

## NOTICE OF QUOTATIONS FOR SMALL PURCHASES

QSP NO. 15-2015Appl-12

### APPLIANCES

(Re-solicitation)

The Opelousas Housing Authority (OHA) is accepting quotations from interested and qualified businesses to provide the following appliances: (15) 30 gallon energy-efficient natural gas hot water heaters, (5) natural gas stoves, (15) energy-efficient refrigerators.

OHA CONTACT PERSON:	Wil E. Giron, Procurement Specialist 2 Telephone (337)942-5693, Fax (337)942-1334 Email: <a href="mailto:ohacfp@opelousashousing.com">ohacfp@opelousashousing.com</a>
QUOTE SUBMISSION:	<p>Quotes shall be submitted, via fax, email, regular mail, or in person to the OHA main office located at 906 E. Laurent St. Opelousas, LA 70570.</p> <p>Complete specifications must be reviewed prior to submitting quotes. Specifications may be retrieved in person from 906 East Laurent St., Opelousas, LA 70570. Specifications may also be emailed or faxed, if requested.</p> <p>Firms may register with the following website address in order to review and/or submit quotes electronically. (<a href="https://nahro.economicengine.com/requests.html?company_id=10794">https://nahro.economicengine.com/requests.html?company_id=10794</a>)</p>
PRICING SUBMITTAL DEADLINE:	Friday, January 15 <sup>th</sup> , 2016 by 11:00 a.m.
[Minority, small and emerging, and/or women-owned businesses are encouraged to respond]	

# *The Housing Authority of the City of Opelousas*

JOE ANN TYLER  
Executive Director

P.O. Box 689  
Opelousas, Louisiana 70571-0689  
(337) 942-5693 FAX (337) 942-1334  
TDD/TTY-1-800-545-1833 Ext. 346

## **Invitation to Quote (ITQ)** (Re-solicitation)

This is an invitation to quote on providing the OHA with (15) 30-gallon natural gas water heaters, (15) refrigerators, and (5) natural gas ovens, in accordance with the specifications listed below.

- **Natural Gas Hot Water Heaters:** (15) 30 gallon tank capacity heaters, at 58 inches to 58 ½ inches high and 18 inches in diameter. 30,000 to 35,000 BTU, with an Energy-Star rating and a 3 year warranty.
- **Refrigerators:** (15) 28 ½ inches in diameter and 58 ½ inches in height refrigerators, with an Energy-Star rating and a 3 year warranty. Solid White in color.
- **Natural Gas Ovens:** (5) 30 inches to 31 inches in diameter and 36 inches in height ovens, with an Energy-Star rating and a 3 year warranty. Oven temperature range of 250 degrees F to 500 degrees F, with 4 burners and a door window. Solid White in color. 110 voltage and 2400 watts.
- Ability to service equipment and provide replacement of equipment parts in a timely manner.

Please refer to Page 3 of your "Conditions To Quote-Non-construction" packet for complete and remaining specifications as they relate to this QSP. Also, please review "Attachment-A" to register your company for e-procurement notices made available by the "Authority."

It is the practice of the "Authority" to accept questions and inquiries from all potential quoters and proposers electronically via email communications. To submit a question pertaining to this specific QSP only, please forward inquiries to [ohacfp@opelousashousing.com](mailto:ohacfp@opelousashousing.com).

The cut-off date for electronic questions and inquiries relating to this QSP is January 8<sup>th</sup>, 2016 at 3:00 pm. CST. Addenda, if any, to this QSP will be posted to the Access URL address provided in Attachment-A. The QSP shall close on January 15<sup>th</sup>, 2016 at 11:00 am. CST

After the submission of quotes, unless requested by the "Authority", contact with the "Authority" is limited to status inquiries only, and such inquiries are only to be directed to the email address provided. Any further contact or information about the QSP to the Quoter or Proposer, or any other "Authority" official connected with the solicitation shall be considered an impermissible supplementation of the quoter's quote.

**Note:** All litigations to take place in the City of Opelousas and Parish of St. Landry, in the State of Louisiana.

FROM: Housing Authority of the City of Opelousas "Authority"

Procurement Officer: Wil E. Giron

Telephone 337-942-5693 Ext. 204 Fax 337-942-1334

Please print this letter and follow the instructions to register your company to be able to receive our bid/quote notifications via email in the future. We are starting this process to further document communication between our buyers and you as a vendor.

#### DIRECTIONS TO ACCESS OUR INTERNET MARKETPLACE

1. Access URL

[https://nahro.economicengine.com/requests.html?company\\_id=10794](https://nahro.economicengine.com/requests.html?company_id=10794)

2. Click on "Register Your Company"
3. Enter your company name and click on "Search Companies"
4. If no company was found, click on "Click here to create a new one". (If your company was found, follow instructions to sign up as a salesperson for your company. You will submit and once the contact person that had signed up previously for your company verifies your information, you will then be emailed a password.)
5. Fill out all required fields with information about your company on the first page, check off all commodity/service codes on the next page. Once you receive a thank you for registering page, click on "Continue".
6. Click blue login button located in the upper left hand area.
7. Enter your email address and password to enter our marketplace. You will be prompted to check a site usage agreement before entering our Marketplace. Once you check this box and hit submit, you will then be allowed to enter.
8. If our Housing Agency comes up when you enter our marketplace, click on the request and follow instructions. If you enter on any other page, click on scan requests by agency on the left hand menu area, locate and click on our Housing Agency. From there you will be able view any live bids along with following directions to download documents and instructions on how to submit your response.
9. If you have any questions pertaining to our marketplace, call customer support at 1-866-526-9266, or email customer support at [support@economicengine.com](mailto:support@economicengine.com) They are available from 9AM Eastern to 4PM Pacific.

Please complete the following information and return this page to our Procurement Office by fax, Attn: Wil E. Giron @ (337-942-1334). Failure to complete and return this form may be grounds to remove your firm from our bidder's list. We look forward to your timely reply.

## Quotations for Small Purchases (QSP)

### CONDITIONS TO QUOTE - NONCONSTRUCTION

#### Solicitation QSP No. 15-2015Appl-12: Appliances

PROCEDURE: Quoters must submit proposed pricing where provided on the last page of this form only! The OHA will accept the proposed pricing in person, by fax, email or by mail delivery only! The OHA will not accept proposed pricing verbally or by telephone, or after the indicated deadline date.

- 1.0 OHA CONTACT: All questions pertaining this QSP shall be addressed to Mr. Wil E. Giron Procurement Specialist 2 (CO), Telephone: (337)942-5693; Fax (337)942-1334; E-mail: [ohacfp@opelousashousing.com](mailto:ohacfp@opelousashousing.com).
- 2.0 APPLICABILITY: By submitting a quote to the OHA, the firm or individual doing so (hereinafter, "the quoter") is automatically agreeing to abide by all terms and conditions listed herein, including those terms and conditions within the HUD document, *Table 5.1, Mandatory Contract Clauses for Small Purchases Other than Construction*, which is attached hereto.
- 3.0 OHA RESERVATION OF RIGHTS: The OHA reserves the right to:
  - 3.1 Reject any or all quotes, to waive any informalities in the QSP process, or to terminate the QSP process at any time, if deemed by the OHA to be in the best interest of the OHA;
  - 3.2 Terminate a contract awarded pursuant to this QSP at any time for its convenience upon delivery of a 10-day written notice to the apparent or successful quoter;
  - 3.3 Determine the days, hours and locations that the successful quoter shall provide/deliver the items or services called for in this QSP;
  - 3.4 Reject and not consider any quote that does not, in the opinion of the CO, meet the requirements of this QSP, including but not necessarily limited to incomplete quotes offering alternate (not including "or equal" items) or non-requested items or services;
- 4.0 QUOTER'S RESPONSIBILITY: Each quoter must carefully review and comply with all instructions provided herein.
- 5.0 **DEADLINE:** Each quoter shall submit his/her proposed costs by Friday, January 15<sup>th</sup>, 2015 by 11:00 a.m. Whereas this is an informal solicitation process, the OHA reserves the right to extend or cancel the posted deadline at any time prior to the deadline, if, in the opinion of the ED, it is in the best interests of the OHA to do so. Quotes may be faxed to (337) 942-1334 Attention: Wil E. Giron or emailed to [ohacfp@opelousashousing.com](mailto:ohacfp@opelousashousing.com). Quoters may also submit quotes in person to OHA's main office at 906 E. Laurent St. Opelousas, LA 70570 if they choose to.

## **Quotations for Small Purchases (QSP)**

### **CONDITIONS TO QUOTE - NONCONSTRUCTION**

#### **Solicitation QSP No. 15-2015Appl-12: Appliances**

- 6.0 **HOLD PRICES/NON-ESCALATION:** By submitting a quote, and whereas the quote sum submitted is a firm-fixed quote, each quoter thereby agrees to "hold" or not increase the proposed quote prices. (No price escalations)
- 7.0 **PURCHASE ORDER (PO):** The OHA will procure the applicable goods or services by issuance of a purchase order (which shall have the same meaning as a "contract"). PO's will be issued on an as-needed basis only. By submitting a quote, the successful quoter thereby agrees to confirm receipt of the PO in the manner directed by the OHA.
- 7.1 **AWARD CRITERIA:** If an award is completed pursuant to this QSP, and unless otherwise instructed in writing by the ED, award shall be made to the responsive and responsible quoter that submits the lowest cost and/or most favorable and valuable price to the OHA.
- 8.0 **INVALID OR ALTERNATE QUOTES:** Failure to complete and submit all required information, or to add any additional requirements not acceptable to the OHA, may invalidate the quote submitted. Furthermore, the OHA shall reserve the right to reject, without consideration, alternate quotes, meaning those that do not meet the requirements of this QSP.
- 9.0 **QUOTE COSTS:** There shall be no obligation for the OHA to compensate any quoter or prospective quoter for any costs that he/she may incur in responding to this QSP.
- 10.0 **SHIPPING COSTS:** Each quoted sum submitted shall include completion of the specified services at/to the OHA site or location, as specified within this QSP or on the PO issued.
- 11.0 **ASSIGNMENT OF PERSONNEL:** The OHA shall retain the right to demand and receive a change in personnel assigned by the successful quoter to provide services to the OHA if the OHA believes that such change is in the best interest of the OHA and the completion of the work or provision of the items.
- 12.0 **UNAUTHORIZED SUB-CONTRACTING PROHIBITED:** The successful quoter shall not assign any right, nor delegate any duty for the work proposed pursuant to this QSP (including, but not limited to, selling or transferring the ensuing PO or contract) without the prior written consent of the ED. Any purported assignment of interest or delegation of duty, without the prior written consent of the ED shall be void and may result in the cancellation of the PO or the contract with the OHA.
- 13.0 **Documents that apply to this QSP (PLEASE NOTE: The following Sections 13.3 and 13.4 only applies to this QSP and the ensuing award if the successful quoter will provide**

## Quotations for Small Purchases (QSP)

### CONDITIONS TO QUOTE - NONCONSTRUCTION

#### Solicitation QSP No. 15-2015Appl-12: Appliances

any work; meaning, the noted sections do not apply to this QSP or the ensuing award if the successful quoter is only providing materials, supplies, commodities, or equipment.):

- 13.1 This Conditions To Quote form;
- 13.2 HUD form *Table 5.1, Mandatory Contract Clauses for Small Purchases Other than Construction* (attached);
- 13.3 Applicable HUD Wage Rate Decision (attached).
- 13.4 A copy of 24 CFR 135, commonly known as Section 3 (included by reference; a copy will be delivered by the OHA to any firm upon submission to the CO of a written request for such). The successful quoter hereby agrees to comply with all requirements of the HUD Section 3 Program as detailed therein. If a bidder chooses to certify as a Section 3 quoter, he/she shall receive the preference noted therein. In any case, the successful quoter 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 successful quoter 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.
- 13.5 The OHA reserves the right to require the successful quoter/contractor to utilize any form required by HUD to complete the required work and by submitting his/her quote each contractor agrees to do so at no additional charge.

#### 14.0 Technical Specifications or Statement of Work (SOW) that apply to this QSP:

The OHA is seeking to purchase five (5) 30" inch gas ranges with electronic ignition. (Refer to ITQ sheet for full requirements)

The OHA is also seeking to purchase fifteen (15) 30 gallon natural gas water heaters. (Refer to ITQ sheet for full requirements)

Also the OHA is looking to purchase fifteen (15), recessed handled, top freezer mounted refrigerators. (Refer to ITQ sheet for full requirements)

\*Refrigerators and water heaters shall be energy star compliant\*

\*The Opelousas Housing Authority requires that all quoted units have no less than a three (3) year warranty on parts.\*

FORM OF QUOTE

## Quotations for Small Purchases (QSP)

### CONDITIONS TO QUOTE - NONCONSTRUCTION

#### Solicitation QSP No. 15-2015Appl-12: Appliances

Each quoter shall submit his/her quote on this form only, which shall be completed and returned to the OHA as detailed herein. The OHA desires to purchase five (5) gas ranges, fifteen (15) refrigerators, and fifteen (15) 30 gallon natural gas water heaters.

Item No.	Description	Unit \$ Quoted	x Qty	= Subtotal
1		\$		\$
2		\$		\$
3		\$		\$
4		\$		\$
5		\$		\$
6		\$		\$
7		\$		\$
8		\$		\$
9		\$		\$
		GRAND TOTAL:		\$

\*First, place within the above an amount for each noted unit. Second, add the unit costs to arrive at a Total Amount Quoted.

\*\*In the case of any discrepancy between the "Total Amount Quoted" and the recalculated sum of adding each of the individual quote amounts entered (e.g. the quoter makes a mistake in adding the amount to arrive at a Total Amount Quoted), the OHA reserves the right to choose either the new calculated sum or the original Total Amount Quoted submitted, either as may be in the favor of the OHA.

The undersigned quoter hereby quotes the above amounts (print clearly and legibly!). Further, by submitting this quote, the undersigned quoter agrees to abide by all terms and conditions listed within any document issued by the OHA pertaining to this issue.

#### COMPLETED BY:

\_\_\_\_\_  
Signature                      Date                      Printed Name

\_\_\_\_\_  
Company Name                      Address (Street; City; State; Zip)