

**Sayreville Housing Authority (SHA)**  
**Request for Quotation (RFQ)**  
**National Standards for the Physical Inspection of Real Estate**  
**(NSPIRE) Inspection Services**  
**Housing Choice Voucher Program**

## **I. Introduction**

The **Sayreville Housing Authority** (hereafter referred to as "SHA") is seeking quotes from qualified individuals or firms to provide HUD NSPIRE inspection services for the Housing Choice Voucher (HCV) Program. The services are required for an approximate 90-day period, commencing upon award of the contract and continuing through January 31, 2026.

## **II. Scope of Work**

The selected Inspector will be responsible for performing the following duties:

- A. Conduct Initial, Annual, Complaint and Quality Control Inspections in accordance with HUD's NSPIRE standards under the HCV Program.
- B. Schedule Reinspections as necessary for units that do not initially pass.
- C. Generate and Distribute Correspondence:
  - Appointment Letters
  - Result Letters (Pass/Fail Notifications)
- D. Data Entry and System Updates:

Ensure all inspection results and required documentation are entered into the PHA Web system, the system of record.

- E. Coordination and Communication:

Report directly to the Residential Operations Manager and the Executive Director of the Housing Authority.

Maintain professional and timely communication regarding inspection schedules, outcomes, and any issues encountered.

The estimated baseline workload for the 90-day time period is approximately **45** annual inspections.

## **III. Minimum Qualifications**

The respondent:

- Must possess current NSPIRE Certification.
- Must provide proof of active liability insurance coverage.
- Must have proficiency in or the ability to quickly learn and use PHA Web (system of record).

- Must not have been previously terminated from any contract for inspection services within the State of New Jersey.
- Must demonstrate experience in conducting inspections for public housing agencies or similar programs is required.

#### **IV. Period of Performance**

Services will begin upon award and continue for an estimated 90-day period, ending on January 31, 2026.

The contract may be extended at the discretion of the Housing Authority, subject to funding availability and performance.

#### **V. Submission Requirements**

Interested parties must submit the following:

1. Cover Letter expressing interest and availability.
2. Proof of NSPIRE Certification.
3. Proof of Insurance.
4. Resume or Company Profile, including relevant experience.
5. References from at least two agencies or clients for whom similar work has been completed.
6. Fee Schedule, detailing rates per inspection, reinspection, and any additional charges.
7. Confirmation of the ability to access or learn PHA Web.

#### **VI. Quotation Submission Deadline**

All proposals must be received no later than **2:00 PM (EST) on Tuesday, October 7, 2025.**

Submissions may be delivered by email or mailed to the attention of:

Douglas G. Dzema, Executive Director  
Sayreville Housing Authority  
650 Washington Road  
Sayreville, NJ 08872

E-Mail to: DDZEMA@PERTHAMBOYHA.ORG

For questions, please contact Pia Amos, Director of Staff Operations at (732) 826-3110 X612

#### **VII. Evaluation Criteria**

Proposals will be evaluated based on the following factors:

- Relevant experience and qualifications (30%)
- Cost and fee structure (25%)
- Availability and responsiveness (20%)

- References and past performance (15%)
- Familiarity or ability to use PHA Web (10%)

## **VIII. Terms and Conditions**

The Sayreville Housing Authority (SHA), Sayreville, New Jersey is seeking proposals from qualified contract inspectors to conduct NPSIRE inspections for its Housing Choice Voucher Program. Businesses submitting quotes in response to the RFQ must be licensed to do business in the State of NJ. The RFQ may be downloaded from the Authority's website at [www.Sayrevilleha.org](http://www.Sayrevilleha.org). Proposals must be submitted no later than **2:00 PM (EST) on Tuesday, October 7, 2025** and be addressed as requested in the RFP. The Authority is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in the employment or procurement of services. Bidders are required to comply with the requirements of P.L. 1975 Chapter 127 (N.J.A.C.17:27). SHA reserves the right to reject any and all proposals. Contract award is subject to availability of funding.

The successful proposer must comply with all applicable HUD regulations and PHA policies. The inspector will be treated as an independent contractor, not an employee of the Housing Authority.

**Issued on:** September 25, 2025

**Submission Deadline:** October 7, 2025 2:00 PM (EST)

**Contract Term:** Effective upon award through January 31, 2026