REQUEST FOR PROPOSALS (RFP) # 26 – 001

FOR

HUD Housing Quality Standards (HQS) Inspections and National Standards for the Physical Inspection of Real Estate (NSPIRE)

DUE DATE: April 6, 2026 by 2 p.m. EST

Pinellas County Housing Authority
11479 Ulmerton Road
Largo, FL 33778

Issue Date:	March 4, 2026
Deadline for questions:	March 27, 2026, by 2 p.m. EST
Deadline for answers:	March 30, 2026
Submission Deadline:	**April 6, 2026, by 2 p.m. EST**
Interview Dates:	April 20 and 21, 2026

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EXHIBITS

A - Scope of Services

B – Inspection Type and Pricing Schedule

C - Certification Regarding Debarment, Suspension and other Responsibility Matters

D - Certification Regarding Lobbying

E- Conflict of Interest Certification

F - Sworn Statement Pursuant to Section 287.133(3)(a), Florida Statutes, on Public Entity Crimes

G - Provider's Certification of Authorization to Execute Bid/Contract on Behalf of Company

H - Non-Collusive Affidavit of Provider/Sub-provider

I - Form HUD-5369-A: Representations, Certifications, and Other Statements of Bidders

J - Sample Contract

I. INTRODUCTION AND INVITATION

The Pinellas County Housing Authority (PCHA) is seeking proposals from qualified Respondents to provide National Standard for Physical Inspections (NSPIRE) and Housing Quality Standards (HQS) inspection services for PCHA-owned properties in which Section 8 Housing Choice Voucher (HCV) program participants apply to reside. All NSPIRE and HQS inspections must be performed in accordance with the requirements and guidelines established by the U.S. Department of Housing and Urban Development (HUD) for the Housing Choice Voucher Program.

Respondent is to submit one (1) electronic proposal which must be emailed to Mr. Minh Le at Mle@Pinellashousing.com and must be received no later than **2:00 P.M., EST on April 6, 2026.** The subject of the email should state "RFP #26-001 NSPIRE and HQS Inspection Services." Proposals received after the specified date and time will not be accepted. All proposals submitted will receive an email receipt confirmation within one (1) hour of submittal.

Any questions pertaining to this RFP must be e-mailed to Mle@Pinellashousing.com no later than 2:00 P.M., EST on March 27, 2026. All Addendum and questions and answers will be published on PCHA's website https://pinellashousing.com/departments/procurement/open_solicitations_and_bid_results.php and on the Housing Authority Marketplace https://ha.internationaleprocurement.com/.

IMPORTANT NOTICE: The PCHA reserves the right to request additional information and/or submission of documents concerning any and/or all proposals submitted. A request for additional information will be emailed to the Respondent within 48 hours of the deadline established by the PCHA for submission of additional information. Respondents are strongly encouraged to be prepared to respond.

Proposals shall be prepared in accordance with instructions contained within the RFP and shall remain valid for 90 days. PCHA reserves the right to reject any or all bids if such action is in the best interest of PCHA and to waive any and/or all informalities and minor irregularities. PCHA reserves the right to cancel this solicitation for any reason it deems is in the best interest of the agency.

This solicitation and all related documents (Addendum, Notice of Decisions, etc.) are posted on the PCHA's website: https://pinellashousing.com/departments/procurement/open_solicitations_and_bid_results.php and the Housing Agency Marketplace https://ha.internationaleprocurement.com/

Respondents are responsible for checking PCHA's website for Addendum and updates to this solicitation.

II. BACKGROUND

PCHA is a body, corporate and politic, established by the State of Florida pursuant to Chapter 421, Florida Statutes. PCHA is subject to all State, County and City ordinances and regulations. PCHA's mission is to ***"provide quality, affordable housing and improve the lives of residents."***

PCHA owns, manages and maintains two (2) public housing developments for a total of 146 public housing units, and owns and/or manage 14 affordable housing developments for a grand total of 1929 owned housing units. PCHA's public housing and affordable housing properties are managed by PCHA employees and by private property management contractors. PCHA administers approximately 3605 Section 8 Housing Choice Vouchers, including a Section 8 Voucher Homeownership Program, although not all of them are utilized at this time.

PCHA receives funding from the United States Department of Housing and Urban Development (HUD) and is entitled to apply for funding to acquire, construct, modernize, maintain, and operate housing developments. In addition, PCHA administers several programs funded and regulated by HUD. These programs include conventional, rental assistance and community development components. HUD previously used the Public Housing Assessment System (PHAS), 24 CFR Part 902, to annually rate the effectiveness of Public and Indian Housing Authorities' operations. PCHA attained a rating of "high performer" status in its annual PHAS score. It is the goal of PCHA to maintain high performer status in any subsequent scoring program.

PCHA administers federal housing assistance programs in accordance with the regulations and requirements of HUD. As part of its responsibilities to ensure that assisted housing units meet federal NSPIRE and HQS requirements, PCHA conducts inspections of units participating in the HCV program and other HUD-funded program. These inspections are critical to ensure that assisted housing is safe, sanitary, and decent for participating families while also supporting program compliance and timely assistance payments. To meet program demands and maintain high service standards, PCHA is issuing this RFP to solicit qualified and experienced companies to provide NSPIRE and HQS inspection services in accordance with HUD regulations, PCHA policies, and applicable, local, state and federal requirements.

III. SCOPE OF SERVICES

Provide HUD Housing Quality Standards (HQS) Inspections and subsequent National Standards for the Physical Inspection of Real Estate (NSPIRE).
See complete scope in Exhibit A.

IV. REQUIREMENTS FOR PROPOSAL SUBMISSION

Respondents must submit the following for the proposal to be considered complete. Proposals received without all of the required information may be rejected. Proposals must include, in the tab order as listed below and using forms attached hereto as necessary, the following information exhibits and schedules:

A. General Information/Overall Firm Capabilities (TAB 1)

1. Letter of Interest, including contact name and telephone number (Cover letter)
2. Organizational Narrative indicating type of organization: corporation, partnership, joint venture, sole proprietorship or other. Names of shareholders, partners, principals and any other persons exercising control over the Respondent.
3. Qualifications and Capacity. Describe the Respondent's qualifications and capacity to perform NSPIRE and HQS inspection services in compliance with HUD regulations. This section should address specialized expertise, inspection volume capacity, quality control practices, training related to HUD INSPIRE standards, and the Respondent's ability to meet PCHA timelines and performance expectations.
4. Current insurance certificate showing insurance coverage levels.

A Respondent may be an individual or a business corporation, partnership, firm, joint venture or other legal entity duly organized and authorized to do business in Florida, financially sound and able to provide the services being procured by this RFP.

If a Respondent has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, such firm shall disclose that information in its Proposal and such information may be sufficient ground for disqualification. If the selected firm fails to disclose such information and PCHA discovers it thereafter, then PCHA may terminate this procurement and/or the agreement immediately.

B. Previous Experience/References (TAB 2)

1. Respondents should describe current specific experience in NSPIRE and HQS inspection services in the State of Florida. In particular, Respondent should demonstrate specific experience in HCV.
2. Respondents must provide licenses, certifications or other relevant credentials for NSPIRE and HQS inspection services.
3. Respondents must provide information about Respondent's past clients for whom the Respondents provided the same or similar services. Respondents must provide at least three (3) references demonstrating such experience, along with the name, title, email and a telephone number of a contact person for each identified reference to permit reference checks to be performed.

The identified party must have firsthand knowledge regarding Respondent's NSPIRE and HQS inspection services. By providing the names, Respondent agrees that the references may speak to PCHA freely and openly about Respondent's past performance without the threat of any repercussions. Respondents are required to list any public housing authorities or their affiliates for which Respondents have provided NSPIRE and HQS inspection services. Respondents may also provide references from related service providers or agency personnel. Include a brief description of Respondent's business relationship with each listed reference.

4. Respondents must disclose all citations, sanctions, reprimands, criminal convictions or criminal investigations that Respondents' firm has received in the past five (5) years from any governing body. Include any Fair Housing, real estate regulation or other violation of a material nature.

C. Proposed Staffing Responsibilities and Qualifications (TAB 3)

Provide qualifications of staff to be assigned to PCHA. Skills, position in the company, and years and types of experience will be considered. Respondents must provide a resume and description of their relevant experience and industry-specific certifications. Discuss Respondent's approach to recruiting, evaluating, hiring, developing, training and retaining skilled staff.

D. Price Proposal/Financial Capacity (TAB 4)

1. Respondents must complete and submit the "Inspection Type and Fee Schedule" attached Exhibit B.
2. Furthermore, Respondents must provide a current financial statement of the Respondent prepared by a Certified Public Accountant, along with the firm's most recent audit (if any). The statement should show assets, liabilities and net worth of the Respondent and should include information on all general partners or principal shareholders or members. Any Respondent who desires that this information to be kept confidential should provide this information in a separate sealed envelope clearly marked "**confidential information**."

E. Required Submissions and Certifications (TAB 5)

Respondents must submit the following certifications/documents ~ Exhibits:

B – Inspection Type and Pricing Schedule
C - Certification Regarding Debarment, Suspension and other Responsibility Matters
D - Certification Regarding Lobbying
E- Conflict of Interest
F - Sworn Statement Pursuant to Section 287.133(3)(a), Florida Statutes, on Public Entity Crimes
G- Provider's Certification of Authorization to Execute Bid/Contract on Behalf of Company
H- Non-Collusive Affidavit of Provider/Sub-provider
I - Form HUD-5369-A: Representations, Certifications, and Other Statements of Bidders

V. EVALUATION CRITERIA

All Proposals will be reviewed by PCHA and PCHA shall be the sole judge as to evaluation and ranking of Proposals. Based on the evaluation and ranking, interviews may be conducted with selected Respondents.

PCHA will assess the aspects of the Proposals in the following manner:

Evaluation Factors	Points
Overall Firm Capabilities	25
Previous Experience and References	20
Proposed Staffing Responsibilities and Qualifications	25
Price Proposal/Financial Capacity	30
Total points	**100**
Presentation and Interview (optional)	50

Presentation and Interview. (Optional and worth 50 points.)

If deemed helpful, the Evaluation Committee may request Respondents to give a presentation of their proposal and answer questions. The Committee is not required to hold presentations or interviews but may request presentations and/or interviews of the top ranked Respondents from the initial evaluation. Respondents will be ranked on the quality of the presentation and/or interview up to a maximum of 50 additional points.

Any points awarded during the presentation and interview phase will be added to the Respondent's existing cumulative points as per the other evaluation criteria described above, increasing the maximum total points to 150.

VI. REQUIREMENTS FOR RESPONDENT

A. Minimum Insurance Requirements

Upon commencement of an Agreement, the selected Respondent shall be solely responsible for procuring, maintaining, and ensuring compliance with all required insurance coverage at its own expense. All insurance must be maintained continuously throughout the term of the agreement and must cover all operations performed under the agreement, whether by the Respondent or its subcontractors. All insurance carriers must be authorized to do business in the State of Florida.

PCHA shall be named as an additional insured on a primary and non-contributory basis for all categories below. At a minimum, the Respondent shall maintain the following types and limits of insurance coverage:

- **Workers' Compensation and Occupational Disease Insurance** in accordance with Florida law, including Employer's Liability Insurance with minimum limits of $1,000,000 per occurrence.
- **Commercial General Liability Insurance** (primary and umbrella) or equivalent, with coverage of not less than $1,000,000 per occurrence and $5,000,000 in the aggregate, covering bodily injury, personal injury, and property damage. This policy must include contractual liability coverage for obligations under the agreement. PCHA shall be named as an additional insured on a primary and non-contributory basis.
- **Automobile Liability Insurance** (primary and umbrella), including coverage for owned, non-owned, and hired vehicles, with limits of no less than $2,000,000 per occurrence, combined single limit for bodily injury and property damage. PCHA shall be named as an additional insured on a primary and non-contributory basis.
- **All-Risk Property Insurance** with a minimum coverage amount of $50,000 to insure the Respondent's personal property.
- **Fidelity Bond Coverage:** Respondent and all personnel handling Owner's funds shall be bonded in favor of PCHA with coverage of $2,000,000 per occurrence and a deductible not exceeding $10,000.

Failure to procure or maintain any of the above coverage shall be considered a material breach of the agreement.

VII. AMENDMENTS AND ADDENDUM TO THE RFP

PCHA reserves the right to cancel or revise in part or in its entirety this RFP, including, but not limited to, the selection schedule, the submittal date and the submittal requirements. All prospective respondents will be notified by written addenda if PCHA cancels or revises this RFP. Notice will also be posted on PCHA's website.

VIII. PCHA CONTACT

PCHA's contact for this submission is Mr. Minh Le – Mle@pinellashousing.com . To ensure full understanding of and responsiveness to this request any questions should be directed to Mle@pinellashousing.com in writing.

Replies will be issued by addenda and posted on PCHA's website https://pinellashousing.com/departments/procurement/open_solicitations_and_bid_results.php and the Housing Agency Marketplace https://ha.internationaleprocurement.com/ Questions received after the due date and time will not be answered. Only answers issued by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect. Written information given to any potential Respondent by PCHA shall be furnished to all other potential Respondents.

Respondents are responsible for checking PCHA's website for Addendum and updates to this solicitation.

IX. SPECIAL CONDITIONS

By submitting a Proposal in response to this RFP, Respondents acknowledge and agree to the following conditions:

- All Proposals submitted in response to this RFP become the property of PCHA. As such, all Proposals submitted are public records, subject to public review.
- PCHA will make no determination as to the adequacy of any system, process, procedure or representation made by any Respondent. As such, pre-qualification does not infer approval of any such systems, processes, procedures or representations.
- No respondent shall initiate contact with any member of the Board of Directors or staff of PCHA regarding this RFP until after completion of the selection process and execution of an agreement. If any respondent has any reason, not related to this RFP, to contact any of the above parties, they will be required to disclose to that party that they are a Respondent in this solicitation. Failure to adhere to these requirements may result in disqualification from the solicitation.
- PCHA accepts no responsibility for any expenses incurred in the Respondents' preparation of the requested Proposals; such expenses are to be borne exclusively by the Respondents.
- Only one (1) Proposal from a Respondent will be considered.
- PCHA reserves the right to waive any irregularities in any Proposal, to reject any or all Proposals, and to re-solicit for Proposals, as may be deemed to be in the best interest of PCHA.
- Respondents shall not have employed or retained any company or person, other than a bona fide employee working solely for a respondent to solicit or secure an agreement. Respondents certify that they have not paid or agreed to pay any person, company, corporation, individual or firm other than a bona fide employee working solely for a respondent, any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award of or the making of a contract from this solicitation.
- Any person or affiliate, who has been disbarred from bidding on projects by any federal, state or local government agency, must fully disclose to PCHA the details of such disbarment.
- PCHA reserves the right to request clarification of information submitted in the Proposal, to interview Respondents, and to request additional information of one or more Respondents. In addition, PCHA may conduct such investigations and interviews as it deems necessary to assist in the evaluation of any Proposal and to establish to PCHA's satisfaction the responsibility, qualifications and financial ability of any Respondent.

X. AWARD

The final selection of pre-qualified Respondents will not create a binding contract or obligation on the part of PCHA to enter into any agreement with any of the pre-qualified Respondents. Respondents acknowledge and understand that their selection is subject to the successful negotiation of a mutually acceptable Agreement, and that the selection of successful Respondent is subject to the approval of the Board of Commissioners of PCHA.

Exhibit A

RFP# 26-001

Scope of Work

Exhibit A

SCOPE OF WORK

National Standards for Physical Inspections (NSPIRE)
and Housing Quality Standards (HQS) Inspection Services

The selected Vendor will provide in HUD Housing Quality Standards (HQS) Inspections and subsequent National Standards for the Physical Inspection of Real Estate (NSPIRE) upon required implementation date inspection services, including but not limited to:

1. Perform Inspection

The Vendor shall perform inspection types as assigned by PCHA for Housing Choice Voucher, the tenant-based and project-based voucher programs. The Vendor must hire sufficient staff trained/certified in HUD required inspection standards.

Inspectors will be required to provide the PCHA with disclosure of conflict of interest (relationship to tenant or property owner) no less often than annually.

- Conduct in-person inspections using appropriate tools (voltage tester, thermometer; etc) by inspectors certified in HQS/NSPIRE as required:
    - Initial / Move-In Inspections
    - Periodic (biannual) Inspections
    - Special or Complaint Inspections
    - Re-Inspections
    - Emergency or Life-Threatening Condition Inspections
    - Quality Control (SEMAP Indicator 5) Inspections
- Scheduling of Inspections:
    - Initial Inspections
        - Schedule with the property management/owner within 5 business days of the approved Request for Tenancy Approval
            - Date of inspection may occur when owner has stated the unit is available for inspection.
    - Periodic Inspections
        - Schedule with the family (copy notification to Owner) with no less than 2 weeks prior notification.
            - Periodic Inspections must be completed (including rescheduled for non-entry) within 30 days prior to the “due date”

- Reinspections
  - Re-inspections for re-scheduled appointments (including non-entry) must be completed within 10 business days of missed or rescheduled appointment.
    - The vendor will leave notification (door hanger) on the premises in addition to written notification through mail/email when not gaining entry to the premises. This notification will include contact information to reschedule within 10 business days.
  - Re-inspections for failed inspections must be completed within 30 days of the original failed inspection.
    - Reinspections may be cancelled when the owner provides self-certification. The reinspection will be a "pass" from the date of the owner self-certification letter.
      - Self-certifications of repaired deficiencies are subject to Quality Control inspection.
  - Owner-Certification of repairs will be permitted per the PCHA Administrative Plan.
    - Owner Certification of repairs will not be permitted when:
      - Initial Inspection
      - Unit has been abated
      - Failed items are of a serious nature or are numerous per inspector's discretion
      - Provided on the day of or after reinspection performed by the Vendor.
- Special/Complaint Inspections
  - Must be scheduled within 15 business days unless the complaint is for a life-threatening condition which must be scheduled within 24 hours
- Quality Control Inspections
  - An appropriate sample size must be performed monthly according to 24 CFR 985 standards
- Extension for Repairs/Re-scheduled Inspections
  - Extensions for repairs must be approved by the PCHA
  - Re-scheduled Inspections extended beyond the 10 business days must be approved by the PCHA

2. Use of PCHA Systems
   - The vendor will be granted access to the PCHA Yardi system of record (both Voyager and Rent Cafe) and PCHA's SharePoint in order to:
     - Download inspections due
     - Schedule inspections
     - Provide inspection results
     - Review inspection reports

- The vendor may perform inspections using their preferred inspection software but must provide timely inspection results in the PCHA Yardi system no later than 24 hours following inspection completion.
- All Inspection related notes must be entered in Yardi
- Copies of all correspondence must be retained in the PCHA document retention system (SharePoint)
    - The vendor will use PCHA standard letters and forms

3. Scheduled Meetings with the PCHA
    - The Vendor will have monthly meetings with the PCHA to review the following:
        - HUD PIC reports (SEMAP indicators: Initial Inspection; Late Periodic Inspection)
        - Yardi system reports including
            - Late/missing re-inspection
            - Inspection enforcement
    - Any event or conduct occurring during the inspection process to be reported to the PCHA for action including:
        - Attempted corruption or conflict of interest
        - Suspected abandonment of unit
        - Suspected subleasing or additional members in the unit
        - HCV family physically or verbally abusive behavior

4. Inspection Enforcement

The Vendor will be responsible for the timely recording of inspection results in PCHA's Yardi system of record no later than 24 hours following inspection completion and communication of inspection results to both HCV participants and the property owner. The PCHA will be responsible for all family and owner enforcement actions.

5. Regulatory Compliance and Governing Requirements

The Vendor and its inspectors must be knowledgeable of, and comply with, all applicable HUD rules, regulations, handbooks, notices, and forms governing
NSPIRE and HQS inspections, including but not limited to:

- Regulations

o NSPIRE Final Rule (24 CFR Parts 5, 200, 880, 882, 884, 886, 902, 982, 983; 985)
o HQS Regulations (24 CFR 982.401)
o HUD 24 CFR Parts 982, 9885 and 983

- Official Notices and Standards

  o National Standards for the Physical Inspection of Real Estate: Inspection Standards published June 22, 2023
  o NSPIRE Scoring Notice (FR-6086-N-06) published July 7, 2023
  o NSPIRE Administrative Procedures Notice (PIH 2023-16/H 2023-07) published June 30, 2023
  o Carbon Monoxide Alarms/Detectors Notice (PIH 2022-01): HUD Housing Inspection Manual: Section 8 Existing Housing Program
  o NSPIRE Implementation/Compliance Date Notices

- National Electric Code (NEC) or National Fire Protection Association (NFPA) 70

- HQS Inspection Forms:

  o HUD Form 52580 used for HQS inspections.
  o NSPIRE Inspection Forms
  o PCHA letterhead and forms

- Administrative Plan

- Fair housing training required by all staff

- Yardi Inspection Software

- General Contract Forms:

  o HUD Form 5369-C, as substituted by Exhibit D – Certifications, Assurances, and Representations
  o HUD Form 5370-C: General Conditions for Non-Construction Contracts.

- Housing Choice Voucher Guidebook 7420.10G (Being updated)
- Applicable HUD PIH Notices

The Vendor is responsible for maintaining current versions of all applicable requirements and ensuring inspections are conducted, documented, and reported within HUD- mandated timeframes. This subsection is referenced in performance standards, quality control reviews, and compliance monitoring to support enforcement and contractual obligations.

6. Inspection Standards

- Inspect Unit, Inside, and Outside components as defined under HQS/NSPIRE.
- Identify and document deficiencies in accordance with HUD definitions.
  - Classify deficiencies as Life-Threatening or Non-Life-Threatening.
  - Apply HUD-mandated correction timeframes:
    - Life-Threatening deficiencies: 24 hours
    - Non-Life-Threatening deficiencies: 30 days, unless otherwise specified by HUD or PCHA
- Conduct inspections in a consistent, objective, and defensible manner.

7. Inspection Timelines

The Vendor shall complete inspections according to the following timeframes:

- Initial Inspections: Within fifteen (5) calendar days of PCHA's approval of a Request for Tenancy Approval (RFTA).
- Periodic Inspections: Within thirty (30) calendar days prior to the inspection due date.
- Special/Complaint Inspections: Within fifteen (15) business days of request, or within twenty-four (24) hours in emergency situations.
- Rescheduled or missed inspections: within 10 business days of the original inspection date

8. Scheduling and Customer Interaction

- Schedule inspections in coordination with tenants, owners, and property representatives in accordance with PCHA procedures.
- Maintain professional and courteous communication at all times.
- Document failed access attempts, no-shows, and refusals in accordance with PCHA policy and HUD requirements.
- Post placard on door if tenant is a no-show

9. Reporting and Yardi System Requirements

- Enter inspection results directly into Yardi or other PCHA-designated systems in a timely and accurate manner. Timely is defined as being in PCHA's Yardi system of record no later than 24 hours following inspection completion
- Record all deficiencies using PCHA-approved NSPIRE and HQS deficiency codes.
- Upload required inspection documentation, including notes and photographs, as applicable.
- Ensure inspection data supports housing assistance payment (HAP) determinations and compliance tracking.

10. Re-Inspections and Follow-Up

- Conduct re-inspections within HUD- and PCHA-required timeframes.
- Verify that all cited deficiencies have been corrected prior to passing the unit.
- Clearly document unresolved or recurring deficiencies and notify PCHA as required.

11. Quality Control and Compliance

- Cooperate with PHCA quality control reviews, audits, and monitoring.
- Correct inspection errors identified by PHCA at no additional cost.
- Maintain internal quality assurance procedures to ensure compliance with HUD standards.
- Retain inspection records in accordance with HUD and PCHA requirements.

12. Inspector Qualifications

- Inspectors must be certified in HUD HQS Standards and must be certified in NSPIRE prior to February 2027 implementation date.
- Inspectors must maintain a valid drivers license with no restrictions
- Inspectors shall maintain any required certifications or credentials.
- PCHA reserves the right to approve or disapprove assigned inspectors.
- Inspectors may be subject to background checks.

13. Performance Expectations

Vendor performance will be evaluated based on:

- Timeliness and completeness of inspections
- Accuracy and consistency of inspection results
- Proper use of Yardi and related systems
- Responsiveness and professionalism
- Compliance with HUD and PHCA requirements

Exhibit B

RFP# 26-001

INSPECTION TYPE AND PRICING SCHEDULE

EXHIBIT B ~ INSPECTION TYPE AND PRICING SCHEDULE
NSPIRE AND HQS INPSECTION SERVICES ~ RFP 26-001

The undersigned firm/company, _____, having read the requirements of RFP _____, hereby proposes to complete the scope of work for the following price:

INSPECTION (HOUSING QUALITY STANDARD/NSPIRE)	PRICE (PER INSPECTION)
ANNUAL	_____
COMPLAINT	_____
EMERGENCY	_____
INITIAL	_____
NO SHOW	_____
PROJECT BASED VOUCHER	_____
QUALITY CONTROL	_____
REINSPECTION	_____

Terms and instructions:
a) Prices shall contain all costs to include overhead, general and administrative expenses, operating margin, and any other known costs associated with the delivery of the required services.
b) These items cover the specifications detailed within the RFP _____ document and the Exhibit A - Scope of Work. In submitting a response, Proposers acknowledge they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.
c) Outline fee structure and/or rates clearly and completely. Clarity of the proposed fees, reasonableness of cost and the relationship of cost to completed services/deliverables are important elements. Fee must include all direct and indirect costs, including staffing, equipment, and travel.
d) Proposers must fill this form completely, including the "Signature and Date" field. Proposers shall print the filled form, sign and date, scan the signed form and submit it as a PDF form with your Proposal.

The undersigned certifies that he/she has the authority to sign and bind the firm or company to the services to be performed within the fees proposed:

Signature	
Printed Name and Title	
Firm or Company	
Date	
Telephone Number	
Email Address	

Exhibit C

RFP# 26-001

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

EXHIBIT C

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

By the submission of this response,_____certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not within a three-year period preceding this response been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this response had one or more public transactions (federal, state or local) terminated for cause or default.

Name of Organization:	
Signature:	
Name:	
Title:	
Date:	

Exhibit D

RFP# 26-001

CERTIFICATION REGARDING LOBBYING

EXHIBIT D

CERTIFICATION REGARDING LOBBYING

I,_____, hereby certify on behalf of _____ (insert name of respondent) and its key principals that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, or any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclosure accordingly.

   This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

_____

Signature of Key Principal of Respondent

Exhibit E

RFP# 26-001

CERTIFICATE OF NON-ORGANIZATIONAL CONFLICT OF INTEREST

EXHIBIT E

CERTIFICATE OF NON-ORGANIZATIONAL CONFLICT OF INTEREST

Property Owner's Legal Name:_____
Address: _____
Contact Name and Telephone Number:_____
Employer Identification Number:_____

The Applicant certifies that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed under this proposed contract and the Applicant's organizational, financial, contractual or other interests may, without some restriction on future activities:

(a) Result in an unfair competitive advantage to the Applicant; or,

(b) Impair the Applicant's objectivity in performing the contract work.

In the absence of any actual or apparent conflict, I hereby certify that to the best of my knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement.

_____
Signature

_____
Name of Owner or Authorized Agent

_____
Date

Exhibit F

RFP# 26-001

SWORN STATEMENT PURSUANT TO SECTION 287.133(3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

EXHIBIT F

SWORN STATEMENT PURSUANT TO SECTION 287.133(3) (a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the **PINELLAS COUNTY HOUSING AUTHORITY**

By_____
(Name) (Title)

for_____
(Company name)

whose business address is

_____
(Address) (City) (State) (Zip Code)

and (if applicable) its Federal Employer Identification Number (FEIN) is

_____.

(If the entity has no FEIN, include **Social Security Number of the individual signing this sworn statement:**

2. I understand that a "public entity crime" as defined in Paragraph 287.133(l)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, bribery,- collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(l)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to changes brought to indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(l)(a), Florida Statutes means:

   a. A predecessor or successor of a person convicted of a public entity crime; or
   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(l)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. **Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]**

   _____ **Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.**

   _____ **The entity submitting this sworn statement, or one or more of its officers, directors executives, partners, shareholders, employees, members, -or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.**

   _____ **The entity submitting this sworn statement, or one or more of its officers, directors executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order]**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THE PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

_____
(SIGNATURE)

Sworn and subscribed before me this _____ day of _____, 20____, who is
Personally known _____
OR produced identification _____
Notary Public - State of _____

My commission expires: _____
(Printed typed or stamped commissioned name of notary public)

Signature of Notary

Exhibit G

RFP# 26-001

CONTRACTOR'S CERTIFICATION OF AUTHORIZATION TO EXECUTE BID/CONTRACT ON BEHALF OF COMPANY

CONTRACTOR'S CERTIFICATION OF AUTHORIZATION TO EXECUTE BID/CONTRACT ON BEHALF OF COMPANY

I,_____, certify that I am the _____ of the corporation named as Contractor herein; that _____, who signed this Bid/Contract on behalf of the Contractor, was then _____ of said corporation; that said Bid/Contract was duly signed for and on behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

Affix Corporate Seal:

By: _____

Title: _____

Date: _____

Exhibit H

RFP# 26-001

NON-COLLUSIVE AFFIDAVIT

NON-COLLUSIVE AFFIDAVIT

State of: _____) s.s.

County of:_____)

_____being first duly sworn, deposes and says:

That he/she is _____ the party making the foregoing bid or proposal, that such bid or proposal is genuine and not collusive or sham; that said vendor has not colluded, conspired, connived, or agreed, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price or affiant of any other vendor, or to fix any overhead, profit or cost element of said proposal price, or of that of any other vendor, or to secure any advantage against the Pinellas County Housing Authority or any person interested in the proposed contract; and that all statements in said proposal are true.

Signature of:

_____
Applicant, if the vendor is an individual

_____
Partner, if the vendor is a Partnership

_____
Officer, if the vendor is a Corporation

Subscribed and sworn to before me this _____ day of _____

_____

MY COMMISSION EXPIRES_____, 20___

Exhibit I

RFP# 26-001

Form HUD-5369-A: Representations, Certifications, and Other Statements of Bidders

EXHIBIT I

Form HUD-5369-A: Representations, Certifications, and Other Statements of Bidders

www.hud.gov/sites/documents/5369-a.pdf

Exhibit J

RFP# 26-001

Sample Contract

CONTRACT BETWEEN
THE PINELLAS COUNTY HOUSING AUTHORITY
AND _____
FOR NATIONAL STANDARDS FOR PHYSICAL INSPECTIONS (NSPIRE) AND HOUSING QUALITY STANDARDS (HQS) INPSECTION SERVICES

CONTRACT # 26-001

THIS CONTRACT is made as of _____ day of _____ 2026, by and between the **Pinellas County Housing Authority**, a public body corporate and politic organized under the laws of the State of Florida, with its principal place of business located at 11479 Ulmerton Road, Largo, Florida 33778 (PCHA) and _____ with its principal place of business located at _____, hereafter referred to collectively as "Provider" (individually, "Party," collectively, "Parties").

WITNESSETH, that the Provider and PCHA for the consideration stated herein mutually agree as follows:

ARTICLE 1. Statement of Work. Provider will deliver housing inspection services. The work is further described in RFP # 26-001 as Attachment A and Provider's proposal attached hereto as Attachment B.

ARTICLE 2. Term. Services provided by Provider hereunder shall commence on June 01, 2026, and shall remain in full force and effect until May 31, 2009, for a performance period of three (3) year. The Parties may extend the term of this Agreement for two (2) additional twelve (12) month periods pursuant to the same terms, conditions, and pricing set forth in the Agreement by mutually executing an amendment to this Agreement.

ARTICLE 3. Contract Price. PCHA shall pay Provider for the performance of the Contract in per Attachment C.

ARTICLE 4. Payment. PCHA will pay Provider for services performed hereunder within thirty (30) days of receipt of approved invoice(s).

ARTICLE 5. Venue, Jurisdiction and Attorneys' Fees. In the event that a cause of action arises, either at law or in equity, from or in reference to this Agreement (including those documents incorporated by reference and attached hereto) both parties agree that such action shall be filed and pursued only in the appropriate state or federal court located in Pinellas County, Florida, or the nearest venue thereto if not located directly as specified herein. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. The prevailing party in any action brought pursuant to this Paragraph shall be entitled to recover reasonable costs and attorneys' fees from the other party.

SAMPLE

ARTICLE 6. Insurance. Provider agrees to provide insurance certifications as stated in RFP# 26-001 prior to commencement of services as prescribed in Article 1. Should the insurance lapse or terminate, Provider agrees to acquire new coverage within ten (10) days of such lapse or termination.

ARTICLE 7. Indemnification. To the extent allowable by applicable Florida laws, the Provider agrees to protect, defend, keep, save, and hold the PCHA, its officers, officials, employees and agents, free and harmless from and against any and all liabilities, losses, penalties, damages, settlements, claims, costs, charges, or other expenses or liabilities of every kind, arising out of or as a result of this Agreement.

ARTICLE 8. Termination. PCHA shall have the right to terminate this Agreement, with or without cause in accordance with the General Conditions of the Contract for Non-Construction, attached hereto and incorporated herein by reference.

ARTICLE 9. No Duty Except as Expressly Stated. There shall be no duty owed by either party to this Agreement except those that are expressly stated herein.

ARTICLE 10. Retention of Records. Provider agrees to the retention of all records pertinent to this Contract for five (5) years after PCHA makes final payment hereunder and to provide PCHA a copy of said records upon demand.

ARTICLE 11. Personnel. A list of personnel who shall be employed by Provider to perform the services described herein, and who were named in Provider's response to IFB# 25-004, is attached hereto as Part B. Provider shall not terminate and replace approved personnel and/or sub-providers without notification to and approval by PCHA, which approval shall not be unreasonably withheld. Provider shall state in its subcontracts that the subcontracts are assignable to PCHA at PCHA's discretion. Provider shall not employ or otherwise incur an obligation to pay other specialists or experts for services in connection with services herein without prior approval of the PCHA Board of Commissioners and/or Executive Director.

ARTICLE 12. Warranties, Representations and Special Conditions. In connection with the execution of this agreement, the Provider warrants and represents:

That the Provider has carefully examined and analyzed the provisions and requirements of this Agreement including the attachments and exhibits hereto, and that it understands the nature of the services required hereunder;

That, except for those representations, statements, or promises expressly contained in this Agreement, and any exhibits or attachments hereto, no representation, statement or promise, oral or in writing, or of any kind whatsoever, by PCHA, its officials, agents, or employees, to induce the Provider to enter into this Agreement or has been relied upon by the Provider;

That the Provider and, to the best of its knowledge, its subcontractors if any, are not in violation of any laws of the State of Florida;

That the Provider acknowledges that PCHA in its selection of the Provider to perform the services hereunder materially relied upon the Provider's supplied information to select it for the performance of these services;

SAMPLE

The Provider understands and agrees that any certification, affidavit or acknowledgement made under oath in connection with this Agreement is made under penalty of perjury and, if false, is also cause for termination of this Agreement;

That it is financially solvent, that it and each of its employees, agents, contractor or any of them is competent to perform the services required under this Agreement; and that the Provider is legally authorized to execute and perform or cause to be performed this Agreement under the terms and conditions stated herein;

That no officer, agent, or employee of PCHA is employed by the Provider or has a financial interest directly or indirectly in this Agreement or the compensation to be paid hereunder except as may be permitted in writing by PCHA and that no payment, gratuity or offer of employment shall be made in connection with this Agreement by or on behalf of any subcontractors to the Provider or higher tier subcontractors or anyone associated therewith as an inducement for the award of a subcontract or order of goods or equipment; and the Provider further acknowledges that any Agreement entered into, negotiated or performed in violation of any of the provisions set forth herein shall be voidable as to PCHA;

That the Provider shall not knowingly use the services of any ineligible subcontractor or consultant for any purpose in the performance of its services under this Agreement;

That the Provider and its subcontractor, if any, are not in default at the time of the execution of this Agreement, or deemed to have, within ten (10) years immediately preceding the date of this Agreement, been found to be in default on any Agreement awarded by PCHA or the U. S. Department of Housing and Urban Development (HUD), and/or discharged by PCHA or HUD from its employ in the past ten (10) years;

That the Agreement is feasible to perform in accordance with all of its provisions and requirements and the Provider can and shall perform, or cause to be performed, the services in accordance with the provisions and requirements of this Agreement.

ARTICLE 13. **Business Documents.** To the extent applicable, the Provider shall provide copies of business licenses, applicable permits, its latest articles of incorporation, by-laws and resolutions, and evidence of its authority to do business in the State of Florida, including, without limitation, registration as a foreign corporation or registrations of assumed names or limited partnerships and certifications of good standing with the Office of the Secretary of the State of Florida, at the request of PCHA at any time during the term of this Contract.

ARTICLE 14. Public Records To the extent applicable, the Contractor shall provide access to public records in accordance with the requirements of Florida Statutes § 119.0701. The Parties acknowledge and agree that the statement and provisions below are required by Florida Statute to be included in this Agreement. The inclusion of this statement and provisions below shall not be construed to imply that the Contractor has been delegated any governmental decision-making authority, governmental responsibility, or governmental function or that the Contractor is acting on behalf of the PCHA as provided under Section 119.011(2), Florida Statutes, or that the statement or provisions are otherwise applicable to the Contractor. As stated below, the Contractor may contact the PCHA'S Custodian of Public Records with questions regarding the application of the Public Records Law; however, the Contractor is advised to seek independent legal counsel as to its legal obligations. The PCHA cannot provide the Contractor advice regarding its legal rights or obligations.

SAMPLE

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

i) Leslie Boswell, Human Resources Manager
ii) (727) 443-7684 Ext. 3066
iii) lboswell@pinellashousing.com
iv) Pinellas County Housing Authority, 11479 Ulmerton Road, Largo, Florida 33778

If, under this Agreement, the Contractor is providing services and is acting on behalf of the PCHA as provided under Florida Statutes Section 119.011(2), the Contractor shall comply with public records laws, and specifically shall comply with the following:

i) Keep and maintain public records required by the PCHA to perform the services.

ii) Upon request from the PCHA's custodian of public records, provide the PCHA with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law.

iii) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Contractor does not transfer the records to the PCHA.

iv) Upon completion of the Agreement, transfer at no cost to the PCHA, all public records in possession of the Contractor or keep and maintain public records required by the PCHA to perform the service. If the Contractor transfers all public records to the PCHA upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the PCHA, upon request from the PCHA'S custodian of public records, in a format that is compatible with the information technology systems of the PCHA.

Failure of the Contractor to comply with Chapter 119, Florida Statutes, and/or the provisions set forth above, where applicable, shall be grounds for immediate unilateral termination of this Agreement by the PCHA.

ARTICLE 15. <u>Contract Documents</u>. The Contract shall consist of the following component parts:

This Instrument and:

Attachment A. RFP # 26-001 and all exhibits and addenda

Attachment B. Provider's Response dated _____

Attachment C. Inspection Type and Pricing Schedule

SAMPLE

In the event of a conflict between the General Conditions for Non-Construction Contracts and any part of this contract, the General Conditions will prevail.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed as of the day and year first above written.

SIGNED this _____ day of _____, 2026.

PINELLAS COUNTY
HOUSING AUTHORITY

BY: _____
NAME: Neil Brickfield
TITLE: Executive Director

BUSINESS ADDRESS:
11479 Ulmerton Road
Largo, FL 33778

ATTEST:

_____
Signature

_____
Print Name

BY: _____
NAME:
TITLE:

BUSINESS ADDRESS:

ATTEST:

_____
Signature

_____
Print Name

SAMPLE