

HOUSING AUTHORITY OF THE CITY OF MILWAUKEE

809 North Broadway
Milwaukee, Wisconsin 53202

REQUEST FOR SERVICES PRICING

Quote #6158 – Background Screening

Today's Date: 04/04/2016

This DOES NOT represent a commitment to buy. Any ACTUAL order resulting from this solicitation will be confirmed by a Housing Authority Purchase Order

ALL SERVICES REQUIRE COMMERCIAL AND PUBLIC LIABILITY INSURANCE IS ON FILE IN THE PURCHASING UNIT OF THE HOUSING AUTHORITY OF THE CITY OF MILWAUKEE BEFORE COMMENCING WITH ANY WORK.

Description

Furnish labor, materials and services necessary to provide background screening for new applicants, on an as needed basis for the Housing Authority of the City of Milwaukee as per the following packages:

Background Check to include:

- Criminal Records Search
 - 10 Criminal Court Records County Standard Felony and Misdemeanor
- Verification Tools
 - 1 Social Security Number Death Master Search (SSNDMS)
- Sex Offender Registry Search
 - 1 Multi State Sex Offender Registry
- Other/Misc
 - 1 Smart Scan

Total Cost of Package.....\$ _____

Risk Solutions I to include:

- Criminal Records Search
 - 3 Criminal Court Records County Standard Felony and Misdemeanor
- Verification Tools
 - 1 Social Security Number Death Master Search (SSNDMS)
- Reference Verification
 - 2 Employment Reference Check Verification
 - 1 Education Reference Check Verification
 - 2 Personal Reference Check Verification
- Sex Offender Registry Search
 - 1 Multi State Sex Offender Registry
- Other/Misc
 - 1 Smart Scan

Total Cost of Package.....\$ _____

Risk Solutions II to include:

- Criminal Records Search
 - 10 Criminal Court Records County Standard Felony and Misdemeanor
- Verification Tools
 - 1 Social Security Number Death Master Search (SSNDMS)
- Reference Verification
 - 2 Employment Reference Check Verification
 - 1 Education Reference Check Verification
 - 2 Personal Reference Check Verification
- Sex Offender Registry Search
 - 1 Multi State Sex Offender Registry
- Other/Misc
 - 1 Smart Scan

Total Cost of Package.....\$ _____

This contract will be effective April 22, 2016 through April 21, 2017, with the option to extend for an additional four, one-year terms upon mutual consent of both parties.

The Housing Authority reserves the right to: reject any and all quotations; waive informalities, technical defects, and minor irregularities; accept the quotation (if any) deemed most advantageous to and in the best interests of the Housing Authority. Award will be based on price, contractor's availability to provide the specified services when required, and contractor's expertise and past performance.

"If the successful bidder was in existence during or prior to the slavery era (i.e. before 1865), then the bidder shall complete an Affidavit Of Compliance For Disclosure Of Participation In Or Profits Derived From Slavery By Contractors affidavit in accordance with Milwaukee Code of Ordinance 310-14 before a purchase order or contract can be executed (unless such an affidavit has already been submitted and it is on file with the Business Operations Division of the City of Milwaukee). For details on this requirement, see the following website: <http://city.milwaukee.gov/Directory/Procurement/Forms.htm#.U4oSpKMo71I>

If you have any questions, please contact Cassandra Sherrill-Patterson at 414-286-5939 or Cassandra.Sherrill-Patterson@hacm.org

Attachments:

Table 5.1, required contract clauses

IF YOU HAVE ANY QUESTIONS REGARDING SECTION 3 PROVISIONS OR FORMS PLEASE CONTACT: EVANS GANT, SECTION 3 COORDINATOR, AT 414-286-2940 OR EMAIL: EVANS.GANT@HACM.ORG.

Contact Person: Amanda Schepp

Phone: 414-286-2769

Fax: 414-286-5502

Please sign and fax to: 414-286-5502 by or email aschep@hacm.org by,
Tuesday, April 19, 2016 at 12:00 P.M.

Signature

Date

Email Address

Phone

Fax

Company Name & Address

The following contract clauses are required in contracts pursuant to **24 CFR 85.36(i) and Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act**. HUD is permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy. The PHA and contractor is also subject to other Federal laws including the U.S. Housing Act of 1937, as amended, Federal regulations, and state law and regulations.

Examination and Retention of Contractor's Records. The PHA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until three years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

Right in Data and Patent Rights (Ownership and Proprietary Interest). The PHA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials, and documents discovered or produced by Contractor pursuant to the terms of this Contract, including, but not limited to, reports, memoranda or letters concerning the research and reporting tasks of the Contract.

Energy Efficiency. The Contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this contract is performed.

Procurement of Recovered Materials

(a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.

(b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

Termination for Cause and for Convenience (contracts of \$10,000 or more).

(a) The PHA may terminate this contract in whole, or from time to time in part, for the PHA's convenience or the failure of the Contractor to fulfill the contract obligations (cause/default). The PHA shall terminate by

delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the PHA all information, reports, papers, and other materials accumulated or generated in performing the contract, whether completed or in process.

(b) If the termination is for the convenience of the PHA, the PHA shall be liable only for payment for services rendered before the effective date of the termination.

(c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (cause/default), the PHA may (1) require the Contractor to deliver to it, in the manner and to the extent directed by the PHA, any work described in the Notice of Termination; (2) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by the PHA; and (3) withhold any payments to the Contractor, for the purpose of set-off or partial payment, as the case may be, of amounts owned by the PHA by the Contractor. In the event of termination for cause/default, the PHA shall be liable to the Contractor for reasonable costs incurred by the Contractor before the effective date of the termination. Any dispute shall be decided by the Contracting Officer.