

2. Fully loaded hourly rate for each staff member assigned.
3. List a firm fixed price on the price sheet attached.

INQUIRIES

Questions about the requirements of this RFQ may be submitted by facsimile to (205) 714-7704 or by email to cedwards@habd.net before **June 27, 2008**. The Authority will respond to written questions and will be bound by its response to written questions.

SUBMISSION REQUIREMENTS

Written quotations shall be returned no later than 2:00 p.m. on **July 2, 2008** to the attention of Carl Edwards, Procurement Administrator, at the address listed below:

HABD Procurement Office
1826 3rd Avenue South
Birmingham Alabama 35233

All quotes must be sealed and marked “**RFQ No. 08-15 Independent Testing Services for Site Based Waiting List.**” Any offer that is not sealed and or marked accordingly may be rejected. The offeror must include the following information within the quote package in addition to the requirements in the specifications contained within this solicitation:

- One copy of your current business license or Federal ID.
 - Current copy of certificate of insurance (General Liability etc.) If awarded a contract, the contractor may be required to name HABD on the insurance until contract is completed and released by an authorized HABD representative.
 - Price Sheet
 - Section 3 Acknowledgement
 - HABD Certification of Non Discrimination
- (All forms must be signed by an authorized representative of the organization submitting the quote).

Offeror understands that the HABD reserves the right to reject any or all offers and waive any informalities or irregularities. **All offerors must submit pricing on the price sheet included with this RFQ. There will be no exceptions. Additional pertinent industry information may be submitted separately.**

HABD, in accordance with the Executive Orders 11625 and 12138, encourages participation by businesses owned and operated by minorities and women and Section 3 Business Concerns. It is the policy of HABD to use best good faith efforts, consistent with applicable federal regulations and executive orders, to fully promote participation and utilization of disadvantaged and historically underutilized businesses in all areas of Authority contracting. Bidders and offerors are expected to demonstrate diligence to achieve participation and utilization. HABD has established

an administrative goal of 20% utilization of disadvantaged and historically underutilized businesses for performance of the work under this procurement. The bidder is to complete the subcontractor data sheet and identify the disadvantaged and historically underutilized business proposed to be utilized in this work.

ARBITRATION

Any dispute, claim or controversy arising out of or relating to this RFQ, shall be settled by binding arbitration in Birmingham, Alabama, administered by the National Arbitration Forum (NAF) under its Code of Procedure, currently in effect, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. There shall be one arbitrator, named in accordance with the procedure. The parties are waiving their right to seek remedies in court, including the right to jury trial. The arbitration will be conducted in accordance with the Federal Arbitration Act (FAA). The arbitrator shall decide the dispute in accordance with the substantive law of the State of Alabama.

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
RALPH D. RUGGS, EXECUTIVE DIRECTOR**

**Independent Testing Services for Site Based Waiting List
RFP 08-15
PRICE SHEET**

_____ shall provide the services as detailed in the attached
(Company Name)

quote for independent testing services for site based waiting list, subject to the terms, scope of service and general conditions set forth in the Request for Quote, for a firm-fixed price of (\$_____).

SECTION 3 PARTICIPATION

How will your company fulfill its Section 3 Requirements?
(Check all that apply)

_____ Category I – Hiring

_____ Category II – Contracting

_____ Category III Other Economic Opportunities

_____ Unsure. Need further explanation of requirements.
(You may contact the Section 3 Executive Administrator at 205-521-0694)

Proposer:

Name: _____

Company: _____

Address: _____

Phone No: _____

Email Address _____

Authorized By: _____

Signature

HABD Certification of Non Discrimination

The offeror/bidder agrees and warrants that in the performance of the contract, if awarded, such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin or disability. The supplier further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin or disability. It is understood that non-discrimination shall include all forms of harassment and particularly sexual harassment. The contractor hereby certifies the foregoing and that the contractor will adhere to and enforce all applicable federal, state and local laws pertaining to non-discrimination.

Authorized Signature:

For: _____
Company Name

By: _____

Date: _____

SECTION 3 CLAUSE

All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):

- A. The work to be performed under this contract 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). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person (s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulation in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Acknowledged:

Name: _____

Title: _____

Date: _____

