



# North Central MA Housing Authorities

## Request for Written Quotes

### Public Housing Unit Inspection Services

**Solicitation #:**

2025-1

**Date of Issuance:**

Friday, January 10, 2025

**Host Awarding Authority:**

Leominster Housing Authority (LHA)

**Quotes Due:**

Friday, January 24, 2025 @ 12:00 p.m.

**Participating Awarding Authorities/Entities:**

Lunenburg Housing Authority (LUHA)  
Sterling Housing Authority (SHA)  
West Boylston Housing Authority (WBHA)  
Holden Housing Authority (HHA)  
Leominster Development Corporation (LDC)

**Send Quotes To:**

**Email:** [adam@leominsterha.com](mailto:adam@leominsterha.com)

**Mailing Address:**

Leominster Housing Authority  
Attn: Adam Gautie  
Public Housing Inspections  
100 Main St  
Leominster, MA 01453

**Contract Estimates:**

Housing Authority	Estimated Annual Amount	Estimated 3 Year Amount
LHA	\$9,000	\$27,000
LUHA	\$2,000	\$6,000
SHA	\$1,000	\$3,000
WBHA	\$2,000	\$6,000
HHA	\$2,000	\$6,000
LDC	\$500	\$1,500
Total	\$16,500	\$49,500

**Point of Contact:**

Adam Gautie, Assistant Executive Director  
Leominster Housing Authority  
978-728-6997  
100 Main St.  
Leominster, MA 01453  
[adam@leominsterha.com](mailto:adam@leominsterha.com)

**Contract Term:**

Three (3) Years

**Governing Statute:**

M.G.L. C30B

**Introduction:**

The LHA is hosting a collaborative procurement with four (4) additional housing authorities and one (1) non-profit affordable housing entity all located within the north-central region of Massachusetts. The additional housing authorities and non-profit include the Sterling Housing Authority (SHA), Lunenburg Housing Authority (LUHA), the West Boylston Housing Authority (WBHA), Holden Housing Authority (HHA) and the Leominster Development Corporation (LDC). The Leominster Development Corporation (LDC) is a non-profit dedicated to providing affordable housing within Leominster Massachusetts managed by the LHA.

**Contract Term:**

Each contract will be for three (3) years.

**Minimum Quality Requirements:**

The successful proposer must meet the following criteria at a minimum or the proposal will be deemed non-responsive and rejected on that premise.

- A. All inspectors assigned to these contracts must demonstrate a minimum of two (2) years' experience providing public housing inspections per the MA State Sanitary Code Chapter 2 105 CMR 410.
- B. All inspectors assigned to these contracts must have knowledge of construction quality control and local building codes with at least two (2) years' experience.

**Rule for Award**

1. Proposers are to use the quote form provided on the last page of this package.
2. The contract will be awarded to the contractor who submits the lowest responsive and responsible quote.
3. All contracts will be awarded by the LHA Chief Procurement Officer with the exception of the LHA contract. That contract will be awarded by the LHA Board of Commissioners.

## TERMS AND CONDITIONS

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### **Payment Terms**

Payment will be NET 30 days from receipt of invoice (not invoice date) unless the bidder offers a prompt pay discount.

### **Individual Accounts**

The contractor must set up each awarding authority as individual accounts in their billing/sales systems and shall send separate invoices for each awarding authority.

### **Organizational Conflicts of Interest**

The contractor certifies by submission of a proposal 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 under a proposed contract and a prospective contractor's organizational, financial contractual or other interests are such that:

1. Award the contract may result in an unfair competitive advantage;
4. The Contractor's objectivity in performing the contract work may be impaired;
5. The Contractor has disclosed all relevant information and requested to make a determination with respect to the contract.

The contractor agrees that if after the award of contract, he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing which shall include a description of the action which the contractor has taken or intends to take to eliminate or neutralize the conflict.

In the event that the contractor was aware of an organizational conflict of interest before the award of the contract, and intentionally did not disclose the conflict, the awarding authorities may terminate the contract for default.

### **Insurances**

The successful proposer must maintain the following insurances in connection with this contract:

1. Workman's Compensation Insurance in accordance to Massachusetts Statutes.
2. General Commercial Liability Insurance in the amount of \$500,000 with the awarding authorities to be additionally insured.
3. Automobile Insurance: All vehicles used in the conduct of these contracts shall maintain liability coverage.

### **Subcontracting**

No subcontractors will be allowed to perform any work under this contract without the prior approval from the LHA or FHA.

### **Compliance with Laws, Regulations and Published Standards**

Contractor shall comply with all applicable laws, codes or regulations of the countries, states and localities in which they operate. This includes, but is not limited to, laws and regulations relating to environmental, occupational health and safety, and labor practices.

**Improper Performance and Disputes**

In addition to other remedies provided by law, the awarding authorities reserve the right to revoke any previous acceptance and to cancel all or any part of the contract if the contractor fails to perform any of the work in accordance with the terms and conditions of this contract.

At the awarding authority's option and sole discretion with regard to any particular dispute, any dispute arising in connection with this contract shall be resolved by arbitration in Leominster, MA in accordance with the rules of the American Arbitration Association; and all disputes shall otherwise be resolved in and only in the appropriate courts in Massachusetts as the exclusive judicial forum. THE AWARDING AUTHORITIES AND CONTRACTOR WAIVE THEIR RIGHT TO A JURY TRIAL WITH REGARD TO ANY DISPUTE ARISING IN CONNECTION WITH THIS CONTRACT.

**Contract Termination**

Either party may terminate this contract for cause or convenience with a 30-day written notice.

## SCOPE OF SERVICES

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We are soliciting for the provision of public housing annual apartment unit inspections per MA State Sanitary Code Chapter 2 (105 CMR 410). Please note this is **NOT for HQS or Pre-REAC** inspections.

### Locations:

All of these inspections will occur within Leominster, Sterling, Lunenburg, West Boylston, and Holden, MA. A list of service locations with property descriptions is available in Exhibit 1.

### Unit Inspection Quantities:

Exhibit 2 is a table of the estimated number of annual unit inspections for each housing authority.

### Scheduling:

The contractor shall coordinate building inspections with each property manager. The inspections shall be conducted February through November, Monday through Friday 8:30 a.m.-4:00 p.m. excluding holidays.

### Inspection Reports and Mobile Tablet

All inspections require individual inspection reports and the contractor must have ability to transmit inspection data electronically into our HAB system with a mobile inspection device. Please refer to link for more info: <https://www.habinc.com/our-software/property-management>. The contractor will not be required to pay any fee or incur any additional cost for access to our HAB software. The housing authorities will provide HAB access. The contractor is simply required to have a mobile device capable of utilizing HAB.

The contractor shall also take pictures of any emergency health and safety issues and attach/provide those photos with their inspection reports. The housing authorities will not accept the use of any proprietary software supplied by the contractor for management and reporting of the inspection process. All inspection reports, or any other communication or deliverables must be delivered via a method approved by the housing authorities. All inspection reports must be provided and downloaded into our HAB system within two (2) business days.

### Appliance Inventory/Audit

During the inspections, the contractor shall conduct an appliance (refrigerator and range) audit/inventory of each public housing apartment unit by recording each appliance asset tag #, model #, serial #, and location (unit) and then producing an annual inventory report in .csv or .xlsx format. The format of the appliance inventory report is subject to prior approval by the housing authorities.

### Resident Notifications/Communication

The contractor will not be required to provide any notification or communication to residents.

## EXHIBIT 1: Property Locations

Housing Authority/Entity	Development	Development Demographic	Housing Program	Development Type	Address	City	State
Leominster Housing Authority	Sunset Tower	Elder-Disabled	MA-667-3	Mid Rise	100 Main St.	Leominster	MA
Leominster Housing Authority	Laurie Drive	Elder-Disabled	MA-667-1	Garden	47 Laurie Drive	Leominster	MA
Leominster Housing Authority	Notre Dame	Elder-Disabled	MA-667-2	Garden	22 Notre Dame Street	Leominster	MA
Leominster Housing Authority	La Pierre East	Elder-Disabled	MA-667-4	Mid Rise	161 Spruce Street	Leominster	MA
Leominster Housing Authority	Anne O'Connor Village	Elder-Disabled	MA-667-5	Garden	23 George Street	Leominster	MA
Leominster Housing Authority	Allencrest Apartments	Family	MA-200-1	Garden	136 Viscoloid Avenue	Leominster	MA
Leominster Housing Authority	Scattered Sites	Family	MA-705	Single Family Home	175 Florence	Leominster	MA
Leominster Housing Authority	Scattered Sites	Family	MA-705	Single Family Home	43 Kenniston St	Leominster	MA
Leominster Housing Authority	Scattered Sites	Family	MA-705	Single Family Home	91 Malburn St	Leominster	MA
Leominster Housing Authority	Scattered Sites	Family	MA-705	Single Family Home	140 Biscayne St	Leominster	MA
Leominster Housing Authority	Scattered Sites	Family	MA-705	Single Family Home	164 Johnson St	Leominster	MA
Leominster Housing Authority	Scattered Sites	Family	MA-705	Single Family Home	182 Viscoloid St	Leominster	MA
Lunenburg Housing Authority	Pearl Brook Apartments	Elder-Disabled	667	Garden	131 White Street	Lunenburg	MA
Lunenburg Housing Authority	3 Unit Town-Houses	Family	705	Townhome	125-129 White Street	Lunenburg	MA
Sterling Housing Authority	Sholan Terrace	Elder-Disabled	667	Garden	41 Sholan Terrace	Sterling	MA
West Boylston Housing Authority	Orchard Knoll	Elder-Disabled	667	Garden	87 Maple St	West Boylson	MA
West Boylston Housing Authority	Orchard Knoll	Family	200	Garden	87 Maple St	West Boylson	MA
West Boylston Housing Authority	Foster St.	689	689	Garden	Foster St	West Boylson	MA
Holden Housing Authority	Checkerberry Village	Elder-Disabled	667	Garden	9 Flagler Rd	Holden	MA
Holden Housing Authority	Holden Commons Condos	Family	705	Townhome	1 Towle Dr	Holden	MA
Leominster Development Corp	Rockwell Village	Family	NA	Townhome	95 Adams St.	Leominster	MA
Leominster Development Corp	175 Mechanic St	Family	NA	Single Family Home	175 Mechanic St	Leominster	MA
Leominster Development Corp	71 Adams St	Family	NA	Single Family Home	71 Adams St	Leominster	MA
Leominster Development Corp	54 Pleasant St	Family	NA	Single Family Home	54 Pleasant St	Leominster	MA

## Exhibit 2: Contract Estimated Number of Inspections Per Entity

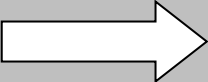
Housing Authority	One Bedroom	Two Bedroom	Three Bedroom	
Leominster	341	40	42	
Lunenburg	48	5	3	
Sterling	40	0	0	
West Boylston	50	9	8	
Holden	48	0	8	
LDC	14	0	3	
<b>Total</b>	<b>541</b>	<b>54</b>	<b>64</b>	

## PUBLIC HOUSING UNIT INSPECTIONS QUOTE FORM

This Quote Includes Addenda # (if issued) \_\_\_\_\_

Proposed Fee Schedule:

Please enter your price per unit inspection below. Next, multiply the number of inspections by your fees and then total in the total column. Sum all totals to determine the annual estimated contract.

Inspection Type	Est. # Inspections*	Fee Per Inspection	Total
<b>One Bedroom Inspection</b>	<b>541</b>	\$	\$
<b>Two Bedroom Inspection</b>	<b>54</b>	\$	\$
<b>Three Bedroom Inspection</b>	<b>64</b>	\$	\$
<b>Annual Estimated Contract Amount</b>			\$

***\* The above quoted fees must be inclusive of all administrative and travel expenses. The contractor shall honor their unit inspection proposed fees for the entire three-year contract.***

Prompt Pay Discount Offer \_\_\_\_\_% \_\_\_\_\_ Days Net 30

Company \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_