



REQUEST FOR QUOTE NO.: 14-0919

QUOTE FOR: Accounting Consulting Services

RETURN BID DATE: September 19, 2014

RETURN BID TIME: By 1:00 p.m. (CST)

BID OPENING TIME: 2:00 p.m. (CST)

CONTACT: Housing Authority of the City of Arlington
 Michele Craven, Administrative Aide
 501 W. Sanford Street, Suite 20
 Arlington, TX 76011
 E-mail: michele.craven@arlingtonhousing.us
 Telephone: 817-276-6730
 Fax: 682-367-1044

Quotes are subject to the Terms and Conditions of this REQUEST FOR QUOTATION and other contract provisions.

The undersigned agrees, if the quote is accepted, to furnish any and all items upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specifications. The period for acceptance of this proposal shall be 120 calendar days.

THE UNDERSIGNED, BY HIS/HER SIGNATURE, REPRESENTS THAT HE/SHE IS AUTHORIZED TO BIND THE BIDDER FOR THE AMOUNT SHOWN ON THE ACCOMPANYING BID SHEETS AND HEREBY CERTIFIES FULL COMPLIANCE WITH THE TERMS AND CONDITIONS, SPECIFICATIONS AND SPECIAL PROVISIONS OF THE INVITATION FOR BID. BY SIGNING BELOW, YOU SIGNIFY THAT YOU HAVE READ THE ENTIRE DOCUMENT AND AGREE TO THE TERMS AND CONDITIONS THEREIN. BY SIGNING BELOW, YOU ALSO CERTIFY THAT IF A TEXAS ADDRESS IS SHOWN AS THE ADDRESS OF THE BIDDER, BIDDER QUALIFIES AS A TEXAS RESIDENT BIDDER AS DEFINED IN RULE 1 TAC 111.2.

Company Name and Address	Company's Authorized Agent:
	Signature
	Name and Title (Typed or Printed)
Federal ID Number (TIN) or SSN and Name	
Telephone No.	Date
Fax No.	Email:

REQUEST FOR QUOTATION

Quote NO. 14-0919

(This number must appear on ALL correspondence.)

The purpose of this specification is to acquire Accounting Consulting Services for the Housing Authority of the City of Arlington's (AHA) central office facility located at 501 W. Sanford, Suite 20, 2011. The Service Provider will provide assistance with Year End Closing.

Submitting Quotes: Quotes should be received at the Arlington Housing Authority's central office facility prior to the due date and time. Quotes may be submitted as a hard copy by US Mail or other delivery service, Email, and faxes, however; the AHA will not be responsible for illegible fax copies.

Each bidder must furnish the information required on the document(s) provided. Other forms of quote may not be considered. Any attempt to alter the wording in the bid may result in rejection of the quote. Vendor must supply W-9 and Accord Insurance Form prior to award.

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXT. PRICE
Accounting Consultation Services described in the Scope of Work	40 hours	Hour	\$ _____	\$ _____
Proposers are expected to quote their proposed hourly rate for the scope of work.				
TOTAL				\$ _____

Choosing not to Quote *(please check the items that apply):*

- Do not sell the item(s) required**
- Cannot be competitive**
- Job too large** **Job too small**
- Do not wish to do business with the AHA.**
- Other reason:** _____

Company Name _____ Signature _____

Above Prices are F.O.B. DELIVERED Terms: NET 30 Pricing: FIRM
(Terms as above unless otherwise stated)

Product shipping from: _____ Delivery (days) after ARO: _____

PART I
HOUSING AUTHORITY OF THE CITY OF ARLINGTON
INSTRUCTIONS TO BIDDERS

Please examine all documents that make up the request for quote. Any clarifications may be directed to the point of contact listed on the coversheet of this request for quote.

Bid Evaluation: The Housing Authority of the City of Arlington (AHA) reserves the right to accept or reject, in part or in whole, any or all quotes submitted, and to waive any technicalities in the best interest of the AHA.

Reservations: The AHA expressly reserves the right to:

1. Extend the bid opening date and time;
2. Acquire at a minimum of three quotes;
3. Procure any item by other means.

If awarded, the purchase order shall be based on the AHA's evaluation criteria and compliance with quote requirements. A **responsive** bidder is defined to be one who submits a completed sealed bid packet within the stated time deadline and in accordance with the bid specifications. A **responsible** bidder is defined to be one who demonstrates specific selection criteria responses indicating that the company can successfully deliver the supplies, equipment, or services being procured.

Price Discrepancy: In the event of a discrepancy in price, the unit price will be used as the determining and correct quoted amount.

Delivery Time: Delivery time, if stated as a number of days, will be based on calendar days. Time is of the essence in any AHA purchase. If the indicated date cannot be met, or the date is not indicated, the bidder shall state its best delivery time. Failure to meet delivery times quoted may be grounds for cancellation of contract or Purchase Order.

Acceptance: of a Quote for a one-time purchase will be in the form of a Purchase Order. Acceptance of a Quote for a supply or service agreement will be by contract. The contract shall be for a limited term not to exceed 4 months. Subsequent purchase order releases may be issued as appropriate. The contents of a quote shall become a part of the contract. Under no circumstances will the AHA be responsible for goods or services provided without an acceptance signed by an authorized AHA representative.

The AHA reserves the right to add or remove items as circumstances warrant. The AHA reserves the right to purchase additional units under the terms of this specification. Annual quantities listed are good-faith estimates only, and in no way constitute a guarantee of purchase. The AHA reserves the right to purchase according to actual need, which may or may not meet or exceed the estimated quantities listed.

Public Disclosure:

Information, documentation, and other material in connection with this solicitation or any resulting contract may be subject to public disclosure pursuant to Chapter 552 of the Texas Government Code (The "Public Information Act").

INVOICES/PAYMENT

The Awarded Vendor shall furnish the AHA complete itemized invoice for the goods/services received. Payment will be made in accordance with the Texas Prompt Payment law. All invoices are to reflect the prices stipulated on the purchase order and as outlined in this bid document on the bid response/pricing sheets.

The City of Arlington Accounts Payable vendor processes the invoices for payment. The AHA will not accept an incorrect invoice. The AHA will incur no penalty for late payment if payment is made in thirty (30) days or less from receipt of goods/services and/or a correct/accurate invoice, whichever is later. Invoices without an authorized PO number and Division Code will be returned to the vendor as a incorrect invoice. All invoices should be mailed to:

City of Arlington
Accounts Payable
P.O. Box 30143
College Station, TX 77842-0143

Invoices must include, at a minimum, the following information:

- Purchase order number
- Company Name
- Point of Contact who placed order
- Bid Project number **14-0919**
- Date of delivery
- Delivery Address
- Cost of goods/services as stated on Bid Response and extended price to reflect total cost for goods/services

Invoice issues shall be directed to Tel: 877-629-6295. Vendors may also register with Catalyst Vendor Self Service – a web-based application that will provide access to invoices/payment status. <http://sci.catalyst.sourcenetsolutions.com>

Prohibited Vendors:

As of the date of this transaction, Vendor certifies that they are not listed in the prohibited vendors list authorized by Executive Order #13224, "*Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism*", published by the United States Department of the Treasury, Office of Foreign Assets Control (see <http://www.treas.gov/offices/enforcement/ofac/sdn/>). Vendor agrees that should at any time during the term of this contract they become listed on the Terrorism List, Vendor shall promptly notify the AHA. The AHA shall have the absolute right to terminate this contract without recourse in the event Vendor becomes listed on the Terrorism List.

PART II
SPECIFICATIONS/ SCOPE OF WORK
QUOTE 14-0919

HOUSING AUTHORITY OF THE CITY OF ARLINGTON
501 W Sanford, Suite 20
Arlington, TX 76011

Organizational Overview

The Housing Authority of the City of Arlington (AHA) is located at 501 W. Sanford Street, Suite 20, Arlington, Texas, on the second floor of the building. The AHA is a public housing authority with the primary function to administer federal grants to assist low income persons. The AHA is affiliated with the City of Arlington through an interlocal cooperation agreement. Payments to vendors are processed through the City of Arlington's accounts payable system.

Scope of Work

The Housing Authority of the City of Arlington (AHA) is seeking Accounting Consulting Services. The successful service provider will assist with Year End Closing activities to include, but not limited to, tasks shown below:

- Be available to AHA staff to answer questions, provide direction, guidance and financial statement preparation
- Assist in the review of bank reconciliations
- Assist in the review of investment activities, tie out and reconciliation
- Assist in preparing year end accruals and journal entries
- Assist in Accounts Receivable reconciliations
- Assist in Accounts Payables accrued wages reconciliations
- Assist in the preparation of cash flows

The AHA's Fiscal Year ends September 30, 2014. Accounting Consulting Services are anticipated to be required upon request starting on or about October 1, 2014, and occur sporadically (as needed) during the months of October 2014 through January 31, 2015, with the majority of services required in October 2014.

It is anticipated that the required scope of work will total 40 hours of accounting consulting services with the understanding that the project may require fewer than 40 hours or more than 40 hours of accounting consulting services, depending on the needs of the AHA. Any and all accounting consulting services under this contract shall be provided upon request by the AHA.

PART III
HOUSING AUTHORITY OF THE CITY OF ARLINGTON
STANDARD TERMS AND CONDITIONS

- 1. APPLICABLE LAW** - This Contract is entered into subject to the Charter and ordinances of the City of Arlington, as they may be amended from time to time, and is subject to and is to be construed, governed, and enforced under all applicable State of Texas and federal laws. The parties to this contract agree and covenant that for all purposes, including performance and execution that this contract will be enforceable in Arlington, Texas; and that if legal action is necessary to enforce this contract, exclusive venue will lie in Tarrant County, Texas.
- 2. INDEPENDENT CONTRACTOR** - Contractor shall operate hereunder as an independent contractor and not as an officer, agent, servant or employee of AHA. Contractor shall have exclusive control of, and the exclusive right to control, the details of its operations hereunder, and all persons performing same, and shall be solely responsible for the acts and omissions of its officers, agents, employees, contractors, subcontractors and consultants.
- 3. ASSIGNMENT** - The Contractor shall not sell, assign, transfer or convey any interest in this contract in whole or in part without the prior written consent of the AHA. No assignment, transfer or conveyance under this contract will be effective without the prior written consent of the AHA.
- 4. CONFLICT OF INTEREST** - The Contractor covenants and agrees that Contractor and its officers, employees, and agents will have no interest, including personal financial interest, and will acquire no interest, either directly or indirectly, which will conflict in any manner with the performance of the services called for under this Contract. No officer or employee of the AHA shall have a financial interest, direct or indirect, in any contract with the AHA, or be financially interested, directly or indirectly, in the sale to the AHA of any land, materials, supplies or services, except on behalf of the AHA or in compliance with the provisions of the City of Arlington Personnel Policies and Procedures Manual. Any violation of this provision shall render this contract voidable at the discretion of the AHA.
- 5. SEVERABILITY** - In case any one or more of the provisions contained in this contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this contract, and this contract shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
- 6. MODIFICATIONS** - This contract can be modified only by written agreement of the parties.
- 7. REMEDIES** - No right or remedy granted herein or reserved to the parties is exclusive of any right or remedy herein by law or equity provided or permitted; but each shall be cumulative of every right or remedy given hereunder. No covenant or condition of this contract may be waived without consent of the parties. Forbearance or indulgence by any party shall not constitute a waiver of any covenant or condition to be performed pursuant to this contract.
- 8. TARGET ARLINGTON** - In performing this contract, Contractor agrees to use diligent efforts to purchase all goods and services from Arlington businesses whenever such goods and services are comparable in availability, quality, and price.

- 9. M/WBE** – As a matter of policy with respect to the AHA projects and procurements, AHA also encourages the use, if applicable, of qualified contractors, subcontractors and suppliers where at least fifty-one percent (51%) of the ownership of such contractor, subcontractor or supplier is vested in racial or ethnic minorities or women. In the selection of subcontractors, the Contractor agrees to consider this policy and to use its reasonable and best efforts to select and employ such company and persons for work on this contract.
- 10. PAYMENT TERMS** - All payment terms shall be Net 30, and payments shall be made on approved invoices in accordance with the Texas Prompt Payment Act.
- 11. TAXES** - The AHA is exempt from Federal Excise and State Sales taxes. Taxes must not be included in bid pricing. Tax exemption certificates will be prepared and executed by the AHA and furnished upon request.
- 12. FUNDING** – Contractor recognizes that the continuation of any contract after the close of any given fiscal year of the AHA, which fiscal year ends on September 30 of each year, shall be subject to Board of Commissioners budget approval of the Housing Authority of the City of Arlington (AHA) providing for or covering such contract item as an expenditure therein. The AHA does not represent that said budget item will actually be adopted as this determination is within the sole discretion of the Board of Commissioners. Should funding not be approved by the Board of Commissioners for any given budget year during the contract term, the contract will terminate and become null and void.
- 13. F.O.B. DELIVERED AND DAMAGES** - Prices bid and quoted shall always be Freight On Board (F.O.B.) Delivered, to Municipal Facility, Arlington, Texas, and shall include all freight, delivery and packaging costs. The AHA assumes no liability for goods damaged while in transit and or delivered in a damaged or unacceptable condition. The Contractor shall be responsible for and handle all claims with carriers, and in case of damaged goods shall ship replacement goods immediately upon notification by the AHA of damage.
- 14. CONTRACTOR TO PACKAGE GOODS** - Contractor will package goods in accordance with good commercial practice. Each shipping container, shall be clearly and permanently marked as follows: (a) Contractor's name and address; (b) Consignee's name, address and purchase order or purchase change order number; (c) Container number and total number of container, e.g., box 1 of 4 boxes; and (d) Number of the container bearing the packing slip. Contractor shall bear cost of packaging unless otherwise provided. Goods shall be suitably packed to secure lowest transportation costs and to conform to requirements of common carriers and any applicable specifications. AHA's count or weight shall be final and conclusive on shipments not accompanied by packing list.
- 15. PLACE OF DELIVERY** - The place of delivery shall be set forth in the block of the purchase order or purchase change order entitled "Ship to."
- 16. TITLE AND RISK OF LOSS** - The title and risk of loss of goods shall not pass to the AHA until the AHA actually receives and takes possession of the goods at the point(s) of delivery, after inspection and acceptance of goods.

17.FORCE MAJEURE - Contractor shall not be liable for delay in delivery or performance when such delay is due to factors beyond its control, including but not limited to, explosions, governmental regulations, court orders or decrees, or acts of nature such as flood, wind, earthquake, tornado or hurricane. If the Contractor is unable to perform any of its obligations as a result of force majeure, Contractor shall immediately give written notice to the Purchasing Division of the date of inception of the force majeure condition and the extent to which it will affect performance.

18.RIGHT OF INSPECTION - AHA shall have the right to inspect the goods upon delivery before accepting them. Contractor shall be responsible for all charges for the return to Contractor of any goods rejected as being nonconforming under the specifications.

19.RIGHT TO AUDIT - Contractor agrees that the AHA shall, until the expiration of three (3) years after final payment under this Contract, have access to and the right to examine any directly pertinent books, documents, papers and records of the Contractor involving transactions relating to this Contract. Contractor agrees that the AHA shall have access, during normal working hours, to all necessary Contractor facilities, and shall be provided adequate and appropriate workspace, in order to conduct audits in compliance with the provisions of this section. The AHA shall give Contractor reasonable advance notice of intended audits.

20.PRICE WARRANTY - The price to be paid by the AHA shall be that contained in Contractor's bid, which Contractor warrants to be no higher than Contractor's current prices on orders by others for products of the kind and specification covered by this contract for similar quantities under like conditions and methods of purchase. In the event Contractor breaches this warranty, the prices of the items shall be reduced to Contractor's current prices on orders by others, or in the alternative upon AHA's option, AHA shall have the right to cancel this contract without liability to Contractor for breach or for Contractor's actual expense.

21. WARRANTY SERVICE CLAUSE - Under the terms of the warranties which arise from these contract documents and/or by the terms of any applicable special warranties required by the contract documents, if any of the work in accordance with this contract is found to not be in accordance with the requirements of the contract documents, the Contractor shall correct such work promptly after receipt of written notice from the AHA or the architect, engineer or other entity as the contract documents may provide. This obligation shall survive acceptance of the work under the contract and termination of the contract. In order to facilitate a prompt response, Contractor agrees to provide for warranty service to the extent practical, from local businesses, including goods and services, when such goods and services are comparable in availability, quality and price. If Contractor fails within a reasonable time after written notice to correct defective work or to remove and replace rejected work, or if Contractor fails to perform the work in accordance with the contract documents, or if Contractor fails to comply with any provision in the contract document, either the AHA or its designee may, after seven (7) days written notice to Contractor, correct and remedy any such deficiency.

22.NEW MATERIALS - Except as to any supplies or components which the specifications provide need not be new, all supplies and components to be provided under this contract shall be new (not used or reconditioned, and not of such age or so deteriorated as to impair their usefulness or safety), of current production, and of the most suitable grade for the purpose intended.

23.SAMPLES - Samples, if required, shall be furnished free of expense to the AHA and if not used or destroyed in examination and testing will be returned to the bidder, if requested, at the bidder's expense. Each sample must be marked with bidder's name, address, and bid number reference. **SAMPLES SHOULD NOT BE ENCLOSED WITH BID UNLESS REQUESTED.**

24.SILENCE OF SPECIFICATION - The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

25.INDEMNIFICATION –**Contractor does hereby agree to waive all claims, release, indemnify and both hold harmless the AHA , its officials, agents and employees, in both their public and private capacities, from and against any and all liability, claims, losses, damages, suits, demands or causes of action, including all expenses of litigation and/or settlement, court costs and attorney fees, which may arise by reason of death or injury to persons or loss of, damage to, or loss of use of any property occasioned by any error, omission, or negligent act of the Contractor, its officers, agents, employees, subcontractors, invitees, or other persons for whom the Contractor is legally liable, arising out of or in connection with the performance of this contract, and Contractor will at its own cost and expense defend and protect the AHA against any and all such claims and demands.**

26.NON-DISCRIMINATION - Contractor shall not discriminate against any employee or applicant for employment of Contractor or of the AHA because of race, age, color, religion, sex, national origin, ancestry, disability, or place of birth. Contractor shall take action to ensure that all persons are employed and/or treated without regard to their race, age, color, religion, sex, national origin, ancestry, disability, or place of birth. This action shall include, but not be limited to the following: employment, promotion, demotion, transfer, working conditions, recruitment, layoff, termination, rates of pay or other forms of compensation, and training opportunities.

27.DISABILITY - In accordance with the provisions of the Americans With Disabilities Act of 1990 (ADA), Contractor warrants that it and any and all of its subcontractors will not unlawfully discriminate on the basis of disability in the provision of services to general public, nor in the availability, terms and/or conditions of employment for applicants for employment with, or employees of Contractor or any of its subcontractors. **Contractor warrants it will fully comply with ADA's provisions and any other applicable federal, state and local laws concerning disability and will defend, indemnify and hold AHA harmless against any claims or allegations asserted by third parties or subcontractors against AHA arising out of Contractor's and/or its subcontractor's alleged failure to comply with the above-referenced laws concerning disability discrimination in the performance of this contract.**

28.TERMINATION FOR DEFAULT - The AHA reserves the right to terminate the contract without prior notice in the event the Contractor defaults or breaches any of the terms and conditions of this contract, or otherwise fails to perform in accordance with the bid specifications. In the event of termination the AHA reserves the right to complete the work or services in any manner it deems desirable, including engaging the services of other parties therefore and/or awarding the bid to the next lowest responsible bidder. Any such act by the AHA shall not be deemed a waiver of any other right or remedy of AHA. If after exercising any such remedy, the cost to AHA of the performance of the balance of the work or services is in excess of that part of the contract sum, which has not therefore been paid to the Contractor hereunder, Contractor shall be liable for and shall reimburse the AHA for such excess.

29.TERMINATION WITHOUT CAUSE - The AHA shall have the right to terminate the contract, in whole or in part, without cause any time upon thirty (30) days prior written notice. Upon receipt of a notice of termination, the Contractor shall promptly cease placing orders and all further work pursuant to the Contract, with such exceptions, if any, specified in the notice of termination. The AHA shall pay the Contractor, to the extent funds are appropriated or otherwise legally available for such purposes, for all goods delivered and services performed and obligations incurred prior to the date of termination in accordance with the terms hereof.

30.NO THIRD-PARTY BENEFICIARY – For purposes of this contract, including its intended operation and effect, the parties to this contract specifically agree and contract that: (1) the agreement only affects matters/disputes between the parties to this contract, and is in no way intended by the parties to benefit or otherwise affect any third person or entity, notwithstanding the fact that such third person or entity may be in a contractual relationship with AHA or Contractor or both; and (2) the terms of this contract are not intended to release, either by contract or operation of law, any third person or entity from obligations owing by them to either AHA or Contractor.

31.ENTIRE AGREEMENT – This contract embodies the complete agreement of the parties hereto superseding all oral or written previous and contemporary agreements between the parties relating to matters herein and, except as otherwise provided herein, cannot be modified without written agreement of the parties.

32.HEADINGS – The headings of this contract are for convenience of reference only and shall not affect in any manner any of the terms and conditions hereof.

BIDDER'S QUESTIONNAIRE

Bidder's Name: _____

Bidder's Address: _____

Phone: _____ Fax: _____

Email Address: _____

Number of years your firm has provided this type of service? _____

Number of employees that will be working "ON THIS JOB" each week: _____

Do you currently hold any similar contracts with a municipality or public housing agency:
Yes _____ No _____ If yes, please indicate below:

If none, identify any similar contracts performed in the past 12 months.

Identify the personnel (name, title, years with the firm, years worked in the industry) that will be assigned to work with the Housing Authority of the City of Arlington on this project

Attach a bio and educational and professional qualifications of the personnel to be assigned to work with the Housing Authority of the City of Arlington on this project.

Have any contracts or agreements for services held by your firm ever been canceled or terminated before the end of the term by either party: Yes _____ No _____

If the answer is yes, state the location and circumstances on an "attachment" to this questionnaire.

Is your firm currently prohibited from doing business in any state? Yes _____ No _____

If the answer is yes, state the location and circumstances on an "attachment" to this questionnaire.

What constitutes your normal business days and working hours?

_____ Weekdays

_____ Weekends

Please identify the date when is the firm prepared to begin providing the requested services:

The undersigned swears to the truth and accuracy of all statements and answers contained herein:

COMPANY NAME: _____

SIGNATURE

PRINTED NAME

DATE

REFERENCES

List a minimum of three references that have received goods or services, similar to those requested in this bid, within the past twenty-four months:

1. Company Name _____
Address _____

Business Phone: _____ Fax: _____
Contact Person: _____ Phone: _____
Email address: _____
Description of project or work completed: _____

2. Company Name _____
Address _____

Business Phone: _____ Fax: _____
Contact Person: _____ Phone: _____
Email address: _____
Description of project or work completed: _____

3. Company Name _____
Address _____

Business Phone: _____ Fax: _____
Contact Person: _____ Phone: _____
Email address: _____
Description of project or work completed: _____

FOR MINORITY AND/OR WOMAN OWNED

BUSINESS ENTERPRISES

(To be completed only if applicable)

Minority and/or Woman Owned Business Enterprises are encouraged to participate in Arlington's procurement process. In order to be identified as a Qualified Minority and/or Woman Owned Business Enterprise in the City of Arlington, this form, along with a copy of your certification, must be returned to the AHA. You should return these documents with this response, or if you have already submitted this form and a copy of your certification to the AHA, it is not necessary to re-send certification.

COMPANY NAME: _____
REPRESENTATIVE: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
EMAIL: _____
TELEPHONE NO.: _____ **FAX NO.:** _____

INDICATE ALL THAT APPLY

_____ Minority Owned Business Enterprise
_____ Woman Owned Business Enterprise

MINORITY STATUS: Has this firm been certified as a minority, women or disadvantaged business enterprise by any governmental agency?

No ____ Yes ____ If yes, please specify government agency:

Date of certification:

The above information is for information only. The AHA encourages minority business participation; however no preferences shall be given.