



Housing Authority of New Haven

AD-25-IFQ-995
Invitation for Quotes

Printing Homefront Publication & Marketing Material

Issue Date: March 10, 2025

Shenae Draughn
President



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Part I. Cover Page

A. Overview

This Invitation for Quote (IFQ) is being issued by The Elm City Communities (ECC)/Housing Authority of the City of New Haven (HANH) to contract with a qualified offeror to design and provide printing services for ECC/HANH Homefront Publication & Marketing Materials.

B. Important Due Dates/ Locations/ Time

Schedule	
Event	Date
IFQ Issued	March 10, 2025, at 3:00 PM
Questions Due	March 14, 2025, at 12:00 PM
IFQ Submittal Deadline	March 17, 2025, at 3:00 PM

All questions concerning this IFQ must be submitted in writing no later than March 14, 2025 at 12:00 p.m. EST and submitted via the Housing Authority City of New Haven’s Vendor/Contractor Collaboration Portal, <https://newhavenhousing.cobblestonesystems.com/gateway>.

Answers to questions will be responded to after the close of the questions period and answered via an Addendum posted on Housing Authority City of New Haven’s Vendor/Contractor Collaboration Portal. Prior to submission of bid, please check the Vendor/ Client Collaboration Portal for any addendums posted. All Addenda’s must be acknowledged with a signature and timely submitted as part of this solicitation. Bids will be rejected if the addendum is not timely submitted as stated.



C. Preparation of Submission

The bids must substantially conform to the IFQ checklist.

Sealed Quotes must be uploaded via the Housing Authority of the City of New Haven's Collaboration Portal website:
<https://newhavenhousing.cobblestonesystems.com/gateway>.

YOU MUST BE A REGISTER VENDOR TO SUBMIT A BID

Caution: Late Proposal submission will be handled in accordance with the provisions contained in HUD Form HUD 5369-B Titled "LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF OFFERS".

By submission of a bid, the bidder agrees, if its bid is accepted, to enter into a contract with HANH/ECC in the form included in the contract documents to complete all work specified or indicated in the contract documents for the contract price and within the contract time indicated in the attached IFQ.

The bid shall remain valid for the period specified in the IFQ, must be independently arrived at, and shall be prepared in accordance with the Instructions to Bidders (HUD Form HUD-5369). Additionally, all required certifications and other applicable documents, as shown on the "Index of Submittal Documents Required for Sealed Bids," must be completed and submitted as part of the bid.

The bid prices shall be included as provided for in the attached IFQ. Unless otherwise specified in the IFQ, all prices shall be on a firm-fixed-price basis and are not subject to adjustment based on costs incurred.

Unless indicated otherwise, Bidders must submit a lump sum firm-fixed-price bid consistent with a cost/price analysis prepared by HANH/ECC. Price bids that are inconsistent with the HANH/ECC cost/price analysis may be deemed non-responsive.

Bidders must provide HANH/ECC with the appropriate discount percentage that would apply, if applicable, to prompt payments and the number of days HANH/ECC must make those prompt payments to be able to take advantage of the discount.



HANH/ECC reserves the right to negotiate bid prices with the lowest bidder.

HANH/ECC reserves the right to reject any and all submitted bids or to waive any informality in the solicitation process.

No bid shall be withdrawn for a period of **One Hundred and Twenty (120) calendar days** subsequent to the opening of the submittals without the consent of HANH/ECC.

Bidders should be advised that, prior to the award of any contract, HANH/ECC reserves the right to conduct a pre-award survey for the purpose of determining the bidder's responsibility and capacity to perform the contract. This survey may include review of subcontracting agreements, financial capacity, and quality of work performed on other contracts.

The following information is vital to the submission process and should be read through carefully.

RELEVANT AND PAST EXPERIENCE

Bidder(s) must complete the Contractor's Bid Qualification Form, Reference and Past Performance Form, HUD Form HUD-2530 (Previous Participation Certification), and HUD Form HUD 50071 (Certification of Payments to Influence Federal Transactions) if applicable. NOTE: The Contractor's Bid Qualification Form must be notarized.

EMPLOYMENT AND CONTRACTING ACTION PLAN

Bidder(s) should review HANH/ECC's Bid Conditions For Equal Opportunity in Employment, Section 3 Clause (Qualification Information), Federal Executive Order 11246 Compliance Requirements, and Clause 40 (Employment, Training, and Contracting Opportunities for Low-income Persons, Section 3 of the Housing and Urban Development Act of 1968) of HUD Form HUD-5370-C (General Conditions of the Contract for Non-Construction).

Bidder(s) must complete and sign the following documents:

- Housing Authority City of New Haven Section 3 Form of Certification
- Housing Authority City of New Haven Section 3 MBE/WBE Plan

REQUIRED CERTIFICATIONS

All Certification documents shown on the "Index of Submittal Documents Required for Sealed Bids" must be prepared and submitted with Bidder's proposal for the bid to be considered responsive to HANH/ECC's Invitation for Quote Solicitation requirements. **The minimum amount of time that Bidder's proposal must remain valid is ONE HUNDRED AND TWENTY (120) calendar days from the bid submittal date.**



MANDATORY CLAUSES

HUD FORM HUD-5370-C (General Conditions of the Contract for Non-Construction) and HANH/ECC's Supplemental Conditions to HUD Form HUD-5370-C and HANH/ECC's Special Conditions to the HUD General Conditions include all clauses mandated by 24 CFR 85.36.

Part II. Bid Protest

Disagreements over the award of a HANH/ECC contract, referred to as protests, may occasionally arise between the PHA and an offeror. Usually, the protestor asserts that he/she should have received the contract award and alleges that HANH/ECC did not conduct the competition appropriately. (Note: While protests are commonly referred to as bid protests, any type of contract award, including small purchase, competitive proposal, or sealed bid, may be protested by an unsuccessful offeror.) HANH/ECC, in accordance with sound business judgment, is responsible for the settlement of protests arising from the procurement process.

1. **Designation of Protest Officials.** The Contracting Officer shall be responsible for the receipt of any form bid protest in writing and with conducting the initial bid protest hearing. Bid protest must be submitted within ten (10) days of the award of contract by the Authority.

The Contracting Officer shall render an impartial decision regarding any bid protest.

2. **Appeal of Initial Bid Protest Decision.** If the Contracting Officer denies the bid offeror's bid protest, the protestor must request an appeal of said finding in writing no later than ten (10) days of the date of receipt of the decision of the Contracting Officer. The appeal hearing will be conducted by no less than two (2) members of the Board of Commissioners (i.e., the Service Committee or the Planning and Development Committee.) The request for an appeal hearing shall be directed to the Contracting Officer.

3. **Requirements for Written Protests.** Protestors shall submit a bid protest in writing to the Contracting Officer within ten (10) days of the award of the subject contract by the Authority to the following address. **Protest against terms of the solicitation must be made prior to the due date of solicitation.**

Contracting Officer
360 Orange Street
3rd Floor
New Haven, CT 06511

The bid protest must clearly state the basis for the protest. Protests should include, at a minimum, the following information:

- a. Name, address, and phone number(s) of the protestor;
- b. Solicitation number and project title;
- c. A detailed statement of the basis for the protest;

- d. Supporting evidence or documents to substantiate any arguments; and
- e. The form of relief requested (e.g., reconsideration of their offer).

4. Submission Time Period. Generally, the offeror shall submit bid protest no later than ten (10) days of date the award of subject contract is made by the Board of Commissioners. **Protests against the terms of a solicitation should be considered late if submitted after the due date for offers.**

5. Time Period for Formal Protest Hearing. The Contracting Officer, or his/her designee, shall conduct a protest hearing, if the written request warrants within ten (10) calendar days of receipt of the writing request by the protestor. The Contracting Officer may deem, based upon the evidence presented by the protestor, that a hearing is not warranted, and that an unbiased and impartial initial decision can be rendered without the need of a face to face hearing.

6. Remedial Action. If a protest is decided in favor of the protestor, HANH/ECC may consider, inter alia, the following remedies:

If the contract has not been awarded, the HANH/ECC may cancel or revise the solicitation or proposed contract award, or

If the contract has been awarded, the contract may be terminated for convenience and awarded to the protestor, or the procurement may be canceled and offers re-solicited.

7. Emergencies or Unusual and Compelling Circumstances. HANH/ECC may allow a contract to remain in place despite a successful protest in cases of emergency or unusual or compelling need for the supplies or services. However, if the HANH/ECC determines, based on compelling circumstances such as an emergency or serious disruption of its operations, that termination or re-solicitation would not be in the best interest of HANH/ECC, then HANH/ECC may allow the award to stand and pay the successful protestor costs associated with preparing the bid along with the cost of filing and pursuing the protest and other damages determined.

8. Denials. HANH/ECC shall notify the protestor in writing of its decision and state the basis for the denial. The notification shall apprise the protestor of any appeal rights in accordance with our protest procedures.

9. Appeal Procedures. As stated above, appeal of the Contracting Officer's initial decision shall be heard by no fewer than two members of the Board of Commissioners (i.e., the Service Committee or the Planning and Development Committee). The request for an appeal must be made in writing as stated above and must include, but not be limited to:

1. A statement of the factual and legal grounds on which reversal or modification of the decision is deemed warranted, specifying any errors of law made or information not previously considered.

10. Documentation. The Contracting Officer shall fully document the protest decision in writing in the contract file. Documentation shall include but not be limited to:

1. A copy of the subject solicitation and supporting documentation, including the copy of the advertisement of the bid.
2. A copy of the protestor's written protest.
3. A copy of the written finding of the Contracting Officer and that of any appeal officer(s).
4. Copy of documentation used by HANH/ECC to make its decisions that was protested by the protestor.

11. Informal Resolution Processes. Protestor may request an informal review of their protest either in writing or by phone.

EQUAL EMPLOYMENT OPPORTUNITIES REQUIREMENTS

All Equal Employment Opportunities including Section 3 (EEO) forms are provided in this package. The contractor/vendor must review all EEO forms, complete and submit the required EEO forms at the time of submission of bid or proposal. Bids/Contracts at all dollar values are subject to Section 3/MBE/WBE requirements.

After a Contract has been awarded, the contractor must attend a mandatory meeting with HANH/ECC's Director of Procurement. If there are any questions regarding the completion of the EEO forms please contact the Director of Procurement, at 203-498-8800 ext 1200.

Staff is available at 360 Orange Street, 3rd floor, to assist persons with disabilities. The TTY/TDD number is (203) 497-8434. HANH/ECC is an equal opportunity housing agency.

HOUSING AUTHORITY OF THE CITY OF NEW HAVEN

Part III. Index of Submittal Documents

The INDEX OF SUBMITTAL DOCUMENTS shown below is provided to assist all Bidders in correctly preparing and submitting a responsive Bid to HANH/ECC in accordance with the requirements of the Invitation for Quote. The Index contains a listing of all required submittal items.

Please review this index and submit all documents that are checked “**REQUIRED SUBMITTAL**” with your sealed bid. Documents that are checked “**SIGNATURE REQUIRED**” must be properly executed. Documents that are checked “**NOTARY/CORPORATE SEAL REQUIRED**” must be notarized and/or have the Bidder’s corporate seal affixed.

Please view/ download the below listed documents from:

<https://newhavenhousing.cobblestonesystems.com/gateway/DocumentLibrary.aspx>

INDEX OF SUBMITTAL DOCUMENTS				
DOCUMENT	REQUIRED SUBMITTAL	SIGNATURE REQUIRED	NOTARY/ CORPORATE SEAL REQUIRED AS APPLICABLE	FOR YOUR REVIEW
ALL PROJECTS				
Cover Sheet <i>(Attached)</i>	X			
Bid Sheet <i>(Attached)</i>	X	X		
Required Acknowledgements and Certifications:				
<i>HUD-5369-B-Instructions to Offerors Non-Construction</i>				X
<i>HUD-5369-C-Certifications and Representations of Offerors – Non-Construction</i>	X	X		X
<i>Non-Collusive Affidavit</i>	X	X	X	
<i>HUD-50071- Certification of Payments to Influence Federal Transactions</i>	X	X		
<i>Reference and Past Performance Form</i>	X			
<i>Acknowledgement of Addenda Form</i>	X	X		
<i>Section 3 Contractor Guide 2021</i>				X
<i>Contractor Highlights Sections 3</i>				X
<i>HANH/ECC Bid Conditions for Equal Opportunity in Employment</i>				X
<i>General Conditions for Non- Construction- HUD 5370-C</i>				X



Housing Authority of New Haven

<i>HANH/ECC Insurance Requirements</i>				X
<i>HANH/ECC Section 3 Clause</i>				X
<i>Federal Executive Order 11246</i>				X



Part IV. Specifications

BACKGROUND

Elm City Communities is committed to expanding access to affordable housing services and to ensuring that these services are available in every community.

Our Mission: To make a positive difference in the lives of residents of the City of New Haven through the development and operation of affordable communities of choice and by providing opportunities for greater self-sufficiency.

Our Vision: We envision a New Haven where every resident has a safe and decent home that they can afford and opportunities to fulfill their goals.

Our Values: We care, We create opportunities, We innovate, and We are community.

The Elm City Communities (ECC)/ Housing Authority of the City of New Haven (HANH) distributes Homefront newsletters on a quarterly basis to the residents within the community. Through our Executive Department.

SCOPE OF SERVICES Overview:

Elm City Communities/Housing Authority of New Haven (ECC/HANH) is seeking quotes from qualified vendors to provide professional printing services for catalogs and other promotional marketing materials. The selected contractor will provide these services for a period of one (1) year or until all allocated funds are expended.

Services Required:

The selected vendor must have the capability to meet printing deadlines and provide high-quality printing and mailing services. Required services include but are not limited to:

Newsletter Printing & Mailing:

- Print and mail approximately **1,000** custom newsletters each quarter, totaling **4,000** newsletters annually.
- Printing deadlines:
 - **Spring:** March 1, 2025
 - **Summer:** June 1, 2025
 - **Fall:** September 1, 2025
 - **Winter:** December 1, 2025
- Print specifications:

- **Size:** 11" x 17" printed on bright white paper
- **Pages:** 10-15 pages (front and back)
- **Color:** Full-color printing
- **Binding:** Folded and stapled to create an 8 ½" x 11" magazine-style document
- **Paper:** Heavier-weight paper with a satin finish
- **Bilingual Printing:** The Spanish translation will be printed on the flipside of each newsletter (Spanish content will be provided by ECC/HANH).

Additional Printing Services:

The vendor should also have the capability to print additional marketing materials, including but not limited to:

- Business cards
- Letterhead
- Promotional cards
- Posters

Submission Requirements:

Qualified vendors should submit a detailed quote, including pricing, estimated turnaround times, and sample work.

Part V. Procurement Process

1. Bid Evaluation/Contract Award

The low bid will be evaluated in accordance with the requirements of the IFQ. The low bid will be evaluated to determine the responsiveness to the requirements of the IFQ.

The contract will be awarded based on the best interest of the Authority.

HANH/ECC will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to HANH/ECC, cost or price and other factors, specified elsewhere in this solicitation, considered. HANH/ECC reserves the right to request additional information which may include an interview.

HANH/ECC may

1. Reject any or all offers if such actions are in HANH/ECC's interest,
2. Accept other than the lowest offer,
3. Waive informalities and minor irregularities in offers received, and Award more than one contract for all or part of the requirements stated



Housing Authority of New Haven

Request For Quotes

AD-25-IFQ-995

Printing Homefront Publication & Marketing Material

Company Name: _____

Address: _____

City, State & Zip Code: _____

Telephone: _____

Fax Number: _____

Contact Person Name: _____

Email Address: _____

Date Submitted: _____

**Shenae Draughn
President**

Printing Services - Homefront Newsletter & Printed Marketing Materials

Service	Quantity- 4 xs per year	Rate	Total
Printing newsletters in full color, front and back, folded and stapled. Print reverse side in spanish with satin finish	1000	\$	\$
To be printed every quarter	4 xs per year	\$	\$
Other Printed Materials such as: business cards, flyers, posters, etc.	160	\$	\$
Total Cost estimate			\$

Name:
Company:
Signature: