

November 5, 2021

**TOOELE COUNTY HOUSING AUTHORITY  
REQUEST FOR Housing Quality/HOME Inspection Services**

The Tooele County Housing Authority will be receiving proposals for Housing Quality/HOME Inspection Services, which involves inspection of approximately 350 units per year located throughout Tooele County (excluding Wendover). The majority of inspections are located within Tooele City limits.

**The response to this invitation will be evaluated according to the following factors:**

1. Organization/individuals history and capacity to perform the required services.
2. Related experience and Certificates of training/completion achieved.
3. Past performance relative to work history and work experience.
4. Fee schedule.
5. Results from verification of references, licensing and insurance coverage (must have liability insurance policy and errors and omissions policy).
6. Current valid Utah driver's license.
7. Other factors determined appropriate by the Housing Authority, such as special knowledge, established work relationships, other.

Proposals will be received until November 20, 2021 attention, DeAnn Christiansen, at 66 West Vine, Tooele, Utah 84029.

**Your response should include the following:**

1. Name, address, phone number and brief history of organization/individual.
2. Related project/areas of expertise on which the organization/individual has performed work or had experience during the last five years.
  - A. Include work history where actual inspections were performed or experience has been illustrated.
  - B. Include resume and proof of liability insurance, business license etc.
  - C. Include mileage and use of own vehicle expense in the inspection quote.
  - D. Copy of insurance policies.
  - E. Remember to sign and date your response and return in a sealed envelope.

**General Scope of Work:**

Under the jurisdiction of the Housing Authority Contracting Officer, the Inspector will be required to conduct Housing Quality Standards Inspections as outlined in the Housing and Urban Development handbook. Proper inspection forms will be provided by the Housing Authority. All costs associated should be incorporated into the price per inspection. Housing Authority representative to determine

the timeframe of inspections to be done in conjunction with the recertification and move-in/ move-out timelines. The HOME inspections will be completed according to HOME funding regulations.

**Other requirements:**

1. The Housing Authority reserves the right to reject any and all proposals and to waive any informality or technicality I the proposals received as determined to be in the best interest of the Housing Authority.