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August 22, 2016

Subject: Request for Quote 16-01 – Burglary Alarm Installation and Monitoring Services

Harris County Housing Authority is seeking an agreement for 2 years, with the option to renew up to 2 additional years, to a vendor selected based on cost, most reasonable and responsible and/or whose response is in the best interest of Harris County Housing Authority.

The service(s) required would be for Burglary Alarm Installation and Monitoring Services, at our main office, located at 8933 Interchange Drive, Houston, TX 77054.

The following requirements are needed for our 24,635 sqft building:

- 2 Motion Detectors / 2 Keypads / 4 Door Sensors

Quote should include:

- Cost of service. Prices quoted should be firm for the first 2 years of any contract that may be executed pursuant to this RFQ.
- Completed attached exhibits.
- All permits, licenses and professional credentials necessary to perform services.
- A list of three (3) current and three (3) former clients, including valid e-mail address and telephone number. References must be satisfactory. References should have similar scope, volume and requirements to those outlined in this request.

At the conclusion of the evaluation process:

- All vendors will be notified in writing by e-mail, fax, or mail.
- A Purchase Order and/or signed Standard Agreement contract will be issued upon Board approval.
- Purchase Orders and/or Standard Agreements will be transmitted electronically, faxed, or mailed and shall be the only authorization to place an order.
- Purchase Orders and/or Standard Agreements and payments for services will be issued only in the name of vendor.

Payment will be made within thirty (30) days following receipt of invoice and upon complete satisfactory receipt of service(s) performed. Harris County Housing Authority shall notify vendor of any adjustments required to invoice. Invoices should contain the Purchase Order number, invoice number, remit to address and itemized products and/or services description and price as quoted and shall be accompanied by acceptable proof of delivery.

Please submitted quote(s) via e-mail to finance@hchatexas.org no later than **Wednesday, August 31, 2016**. Quotes received after this deadline will not be honored.