.

Offerors shall clearly demonstrate the Offeror's knowledge and experience planning, coordinating and delivery of moves for multiple residential units on a continual basis.

Offeror must demonstrate years of experience in Moving Services. Offeror must provide a description of the organizations where the services took place, including the type of services delivered.

Offeror must provide a list and brief description of all legal actions for the past three years in which the Respondent and EACH Team Member(s) has been:

- 1) A defendant in a lawsuit for deficient performance under a contract; or
- 2) A respondent in an administrative action for deficient performance on a project; or
- 3) A defendant in a criminal action; or
- 4) A principal in any action taken against an insurance or bonding company.

B. Experience of the Staff

30 Points

Offerors shall provide written evidence that the project is staffed with experienced and qualified personnel, capable to perform the functions and responsibilities outlined in Section II Scope of Services. Offeror's staff must have previous experience in performing services similar to those requested herein.

The Offeror shall submit an organizational chart showing the management/staff/administration of their office and a flow chart of key personnel (professional and technical staff) performing the services. Indicate the individual that will be the primary point of contact with the HACS.

C. Capacity**25 Points**

Offeror must submit written evidence of its ability to provide the resources necessary (equipment, office facilities, onsite availability and other) for the timely and efficient implementation of HACS's goals and objectives as described in this solicitation. Respondent and its Team Member(s) must have a computer system capable of communicating with HACS via email, and able to transfer files in a format compatible to HACS (e.g. Microsoft Word, Excel and PDF).

Due to the nature of this solicitation, capacity will also be evaluated on the Offeror's ability to provide the resources in an "on-call" and/or "as-requested" manner.

D. M/W/DBE Participation**10 Points**

Offerors shall demonstrate their ability to use M/W/DBE firms in the resultant contract or any unrelated contract let by the Offeror and for the duration of the resultant contract.

Offeror may, itself, be an M/W/DBE firm (Also referred to as 'Direct M/W/DBE Participation') and shall complete Attachment M. M/W/DBE Business Participation.

Offeror may directly utilize on the resultant contract and for the duration of the resultant contract an M/W/DBE firm. Firm shall have the Sub-Contractor complete Attachment N. M/W/DBE Subcontractor Affidavit.

E. Section 3 Compliance**5 Points**

Offerors shall describe how they intend to comply with HUD's requirement for Economic Opportunities for Recipients of HUD Assistance, per *Article E paragraph 1.12 of the Model Form of Agreement. Training and Employment Opportunities for Residents in the Project Area*.

Failure to include any of the above information may result in the proposal being deemed non-responsive and therefore ineligible for award. HACS may also, on the basis of the Offeror's profile information submitted, find that there exists an insufficient amount of information to clearly determine whether a Offeror or its subcontractors(s) possess the ability to perform successfully under the terms and conditions of the Contract Documents, and HACS may therefore determine the proposal is ineligible for award on the basis of insufficient evidence regarding responsibility.

SECTION V – PROCUREMENT AND AWARD PROCESS

I. ADDENDUMS TO SOLICITATION

Any and all amendments to this Solicitation shall be sent by email to all potential Offerors who receive the solicitation materials.

Notwithstanding any information that may be contained in the Solicitation and amendments thereto, Offerors are responsible for obtaining all information required, thus enabling them to submit Responses. Failure to obtain clarifications and/or addenda from HACS will not relieve the Offeror from being bound by any additional terms and/or conditions in the clarification and/or addenda. The HACS will not be responsible for Offeror's failure to consider additional information contained therein in preparing the Response.

II. SUBMISSION OF RESPONSES AND/OR ADDENDUMS TO RESPONSES; DEADLINES

Responses may be hand-delivered or sent by certified or registered mail, return receipt requested, to the following address:

The Housing Authority of the City of Shreveport
2500 Line Ave.
Shreveport, Louisiana 71104

Hard Copy Responses must be received at the above address by the date and time on the cover of this RFQ, regardless of the selected delivery mechanism. **Responses that are submitted via facsimile or email will not be accepted.**

Responses will be date and time stamped immediately upon receipt at HACS to document their timeliness. Any Response received after the specified deadline shall be automatically rejected and will be returned unopened except as identified in the Instructions to Offerors attached hereto.

All Responses and accompanying materials become the property of HACS and will not be returned to the Offeror. All Respondents submitting a Response must agree to honor the terms and conditions contained herein for a period of 60 business days. It is the responsibility of the Respondent to see that their Response is received by the HACS by the date and time set forth for the receipt of the Responses. Responses received after the deadline will be returned to the respective providers unopened.

Any Addendums to a Response must be received before the specified Response due date and time established for the delivery of the original Response except as identified in the Instructions to Offerors attached hereto.

III. EVALUATION AND AWARD PROCESS

A. Evaluation Process

HACS staff or designee will review each Response to determine if it is complete and if it is responsive to this solicitation. HACS may allow Offerors to correct minor deficiencies in their Responses that do not materially affect their Response.

All Responses determined to be complete and responsive will be provided to the HACS Evaluation Committee. HACS's Evaluation Committee will evaluate the Responses utilizing the criteria established in *SECTION IV. Evaluation Criteria* for this Request for Qualifications.

HACS reserves the right to interview selected Offerors, request additional information from selected Offerors and/or negotiate terms and conditions with selected Offerors.

HACS will perform a responsibility review of the highest-ranked Offeror(s), which may include reference and financial background checks.

HACS will evaluate all of the Responses received against the evaluation factors set forth herein and select the most qualified Responses and rank them in numerical order, based on the aggregate of the evaluation factors. Once the Responses are ranked, HACS may invite the highest ranked firms to come to HACS's office for an oral presentation. At this time, Fee Responses (consisting of job titles and applicable rates) will be reviewed and may be negotiated with the highest ranked offeror(s).

HACS may arrange for additional meetings to allow for evaluation and modification of the Response, if necessary. After conducting a thorough review, the firms whose Response and qualifications offer the best opportunity for HACS to achieve its objectives may be selected for negotiation of final pricing and contract terms, and may be subject to the approval of HACS's Board of Commissioners.

HACS shall not be responsible and will not reimburse any Offeror for any cost(s) associated with preparing a Response or attending any pre-award meetings.

B. Award Process

HACS reserves the right to award one or multiple contracts to the highest-qualified, responsive and responsible Offeror(s) who offer Professional Moving Services as requested and deemed to be in the best interest of the HACS.

A Response submitted by an Offeror does not constitute a contract, nor does it confer any rights on the Offeror to the award of a contract. A letter or other Notice of Award or of the intent to award shall not constitute a contract. A

PROPOSAL FORM

HOUSING AUTHORITY OF THE CITY OF SHREVEPORT
DEPARTMENT OF PROCURMENT SERVICES
2500 LINE AVE.
SHREVEPORT, LA 71104

Contact Name: Kia Fields
Phone No.: 318-698-3600
Fax No.: 318-841-1074
kfields@shvhousauth.com

PROJECT DESCRIPTION: Barton Drive Manor and Briarwood Village Relocation Services
PROPOSAL DUE DATE: 05/22/2018

The Contractor must furnish all labor, moving vehicles, accessory equipment, and all other incidental items to properly execute all the required moves.

TERM OF THE AGREEMENT ONE YEAR WITH TWO ONE-YEAR RENEWAL OPTIONS

Item #

001AA	Three (3) Bedrooms:	*Hourly Rate \$ _____		
	Minimum Hours _____	Personnel Required _____	Total \$ _____	
001AB	Two (2) Bedrooms:	*Hourly Rate \$ _____		
	Minimum Hours _____	Personnel Required _____	Total \$ _____	
001AC	One (1) Bedroom:	*Hourly Rate \$ _____		
	Minimum Hours _____	Personnel Required _____	Total \$ _____	

Note: * All hourly rates shall be fully loaded and include all charges

Proposal Submitted by: _____ of _____

Date: _____ Phone Number _____

*Failure to sign Pages(s) in Part V - Section D (Proposal Form) and complete EACH line item will result in the entire RFP being deemed non-responsive

SECTION VI – RESPONSE TO BE EXECUTED BY A CORPORATION

The undersigned, hereby acknowledges having received a full set of Contract Documents, including, but not limited to, 1) General Conditions, 2) Special Conditions, 3) Contract Plans or Drawings (if applicable) 4) Detailed Specifications or Scope of Services, Evaluation/Selection Criteria and Submittal Requirements (If RFQ/RFQ), 5) Response Pages, 6) Certifications and 7) Addenda Nos. (none unless indicated here) _____, and affirms that the corporation shall be bound by all the terms and conditions contained in the Contract Documents, regardless of whether a complete set thereof is attached to this Response, except only to the extent that the corporation has taken express written exception thereto in the sections of this specification designated for that purpose.

Further, the undersigned being duly sworn deposes and says on oath that no disclosures of ownership interests have been withheld and the information provided therein to the best of its knowledge is current and the undersigned has not entered into any agreement with any other Offeror (Offeror) or prospective Offeror (Offeror) or with any other person, firm or corporation relating to the price named in this Response or any other Response, nor any agreement or arrangement under which any act or omission in restraining of free competition among Offerors (Offerors) and has not disclosed to any person, firm or corporation the terms of this proposal (Response) or the price named herein.

NAME OF CORPORATION: _____
(Print or Type)

SIGNATURE OF PRESIDENT*: _____
(Or Authorized Staff)

TITLE OF SIGNATORY: _____
(Print or Type)

BUSINESS ADDRESS: _____
(Print or Type)

*Note: In the event that this Response is signed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization, such as a resolution by the Board of Directors, which permits the person to sign the offer for the Corporation.

ATTEST: _____
Corporate Secretary Signature

SECTION VI – RESPONSE TO BE EXECUTED BY A PARTNERSHIP

The undersigned, hereby acknowledges having received a full set of Contract Documents, including, but not limited to, 1) General Conditions, 2) Special Conditions, 3) Contract Plans or Drawings (if applicable) 4) Detailed Specifications or Scope of Services, Evaluation/Selection Criteria and Submittal Requirements (If RFQ/RFQ), 5) Response Pages, 6) Certifications and 7) Addenda Nos. (none unless indicated here) _____, and affirms that the partnership shall be bound by all the terms and conditions contained in the Contract Documents, regardless of whether a complete set thereof is attached to this Response, except only to the extent that the partnership has taken express written exception thereto in the sections of this specification designated for that purpose.

Further, the undersigned being duly sworn deposes and says on oath that no disclosures of ownership interests have been withheld and the information provided therein to the best of its knowledge is current and the undersigned has not entered into any agreement with any other Offeror (Offeror) or prospective Offeror (Offeror) or with any other person, firm or corporation relating to the price named in this Response or any other Response, nor any agreement or arrangement under which any act or omission in restraining of free competition among Offerors (Offerors) and has not disclosed to any person, firm or corporation the terms of this proposal (Response) or the price named herein.

BUSINESS NAME: _____
(Print or Type)

BUSINESS ADDRESS: _____
(Print or Type)

SIGNATURES AND ADDRESSES OF ALL MEMBERS OF THE PARTNERSHIP

(If all General Partners do not sign, indicate authority of partner signatories by attaching copy of partnership agreement or other authorizing document):

Partner Signature: _____

Address: _____

SECTION VI – RESPONSE TO BE EXECUTED BY A SOLE PROPRIETOR

The undersigned, hereby acknowledges having received a full set of Contract Documents, including, but not limited to, 1) General Conditions, 2) Special Conditions, 3) Contract Plans or Drawings (if applicable) 4) Detailed Specifications or Scope of Services, Evaluation/Selection Criteria and Submittal Requirements (If RFQ/RFQ), 5) Response Pages, 6) Certifications and 7) Addenda Nos. (none unless indicated here) _____, and affirms that the sole proprietor shall be bound by all the terms and conditions contained in the Contract Documents, regardless of whether a complete set thereof is attached to this Response, except only to the extent that the sole proprietor has taken express written exception thereto in the sections of this specification designated for that purpose.

Further, the undersigned being duly sworn deposes and says on oath that no disclosures of ownership interests have been withheld and the information provided therein to the best of its knowledge is current and the undersigned has not entered into any agreement with any other Offeror (Offeror) or prospective Offeror (Offeror) or with any other person, firm or corporation relating to the price named in this Response or any other Response, nor any agreement or arrangement under which any act or omission in restraining of free competition among Offerors (Offerors) and has not disclosed to any person, firm or corporation the terms of this proposal (Response) or the price named herein.

SIGNATURE OF PROPRIETOR: _____
(Signature)

DOING BUSINESS AS: _____
(Print or Type)

BUSINESS ADDRESS: _____
(Print or Type)