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Lucas Metropolitan Housing Authority
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Toledo, Ohio 43697-0477
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www.lucasmha.org

**QUOTATIONS FOR SMALL PURCHASES (QSP)
QSP #14-Q013
Mail and Courier Services**

Issue Date: September 3, 2014

Due Date: September 24, 2014, 3pm ET

Expected Begin Date: January 2015

Project Overview:

The Lucas Metropolitan Housing Authority (LMHA) seeks quotes from qualified, licensed and bonded entities to provide professional courier and mail services. Offerors will submit quotes to enter into a one (1) year agreement with LMHA with an option by LMHA to extend for two (2) subsequent agreement(s).

Scope of Services:

- General Information
 - LMHA currently has 4 administrative sites, 16 management offices, and 4 stand-alone offices located throughout the Lucas County area. Most offices are within the Toledo metropolitan area. Work entails picking up mail from the Main Post Office in the morning, completing the route detailed below and taking the day's mail to the Main Post Office at the end of the day. Some of the day's mail will include bulk mailings, which must be also be delivered to the Main Post Office. Bulk mailings average 6 per month.
- General Statement of Work
 - LMHA expects that the following route schedule shall be kept:

MAIL PICKUP SCHEDULE – PRIORITY MAIL SERVICE

DESTINATION	LOCATION	<u>PICKUP TIME</u>
LMHA-CENTRAL OFFICE - PICKUP	435 NEBRASKA AVE	8:30A.M.
BWH/SUBSTATION/COMPLIANCE	392 NEBRASKA AVE	8:35A.M.

Linnie B. Willis, *Director-Secretary*
Board of Commissioners

William J. Brennan, *Chairman*, Barbara J. Fuqua, *Vice Chairman*, Hugh W. Grefe, James L. Jones, James A. Peppers



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201 BELMONT OFFICE-PORT LAWRENCE MGT OFFICE; CENTRAL, EAST & WEST REGIONAL MANAGER OFFICES; MODERNIZATION; PROGRAM ANALYST; PURCHASING; RESIDENT SERVICES	201 BELMONT	8:45A.M.
WEILER HOMES	601 FASSETT ST	9:00A.M.
RAVINE PARK VILLAGE	55POPLARST	9:05A.M.
BIRMINGHAM TERRACE (Tues. & Wed. only)	2100 CONSAUL ST	9:10A.M.
NORTHERN HEIGHTS	406 SUDER AVE	9:20A.M.
VISTULA MANOR	615 CHERRY ST	9:35A.M.
TENEYCK TOWERS	240 21 ¹ ST	9:40A.M.
PARQWOOD APTS	2125 PARKWOOD AVE	9:45A.M.
ASHLEY ARMS	1950 W BANCROFT	9:50A.M.
FLORY GARDENS (Wed. & Fri. only)	3425 NEBRASKA	10:00 A.M. WED&FRI ONLY
WESTRIDGE APTS. (Mon. & Thurs. only)	2704 WESTMAR CT	10:15 A.M.
OAK GROVE ESTATES	342 OAK VIEW CT	10:30 A.M.
GLENDALE TERRACE	3200 GLENDALE AVE	10:45 A.M.
HCVP (SEC 8)/OCCUPANCY	211 S BYRNE RD	10:50 A.M.
INTER-OFFICE MAIL RETURN	435 NEBRASKA AVE	11:30 A.M.
OUTGOING MAIL P/U	435 NEBRASKA AVE	3:30P.M.

- Selection Process:
 - All potential offerors will be evaluated on technical and price factors.
 - Offerors shall submit, via email, evidence of the following:
 - Ability to guarantee pick-up and delivery times of mail.
 - Provide back-up plan to address driver breakdowns on the road. Provide model years, current mileage and number of vehicles in the fleet.
 - Ability to guarantee that mail or courier items will not be lost, destroyed or damaged by inclement weather. Provide methods to



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be used, such as covering mail with tarp, canvas, or other protective coverings and indicate type of handcart or other type of cart that might be used to move the mail, if any.

- Ability to communicate with LMHA in the event there is a delay or interruption of service. Provide methods used, such as text pager, numeric pager, cell phone or other two-way communication device.
- Ability to deliver bulk mailings to Main Post Office. Provide method to accomplish this delivery.



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General Information

Submission Instructions

LMHA is seeking electronic quotes only. Contractor's **MUST** visit <https://lucasmha.org> and click where it says "eProcurement Register Here" in order to register, download, and bid on this QSP. Submission of paper based bid forms are NOT required to participate in this solicitation. Upon the determination of the most responsive and responsible Quoter who submits the lowest cost and most advantageous offer ("Successful Quoter"), LMHA shall request the Successful Quoter to deliver all required documentations as needed within three (3) business days. Failure to submit said documents within the stated deadline, may make the Contractor ineligible for award.

Pricing Items

Offerors shall submit their quotes within the noted eProcurement system for the following pricing item(s):

<u>Unit of Measure</u>	<u>Description</u>	<u>Quoted Cost \$</u>
Lump Sum	Annual Lump Sum cost to provide mail and courier services as described herein.	

Applicable Documents

The following documents are hereby attached to this QSP by reference and available to be downloaded on the eProcurement website:

<u>Document</u>	<u>Attachments</u>
1	QSP 14-Q013 Mail and Courier Services
2	HUD 5370 C Parts I and II (General Conditions for Non-Construction Contracts)
3	LMHA Section 3 Forms (7/2014)

Contact Persons

For technical questions related to the scope of work, please contact the following individual:

Regina Mosely
Executive Administrative Assistant
(419) 259-9457
rmosely@lucasmha.org



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For questions related to Section 3, please contact the following individual:

Vonzelle Hill
Section 3 Compliance Coordinator
(419) 259-9441
vhill@lucasmha.org

Reservation of Rights

LMHA reserves the right to:

Reject any or all quotes, to waive any informality in the QSP process, or to terminate the QSP process at any time, if deemed by the Agency to be in its best interests.

Not to award a contract pursuant to this QSP.

Terminate a contract awarded pursuant to this QSP, at any time for its convenience upon 10 days written notice to the successful bidder(s).

Determine the days, hours and locations that the successful quoter(s) shall provide the services called for in this QSP.

Retain all quotes submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving quotes without the written consent of the Agency Contracting Officer (CO).

Negotiate the fees proposed by the bidder entity.

Reject and not consider any quote that does not meet the requirements of this QSP, including but not necessarily limited to incomplete quotes and/or quotes offering alternate or non-requested services.

Have no obligation to compensate any bidder for any costs incurred in responding to this QSP.

At any time during the QSP or contract process to prohibit any further participation by a bidder or reject any quote submitted that does not conform to any of the requirements detailed herein. By accessing the eProcurement system and by downloading this document, each prospective bidder is thereby agreeing to abide by all terms and conditions listed within this document and within the noted Internet System, and further agrees that he/she will inform the LMHA in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Agency that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the Agency, but not the prospective bidder, of any responsibility pertaining to such issue.



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Minimum qualifications of individuals assigned to this project

Possess all appropriate licenses for service requested as required by the State of Ohio to fulfill the obligations of this solicitation.

Contract Period – Funding & Invoicing

The contract period will be determined upon award. The offeror(s) can claim payment only for services already provided, in amount determined by the negotiated rate. No advance payment will be made. Payment by the LMHA is made within 30 days of receipt of invoices and any required documentation.

Confidentiality & Security

Any vendor that has access to confidential information will be required to keep that information confidential.

Availability of Funds

This QSP and all agency contracts are contingent on the availability of funds. If, during the QSP process, funds are not available for the proposed services, the QSP process will be canceled. The vendor will be notified at the earliest possible time. LMHA is not required to compensate the vendor for any expenses incurred as a result of the QSP process.

Non-Appropriation Clause

The proposed services will be subject to termination in the subsequent fiscal years if the sufficient funds are not appropriated and budgeted or are not otherwise available to continue making payments for the equipment of other services performing similar functions and services.

Termination

LMHA reserves the right to terminate an agreement without prior notification for reasons it deems in the best interest of LMHA. If terminated, LMHA will notify the contractor of the termination in writing by certified mail, return receipt requested, and shall pay contractor for services rendered prior to contractor's receipt of the Notice of the Agreement Termination.

General Information and/or Requirements

Successful offeror(s) must provide the LMHA with:

- Attachments completed in full (and notarized if required).
- Qualifications (to include copies of any certifications/licenses)
- Current copy of its Ohio Workers' Compensation Certificate (if applicable)
- Current copy of general liability insurance certificate **naming the LMHA as an additional insured**, which shall be made "primary" to LMHA's general liability policy.
- Copy of W-9 form



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The contract award will be made to the most responsive and responsible offeror(s) whose quotation is most advantageous to the LMHA, considering price and qualifications. This solicitation may be canceled and all quotations that have already been received may be rejected if the services are no longer required or the price exceeds available funds and for good cause when it is in the best interests of the LMHA.

The LMHA will take affirmative measures to ensure that all respondents are treated without regard to their age, race, religion, color, national origin, ancestry, sex, sexual orientation, handicap/disability or military status in consideration for award of any contract entered into pursuant to this notice.

This Request for Price Quotation is not an offer to buy, and shall not be assumed as such.