QUOTATIONS FOR SMALL PURCHASES (QSP)
QSP NO. 2017-003
Date: 2/27/2017
Project Description: Purchase and Installation of Four (4) Workstations for HACR Office
Location: 5555 Arlington Avenue, Riverside, CA

QSP INFORMATION AT A GLANCE

CONTACT PERSON; CONTRACTING OFFICER:	Robert Lane, Contracting Coordinator Housing Authority - Procurement Team 5555 Arlington Ave. Riverside, CA 92504 Phone: (951) 343-5439 Fax: (951) 352-4852 Attn: Robert Lane Email: rlane@rivco.org
HOW TO OBTAIN THE QSP DOCUMENTS:	1. Access www.harivco.org 2. Scroll down to the link for QSP 2017-003: Purchase and Installation of Four (4) Workstations for HACR Office 3. Download the QSP .pdf file to your computer
HOW TO FULLY RESPOND TO THIS QSP BY SUBMITTING A QUOTE:	Quoters must submit proposed pricing where provided on the last page of this form (Form of Quote form) only. The HACR will accept the executed Form of Quote form in person, by fax, email (preferred – scanned as a .pdf file) or by US Mail ONLY. The HACR will NOT accept proposed pricing verbally or by telephone.
JOB WALK / SITE VISIT:	By Appointment Only. Quoters should call the number listed above and schedule a date and time to view and measure the office area at the HACR.
QSP DEADLINE (DUE DATE):	**Monday, March 13, 2017 at 4:00 PM**
NOTE: HACR reserves the right to deviate from this timeline and/or modify the Scope of Work at any time!	Notices of any such decisions or modifications will be located at: **www.harivco.org**
INSTALLATION DEADLINE:	**On or before Friday, April 14, 2017**

INTRODUCTION: The Housing Authority of the County of Riverside, (HACR) a public entity, corporate and politic, desires to purchase four (4) new office cubicles and have them completely

installed by the due date. This is an urgent project with short deadlines. The Successful Quoter will be the Quoter with the lowest overall price that can also meet the HACR's listed deadlines.

1.0 HACR CONTACT: All questions pertaining to this QSP shall be addressed to Robert Lane (hereinafter, the Contracting Coordinator or CC), 5555 Arlington Avenue, Riverside, CA 92504, Telephone: (951) 343-5481; Email: rlane@rivco.org

2.0 APPLICABILITY: By submitting a quote to the HACR, 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, Form HUD-5370-C Section II (01/2014), *General Conditions for Non-Construction Contracts,* which is incorporated herein by this reference.

3.0 HACR RESERVATION OF RIGHTS:

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 Contracting Officer to be in the best interest of the HACR, in his sole and absolute discretion.

3.2 Terminate a contract awarded pursuant to this QSP at any time if: (i) funding becomes unavailable; or (ii) the project or service is no longer required by the HACR. The HACR will deliver a written notice within five (5) calendar days to the apparent or successful Quoter should either of these situations occur.

3.3 Determine the days, hours and locations that the successful Quoter shall provide 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 of alternate items or services (not including "or equivalent" items), or non-requested items or services.

4.0 QUOTER'S RESPONSIBILITY: Each Quoter must carefully review and comply with all instructions provided herein, and those provided within any named attachments or addenda.

5.0 PERFORMANCE PERIOD: All work as described in the plans, specifications, and/or scope of work must be completed before April 14th, 2017.

6.0 DEADLINE: Each Quoter shall submit his/her proposed costs, prior to the posted deadline, as

provided for herein. Whereas this is an informal solicitation process, the HACR reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of the CO, it is in the best interests of the HACR to do so, in his sole discretion.

7.0 HOLD PRICE / 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 during the term of the work.

8.0 CONTRACT AND AWARD CONDITIONS:

8.1 **PURCHASE ORDER (PO):** The HACR will procure the applicable goods or services by issuance of a PO (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 HACR.

8.2 **AWARD CRITERIA:** If an award is completed pursuant to this QSP, and unless otherwise instructed in writing by the CO, the award shall be made to the responsive and responsible Quoter that submits the lowest price quote. The results of the solicitation will not be released until the HACR has determined the lowest price quote to be responsive and the Quoter responsible.

8.3 **CONTRACT FORM REQUIREMENTS:** By completing, executing and submitting the Form of Quote form, the Quoter is thereby agreeing to abide by all terms and conditions pertaining to this QSP as issued by the HACR, including executing the HACR's contract or any other agreement substantially approved as to form and substance by the HACR. A sample contract will be made available upon request.

8.4 **SCOPE OF WORK DISCLAIMER:** All specifications listed within the Scope of Work of the HACR's contract form (if used) will generally be the same as those listed within this QSP's Scope of Work, (Section 16.0). Any Quoter that believes the listed specifications within the Scope of Work descriptions are unreasonable or incomplete shall address such issues with the HACR CO or his designee in writing during the solicitation period, prior to the posted quote/bid deadline. Once the quote/bid deadline has passed, revision of the specifications set forth shall not occur.

8.5 **PROFESSIONAL SERVICES EXCLUSION:** Contracts for certain professional services are excluded from coverage by HUD-determined or HUD-adopted prevailing wage rates. Hourly rates charged by the Quoter must be reasonable and reflect fees that are normally charged within the Quoter's community.

8.6 **QUANTITIES (if applicable):** All quantities entered within the Form of Quote form (if applicable) along with the corresponding pricing items are for calculation purposes only. As may be further detailed herein, the HACR does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this QSP. The HACR shall retain one contractor only and shall retain the right to order from that contractor (Successful Quoter), on a task order basis, any amount of services or items that the HACR requires during the ensuing contract period. If the HACR decides that it is in its best interests to delete from the ensuing contract any quantities or work, then the HACR has the right to do so at any time during the contract period.

8.7 **LAWS:** The laws of the State of California shall govern.

8.8 **OWNERSHIP:** All deliveries and/or other products of the contract (including but not limited to all purchases, reports, records, summaries, software documentation, and other materials prepared or developed by the Contractor in performance of this contract) shall be the sole, absolute and exclusive property of the HACR, free from any claim or retention of rights thereto on the part of the Contractor, its agents, subcontractors, officers or employees.

9.0 INVALID OR ALTERNATE QUOTES: Failure to complete and submit all required information, or the addition of any conditions or requirements not acceptable to the HACR, may invalidate the quote submitted. Furthermore, the HACR shall reserve the right to reject, without consideration, alternate quotes, meaning those that do not meet the requirements of this QSP.

10.0 QUOTE COSTS: There shall be no obligation for the HACR to compensate any Quoter or prospective Quoter for any costs that he/she may incur in responding to this QSP.

11.0 ALL INCLUSIVE PRICING: Each quoted price submitted on the Form of Quote form shall include all costs, including but not limited to: sales tax, shipping, delivery, travel, mileage, recordation, reprographic services, mailings, inspections, and/or completion or assembly of the specified product or services at the HACR main office, public housing site(s) or other location, or as specified within this QSP or on the PO issued. The HACR will not pay any additional costs above those quoted on the Form of Quote form.

12.0 ASSIGNMENT OF PERSONNEL: The HACR shall retain the right to demand and receive a change in personnel assigned by the successful Quoter to provide services to the HACR if the HACR believes that such change is in the best interest of the HACR and the completion of the work or provision of the contracted items, in its sole and absolute discretion.

13.0 UNAUTHORIZED SUB-CONTRACTING PROHIBITED: Successful Quoter shall not assign any right, nor delegate any duty for the work proposed pursuant to this QSP other than that work already authorized to be subcontracted as a specification of this QSP's Scope of Work, (including but not limited to, selling or transferring the ensuing PO or contract), without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, done outside the Scope of Work without the prior written consent of the CO shall be void and may result in the cancellation of the PO or contract with the HACR.

14.0 LICENSING AND INSURANCE REQUIREMENTS: Prior to award (but **not** as a part of the quote submission) the *Successful Quoter* will be required to provide the following proofs of insurance, **if applicable** to the Project and Quoter's profession and the Scope of Work to complete the Project:

14.1 **WORKERS' COMPENSATION:**
If the Quoter has employees as defined by the State of California, the Quoter shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than $1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside.

14.2 **COMMERCIAL GENERAL LIABILITY:**
Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of Quoter's performance of its obligations hereunder. Policy shall name the HACR as Additional Insured. Policy's limit of liability shall not be less than $1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.

14.3 **VEHICLE LIABILITY:**
If vehicles or mobile equipment are used in the performance of the obligations under the agreement, then Quoter shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than $1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the HACR as Additional Insureds.

14.4 **PROFESSIONAL LIABILITY:**

If Quoter is providing services or expertise that falls under a quasi-professional role, Quoter shall maintain Professional Liability Insurance providing coverage for the Quoter's performance of work, with a limit of liability of not less than $1,000,000 per occurrence and $2,000,000 annual aggregate. If Quoter's Professional Liability insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of the performance period and Quoter shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also, known as Tail Coverage); or 2) Prior Dates Coverage from a new insurer with a retroactive date back to the date of, or prior to, the inception of this Contract; or 3) demonstrate through Certificates of Insurance that Quoter has maintained continuous coverage with the same or original insurer. Coverage provided under items; 1), 2), or 3) will continue as long as the law allows.

14.5 The Quoter shall possess all of the required permits, licenses and certifications legally necessary to perform the work of the type required by this QSP.

14.6 The Quoter shall possess all of the required state and local licenses and certifications to perform work of the type required by this QSP in the ***State of California,*** *and/or the* ***County of Riverside*** when such local or state certification is legally required.

15.0 DOCUMENTS THAT APPLY TO THIS QSP:

15.1 Form of Quote form, attached.

15.2 Form HUD-5370-C Section II (01/2014), *General Conditions for Non-Construction Contracts*, which is incorporated herein by this reference.

15.3 24 CFR 135, commonly known as Section 3, (included by reference – a copy will be delivered by the HACR to any firm upon submission to the CC 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 Quoter 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.

15.4 The HACR reserves the right to require the Successful Quoter to utilize any form required by HUD, (including but not limited to: certified payroll, affidavits, and/or

employee interviews) in order to complete the required work. By submitting his/her quote each Quoter agrees to do so at no additional charge.

16.0 SCOPE OF WORK:

16.1 Successful Quoter to provide and install four (4) all new 8' x 6' Haworth (or equivalent) workstations. Each workstation to consist of the following:

16.1.1 70" Tall powered and non-powered panels to match existing

16.1.2 One (1) 24" x 48" Work surface to match existing

16.1.3 One (1) 24" x 96" Work surface to match existing

16.1.4 One (1) 48" Tack board to match existing

16.1.5 One (1) 48" Task light to match existing

16.1.6 One (1) 48" Overhead storage unit to match existing

16.1.7 One (1) Box/box/file pedestal to match existing

16.1.8 One (1) 30" Lateral file to match existing

16.1.9 One (1) Herman Miller Mirra 2 (or equivalent) chair to match existing

16.3 All work stations to be complete and operational by the deadline.

16.4 Successful Quoter will provide complete warranty for 1 year.

17.0 RECAP OF ATTACHMENTS: It is the responsibility of each Quoter to verify that he/she has downloaded the following attachments pertaining to this QSP, which are included herein by reference as a part of this QSP:

Attachments
Form of Quote form (page 8)

QUOTATIONS FOR SMALL PURCHASES (QSP)
QSP NO. 2017-003
Date: 2/27/2017
Project Description: Purchase and Installation of Four (4) Workstations for HACR Office
Location: 5555 Arlington Avenue, Riverside, CA

FORM OF QUOTE

Each Quoter shall submit his/her quote on this form only, which shall be completed, executed and returned to the HACR as detailed herein.

Contract or PO will be awarded to the lowest responsive and responsible Quoter, and the most advantageous to the HACR, in its sole and absolute discretion.

The undersigned Quoter hereby quotes the below amount(s) to complete the required work by the deadline listed in this QSP.

Further, by submitting this quote, the undersigned Quoter agrees to abide by all terms and conditions pertaining to this QSP as issued by the HACR, in hard copy, including an agreement to execute the HACR Contract form or any other form or agreement substantially approved as to form and substance by the HACR.

COMPLETED BY:

Print Name	Title	Email
Signature	Date	Telephone Number
Company Name	Address (Street; City; State; Zip)	

Yes/No

Can Meet April 14th Deadline?

Description:	**Price:**
Furniture / All Parts	
Installation	
Sales Tax / Delivery	
TOTAL PRICE	