



A Community Partner,
Helping People to Help Themselves

Walla Walla Housing Authority

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Quotation for Small Purchases Request

**FOR THE PRODUCTION OF 2007 ANNUAL REPORT
to the
HOUSING AUTHORITY OF THE CITY OF WALLA WALLA
QSP 2008-05**

RFQ Issued on:	Submittals Due:
June 24, 2008	5:00 pm Pacific Standard Time (PST) July 10, 2008

The Housing Authority of the city of Walla Walla (WWHA) seeks quotes to produce an Annual Report for FY 2007. Our goal is to produce a report that will accomplish the following:

1. Develop community support for our work.
2. Generate greater awareness of our organization.
3. Share the Housing Authority's successes, accomplishments, goals and mission with the community.

The product is a sixteen (16) page report in four colors with stock and original photographs, text, tables and charts.

AGENCY BACKGROUND: The Housing Authority of the City of Walla Walla is an agency whose mission is to assess and fulfill the need for decent, safe, and affordable housing in Walla Walla that provides a living environment that empowers very low to moderate income families to improve and enrich their lives. The mission of the WWHA also is to promote a people-oriented organization that encourages and supports self-sufficiency in its residents. WWHA provides an array of services including operating 759 units under the Housing Choice Voucher and Tenant-Based Rental Assistance programs, 84 units under the Low Rent Public Housing program, 124 under the Low Income Housing Tax Credit program, nine transitional housing units for homeless veterans, and 72 owned market rate units. In addition, WWHA administers a revolving security deposit fund to assist families served. WWHA has also recently completed Washington School Homes, a mixed-income Planned Unit Development offering 25 single-family homes for homeownership.

Under WWHA's procurement policy, the proposed purchase "may be made in accordance with the small purchase procedures..." Three quotes must be solicited. Award will be made to the lowest quote that is responsive to the Statement of Work and responsible in performing the Statement of Work.

Statement of Work

1. Work items are to be quoted separately. Respondents are not required to quote all items.
 - 1.1 Create concept and graphic design.
 - 1.2. Generate content: Interview text and Photographs.
 - 1.3. Lay out content in digital format.
 - 1.4. Print, assembly, carton, and deliver to WWHA. Quantity is 1,000 copies.
2. Apply no sales tax on these items. WWHA Certificate of Sales Tax Exemption shall be made available on request to contractors.
3. Payment will be within 15 days following acceptance of contracted item.
4. Dates
 - 4.1 Quote period begins: 24 June 2008
 - 4.2 Question period ends: 08 July 2008
 - 4.3 Quote period closes: 10 July 2008
 - 4.4 Award(s) announced: 14 July 2008
 - 4.5 Deliver date: 01 September 2008
5. Attached one document required by HUD:
 - 5.1 Table 5.1 Mandatory Contract Clauses for Small Purchases other than Construction
6. WWHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, and small businesses to respond to this quotation or to participate in a subcontracting capacity on WWHA contracts.
7. WWHA reserves the right to waive, as informality, any irregularities in Submittals, and/or to reject any and all Submittals.
8. For work performed on WWHA property, WWHA requires endorsement as additional insured on contractor's liability insurance with one million dollar minimum coverage.
9. This Quotation for Small Purchases (QSP) may be obtained in full from the website at: www.wallawallaha.org and at <http://nahro.economicengine.com>.
10. Questions are to be directed in writing to Rosanna Morgan, Vice-President of Administrative Support, email, rosannam@wallawallaha.org. Answers to substantive questions will be posted as addenda on the sites referenced in Item 9.
11. WWHA quote identification is QSP 2008-05 Annual Report. Quotations are to be submitted in writing via email, fax, or US postal mail no later than 5:00 pm PST, September 1, 2008.
12. WWHA contact is Rosanna Morgan, (509) 522-7815 and rosannam@wallawallaha.org.