

DAYTON METROPOLITAN HOUSING AUTHORITY  
dba

GREATER DAYTON PREMIER MANAGEMENT

Procurement Office

400 Wayne Ave, Dayton, OH 45410

Phone: (937) 910-7500



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**Invitation to Bid IFB # 23-02**  
**Pest Control Services-Authority Wide**

***Timeline is provided as a guideline only and is subject to change at the discretion of GDPM.***

<b>Issue Date</b>	Monday, September 15, 2023
<b>Pre-Bid Meeting</b>	Not Applicable
<b>Intent to Bid</b>	Submit email to bid <a href="mailto:ebid@dmha.org">ebid@dmha.org</a> Tuesday, September 26, 2023
<b>Questions from Contractors Due</b>	Tuesday, September 26, 2023
<b>Responses from GDPM to Be Posted By</b>	Tuesday, October 3, 2023
<b>Bids Due</b>	Wednesday, November 1, 2023 by 2pm
<b>Bids Opening</b>	Wednesday, November 1, 2023 by 3pm
<b>Anticipated Award Announcement</b>	November 2023

*There is no obligation on the part of GDPM to select and award any submitting responder to any firm or individual submitting a response. No work is guaranteed.*

**Pre-Bid Meeting:** There is no scheduled pre-bid meeting

**Bid-Opening:** The bid-opening will be held virtually. To request a Bid-Opening Meeting invitation and link please email a request to [ebid@dmha.org](mailto:ebid@dmha.org) . Prior to the bid-opening, a link will also be posted to GDPM's webpage located at <https://www.gdpm.org/business-opportunities/invitation-for-bids/>

**Intent to Bid:** Submit an email to [ebid@dmha.org](mailto:ebid@dmha.org) with your intent to bid on this project NO LATER THAN September 25, 2023

**How to Submit Bids:**

**BIDS MUST BE SUBMITTED ELECTRONICALLY TO:**

[ebid@dmha.org](mailto:ebid@dmha.org)

THE SUBJECT LINE MUST STATE: **IFB 23-02 Pest Control Services-Authority Wide**

*PLEASE REFER TO THE ENCLOSED INSTRUCTIONS FOR THE PROPOSAL PACKET FORMAT.*

Questions about this Bid Shall be Submitted Electronically to: [ebid@dmha.org](mailto:ebid@dmha.org)

Greater Dayton Premier Management reserves the right to reject any or all bids, or waive any informality in the bidding. No bids shall be withdrawn for a period of one hundred twenty days of submission.

The purpose of this IFB is to form a pool of contractors to perform pest control services. GDPM seeks a licensed contractors and bonded entities to provide pest control and bed bug inspection and treatment services. The ensuing contract shall be an indefinite quantity contract (IQC), whereas the Agency will call upon the ensuing Contractor to perform the required work as proposed in the bidder's response to this IFB.

GDPM reserves the right to select multiple contractors for the completion of Pest Control Services. If the contractor(s) selected are unable to fulfill the completed work by expected completion date. GDPM has the authority to assign Pest Control Services to other contractor(s). The designated GDPM staff person(s) will assign each contractor(s) to a unit(s), along with an estimated timeline for completion. In the event additional work may be required, designated GDPM staff will walk the unit with contractor and request a quote/proposal from the contractor. GDPM will evaluate price reasonableness and scope detail. If applicable, prevailing wage must be included and outlined within the quote/proposal.

All awardees shall be required to meet Affirmative Action requirements and Equal Opportunity requirements and must insure that all employees and applicants for employment are not discriminated against because of race, color, religion, national origin, disability, age, ancestry, creed, or military status.

If you would like to submit a bid, you must complete the GDPM Invitation to Bid Form. It must be signed. If you are interested in working with GDPM and are not already registered, please visit <https://www.gdpm.org/business-opportunities/vendor-registration/> and complete a vendor registration packet. Once submitted, you will be notified of all contracting opportunities related to the areas you select when registering.

**The email date and time stamp shall serve as the official receipt and late submissions shall not be accepted. GDPM shall not be responsible or liable for any lost or misdirected responses. Submissions are the responsibility of the proposer.**

Questions received less than seven (7) days prior to solicitation due date may not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

**Contract Term:**

The contract Contracts shall be for a 36 month period with the option for one (1) additional two-year extension solely at the discretion of GDPM, not to exceed (5) years, total, unless otherwise cancelled by either party.

Unless otherwise stated in the contract, the contract term shall commence on the date specified in the Contract or Purchase Order issued by GDPM.

**ADDENDUMS: All ADDENDUMS shall be placed on the GDPM website. Bidders will not be notified when an ADDENDUM is issued. It is the responsibility of the bidder to check the website for any ADDENDUMS.**

<https://www.gdpm.org/business-opportunities/invitation-for-bids/>



# INVITATION TO BID PROFESSIONAL SERVICES

## Contractor Information

IFB Name  Solicitation No.

Prevailing Wage?  Proposal Due Date  Contract Term

### Contractor Information

Name of Business:  Primary Contact

Street Address:  Street Address Line 2:

City:  State:  Zip Code:

Contact Number:  E-mail:

Check at Least one  
of the Following:\*

- ☐ Section 3  
☐ MBE/WBE  
☐ Veteran  
☐ None Apply

Are you currently  
suspended,  
debarred or  
otherwise deemed  
ineligible for a  
federal contract  
award?

Check box if  
addendum was  
reviewed (*don't check if  
not applicable*)

- ☐ Addendum 1  
☐ Addendum 2  
☐ Addendum 3  
☐ Addendum 4  
☐ Other

By signing below, Contractor attests that he/she has the legal power, right, and authority to make this Agreement. Contractor agrees that if selected for the Contract Award, Contractor is qualified to perform all work necessary to complete the services as specified in the Contract Documents at Contractor's quoted price. Further, Contractor has reviewed, acknowledges and accepts the provisions within the Contract Documents including, but not limited to, Form HUD 5369-B Instructions to Offerors Non-Construction, the Specifications, Contractor's bid, and the GDPM Professional Services General Terms and Conditions (up to \$250,000). Unless otherwise specified in writing by GDPM on GDPM letterhead and signed by both parties, during the term of the Contract, if any provision within the Contract Documents is in conflict with, or inconsistent with any of the GDPM General Terms and Conditions, the GDPM General Terms and Conditions shall prevail. Terms that conflict with and/or are inconsistent with the GDPM General Terms and Conditions are hereby revoked, rejected and void, even if the contract documents containing such terms are executed after the GDPM General Terms and Conditions, this includes, but is not limited to indemnification, warranty, payment, order of precedence, and integration provisions. By signing below, Contractor acknowledges that GDPM reserves it right to reject any and/or all bid or to cancel the solicitation at any time and for any reason(s). The total Contract Award shall not exceed \$250,000 during the entire Contract Term. Contractor's proposal shall be valid for at least 90 days subsequent to the bid opening date. GDPM Contract Documents are available at <https://www.gdpm.org/development-construction/documents/>.

Contractor Signature of Acceptance

Date

#### Acceptance of Proposal:

GDPM accepts your proposal and the Master Agreement containing the solicitation, General Terms and Conditions, and cost catalog are hereby in effect.

GDPM Signature of Acceptance

Date

# Greater Dayton Premier Management

## IFB 23-02

### Pest Control Services – Authority Wide

#### Table of Contents

**The below items are part of the Bidder's Packet.** *Most of these items must either be completed or signed or both and submitted with your sealed bid. Please submit forms in order.*

Item 1 .....	Summary & Specifications
Item 2 .....	Bid Form
Item 3 .....	References
Item 4 .....	General Terms/Conditions Professional Services
Item 5 .....	Non-Collusive Affidavit and Full Disclosure
Item 6 .....	Debarment, Suspension, Ineligibility, Exclusion
Item 7 .....	Section 3 Application & MBE
Item 8 .....	W-9
Item 9 .....	Decline to Bid
Item 10 .....	Review Checklist - Bid Packet Complete

Note: Required forms are available <https://www.gdpm.org/business-opportunities/invitation-for-bids/>



**Job Title:**  
**Pest Control Services**  
**Authority Wide**

**IFB 23-02**

**SCOPE OF SERVICES**

Greater Dayton Premier Management (GDPM) is an Ohio political subdivision and an award-winning, nationally recognized public housing authority in Montgomery County, Ohio. Additionally, GDPM is Montgomery County's largest landlord and serves approximately 16,000 individuals annually.

1. The intent of this IFB is to create a pool of small contractors for Pest Control services and to provide services on an as needed basis. The actual number of contractors chosen will depend on the number of anticipated units to be treated and availability of in-house staff. Contractors should limit their bids to the services for which they are qualified and competent to complete.
2. Contractors selected to participate in the pool will be assigned work at the discretion of the Authority based on quality of work, availability, manpower and timeliness. GDPM will attempt to match each assignment to the contractor best suited for a given task (i.e. When the Authority has a need for General Pest Control, bedbug treatment, wildlife removal, termite Services, a contractor with proven experience in may be selected over a contractor that has more experience with specific services.) GDPM shall also be the determining factor on the number of units any contractor may be assigned.
3. Contractors selected may be issued a blanket purchase order per the terms, conditions and cost associated with the contract. Once a unit is ready for service, a contractor will be contacted by GDPM for availability.
4. GDPM will review the project site and go over the scope of work with the contractor. The contractor shall then provide a proposal based on their contract pricing and any other items that may be outside the scope of services. Proposal must be detailed showing all services being performed. Any allowable charges for material must be shown on separate line items, clearly described on the proposal and marked up only by the percentage provided in the contract.
5. **Debarred or Suspended:** GDPM staff is responsible for ensuring prior to contract award, to determine if a contractor has been debarred or suspended. Contractors debarred, suspended, or proposed for debarment are excluded from receiving contracts, and agencies shall not solicit offers from, award contracts to, or consent to subcontracts with these contractors. Select the link to enter your company information <https://sam.gov/content/exclusions>
6. Work assignments/Notice to Proceed may be issued at any time during the term of the contract and the assignment of work projects will be made solely at the discretion of GDPM. Should a contractor accept more than one work assignment at any given time for more than one site, the Contractor is still responsible for completing each within the agreed upon timeframe and not in addition to.
  - a. Regular communication with the property managers and/or maintenance supervisors is critical to the contractor's success. Contractors should never assume anything and should never begin work on a unit until they receive an executed Work Assignment/Notice to Proceed/Purchase Order.

## **SCOPE OF SERVICES CONT'D**

### **PROJECT OVERVIEW**

Greater Dayton Premier Management seeks bids from qualified, licensed and bonded entities to provide pest control and bed bug inspection and treatment services. The ensuing contract shall be an indefinite quantity contract (IQC), whereas the Agency will call upon the ensuing Contractor to perform the required work as proposed in the bidder's response to this IFB. The purpose of this IFB is to form a pool of contractors to perform pest control services. Contracts shall be for a 36 month base period with the option for one (1) additional two-year extension solely at the discretion of GDPM, not to exceed four (5) years, total.

Estimated Square Footage:

- **One Bedroom: 450-1044**
- **Two Bedroom: 550-1510**
- **Three Bedroom: 864-1580**
- **Four Bedroom: 1056-1500**
- **Five Bedroom: 1850**

### **GENERAL PEST CONTROL SERVICES**

General pest control services shall include, but are not limited to, the treatment of the following pests:

- Ants
- Bats
- Bed Bugs
- Bees
- Beetles
- Birds
- Carpenter Ants
- Centipedes
- Cockroaches
- Crickets
- Earwigs
- Fleas
- Flies (including fruit)
- Gnats
- Hornets
- June Bugs
- Lice
- Mice
- Millipedes
- Mosquitos
- Moths
- Pill Bugs
- Rats
- Silverfish
- Spiders
- Stink Bugs
- Wasps
- Water Bugs
- Yellow Jackets

NOTE: The following list of Outdoor Pests and Parasites of Man, require different spraying or removal techniques than the General Class. Each submission should include pricing for treatment of outdoor pests. Situations which warrant this type of pest control should be handled on an “as needed” basis.

### **OUTDOOR PESTS:**

- Bats
- Birds
- Possums
- Raccoons
- Skunks
- Snakes
- Squirrels
- Termites

### **PARASITES OF MAN:**

- Bed Bugs
- Fleas
- Lice
- Mites
- Ticks

### **AREAS OF SERVICE**

Contractor services shall cover the following areas:

- All apartments, all rooms, (kitchen, bath, living and bedrooms, closets, laundry and utility areas)
- Offices
- Community rooms
- Utility rooms
- Laundry rooms
- Boiler rooms
- Storage areas
- Elevator rooms and lobbies
- Mechanical closets, rooms and areas
- Hallways and stairwell
- Trash disposal chutes and rooms
- Dumpster and Compactor areas
- Attics and crawl spaces
- Buildings and their perimeters
- Other areas as requested by GDPM management

**GENERAL PEST CONTROL SPECIFICATIONS:** Contractors shall perform pest control duties as described below for specific incidents of suspected or confirmed infestation. Contractors are notified that the below specifications are not inclusive of all services that may need to be provided for specific inspection and/or treatment services.

- **INSECT CONTROL:** The contractor shall use non-pesticide methods of control wherever possible. As a rule, the contractor shall apply insecticides as "crack and crevice" treatments only, defined in the ensuing contract as treatments in which the formulated insecticide is not visible to a bystander during or after the application process.

Application of insecticides to exposed surfaces or as space sprays ("fogging") shall be restricted to exceptional circumstances where no alternative measures are practical. The contractor shall take all necessary precautions to ensure tenant and employee safety and all necessary steps to ensure the containment of the pesticide to the site of application.

- **RODENT CONTROL:** Rodent control shall include the effective control of rats, mice, and other rodents in all buildings under this contract. When necessary to install rodent bait boxes, the contractor will supply a written or electronic report to GDPM, which indicates the box location, date of installation and removal. All bait boxes shall be placed out of the general view, in locations where they will not be disturbed by routine

operations. The lids of all bait boxes shall be securely attached or anchored to the floor, ground, wall, or other immovable surface, so that the box cannot be picked up or moved. Bait shall always be secured in the feeding chamber of the box and never placed in the runway or entryways of the box. All bait boxes shall be labeled on the inside with the contractor's business name, address and phone number, and must be dated by the contractor's technician at the time of installation and each servicing.

- **OTHER PEST:** The contractor shall report the presence and location of infestations of any other pest not otherwise included in this bid, when identified.

**TREATMENT SPECIFICATIONS:** The Contractor shall provide general insect treatment services at each GDPM site development at a minimum of two times per year. Upon signing of contracts, the contractor shall provide to GDPM site personnel a schedule, indicating the dates of which treatment will occur.

Additional monthly treatments shall be required on a case by case basis. The Contractor shall be provided a list of units that need treatment, which shall be based upon resident notification or GDPM determination of the need of service. When units become vacant or if a severe pest control issue needs immediate attention, GDPM will contact the Contractor to perform services as needed. The Contractor shall be required to schedule the visit to remediate the situation within two (2) days.

- **GENERAL TREATMENT:** The contractor shall keep the manager fully informed of all pertinent issues during the treatment process, and shall submit, in writing, within three (3) business days of all problems relating to the treatment process or of any note-worthy conditions within the development that pertain to or affect the pest control treatment process. At the completion of each treatment the contractor shall obtain the signature of the GDPM manager on the Contractor's work order form, thus affirming that all work listed thereon was completed to the manager's satisfaction. A copy of this form shall be submitted by the contractor along with the billing invoice the contractor submits to the GDPM accounts payable office for payment.
- **EVALUATION AND QUALITY ASSURANCE:** The pest control services performed will be subject to inspection by GDPM. GDPM shall notify the contractor of any reported problems and the Contractor shall correct any deficiencies within twenty-four (24) business hours.
- **CALL-BACK RESPONSE:** All "call-backs" and ensuing additional treatment(s) during any guarantee period shall be at "no charge" to GDPM, unless an action by GDPM or a GDPM resident (i.e. denied entry; poor housekeeping; etc.), documented by the contractor at the original time of occurrence and delivered to GDPM in a timely manner, precluded the contractor from being able to guarantee the original service—in this case the contractor shall be entitled to additional payment for the additional service.
- **UNSANITARY CONDITIONS:** The contractor shall inform GDPM property managers, in writing, of any unsanitary conditions that effectively negates the pest treatments being performed.
- **CLEAN-OUT CHARGES:** On a unit by unit basis, GDPM will consider extra charges from the contractor for required treatment of a unit that may be extraordinarily infected. Such charges will be agreed upon by GDPM and the contractor prior to the contractor beginning such service.
- **VACANCY TREATMENT:** GDPM may, from time-to-time, negate the effectiveness of the pest control treatment in a unit by painting over the treated areas. GDPM shall retain the right to require the contractor to return to any such unit or area and again provide the treatment at the applicable unit price proposed for that unit/area.
- **ADDITION AND DELETION OF BUILDING:** GDPM reserves the right to increase or decrease locations where services are rendered as it sees fit. Additions or deletions of buildings may be made to the contract on an as needed basis. This will be done on a building-by-building basis at the same price bid on other comparable sized buildings.
- **ADDITIONAL GENERAL PEST CONTROL:** It is possible that during the term of the ensuing contract GDPM may have need of additional services from the contractor that have not been detailed herein or within the ensuing contract. Such work shall be calculated through mutual negotiation, using the information submitted by the contractor, including the proposed fees submitted by the contractor.
- **EMERGENCY TREATMENT:** Contractor shall respond within 24 hours of notification on all emergency requests which may arise between scheduled treatments. Additional fees **WILL NOT** be charged for emergency calls if the request for pest control of pests already covered under contract. GDPM will receive a 30-day warranty for services received for which additional charges are made.
- **LICENSING AND PERFORMANCE:** The contractor shall be licensed by the State of Ohio to provide pest control in the categories specified in this IFB. Copies of all licenses (business and specialty) must be on file in the Procurement Department of GDPM prior to contractor starting work.
- The contractor and pest control personnel shall maintain the highest standards of conduct and integrity while on facility premises.



- Pest control technicians shall wear a distinct uniform shirt with the company's name displayed and present a clean, neat and professional appearance.
- The contractor's technicians shall wear proper company identification when servicing the facilities.
- The contractor shall supply and ensure that each service technician assigned to the facilities maintains the necessary and required equipment for the safe use and application of pesticides if same are required by conditions.
- The contractor shall be responsible for the orientation of replacement personnel who are not familiar with the facilities to be serviced.

### **BED BUG TREATMENT AND INSPECTION EXPERIENCE/QUALIFICATIONS**

GDPM is seeking the following services regarding bed bug treatment and inspection. GDPM has determined that it will control bed bugs using both chemical and thermal remediation that is acceptable to and in compliance with both the U.S. Department of Housing and Urban Development and Environmental Protection Agency. All chemicals used **MUST** be EPA approved for residential use. Contractor must provide services in a manner that demonstrates sensitivity to the fact that GDPM properties are primarily residential in nature and puts the needs of the residents as the foremost priority.

- **THERMAL REMEDIATION** of bed bugs by various treatment methods to heat treat at various locations. The locations consist of approximately 2,666 dwelling units, to include hi-rises (up to 13-stories), multi-family complexes and single family homes owned by GDPM. Methods of treatment should have the capacity to heat an area ranging from 450 to 1,850 square feet.
- **CHEMICAL REMEDIATION** of bed bugs by various chemical treatment methods that are intended to be used for the whole home.

Contractors shall demonstrate their experience and qualifications by providing information about the following within their IFB submittal:

- Provide experience in use of heat treatment equipment.
- Provide a listing of other firms and individuals who have utilized any of the various heat treatments and include dollar amounts.
- Provide a minimum of three (3) references, which compare to the services being solicited by this IFB. Contractors must provide References and contact information as part of this IFB.
- **ADDITION AND DELETION OF BUILDING(s):** GDPM reserves the right to increase or decrease locations where services are rendered as it sees fit. Additions or deletions of buildings may be made to the contract on an as needed basis. This will be done on a building-by-building basis at the same price bid on other comparable sized buildings.
- **WARRANTY:** The contractor warrants that all services will be of the quality and performed in a manner consistent with industry practice.
- **LICENSING AND PERFORMANCE:** The contractor shall be licensed by the State of Ohio to provide pest control in the categories specified in this IFB. Copies of all licenses (business and specialty) must be on file in the Procurement Department of Greater Dayton Premier Management, prior to contractor starting work.
- The contractor and pest control personnel shall maintain the highest standards of conduct and integrity while on facility premises.
- Pest control technicians shall wear a distinct uniform shirt with the company's name displayed and present a clean, neat and professional appearance.
- The contractor's technicians shall wear proper company identification when servicing the facilities.
- The contractor shall supply and ensure that each service technician assigned to the facilities maintains the necessary and required equipment for the safe use and application of pesticides if same are required by conditions.
- The contractor shall be responsible for the orientation of replacement personnel who are not familiar with the facilities to be services.

**LIST AND DESCRIPTION OF PROPERTY LOCATIONS**

<b>GDPM Site Name/Address</b>	<b>STUDIO</b>	<b>1 BDRM</b>	<b>2 BDRM</b>	<b>3 BDRM</b>	<b>4 BDRM</b>	<b>5 BDRM</b>	<b>6 BDRM</b>
<b>AMP 1 (356 Units)</b>							
GRAND AVE HI-RISE, 465 GRAND AVE, 45405		95					
METROPOLITAN HI-RISE, 50 CENTRAL AVE, 45406	7	110	1				
HALLMARK-MERIDIAN HI-RISE, 714 PLYMOUTH AVE, 45406		46	29				
TRIANGLEVIEW, 2728 TRIANGLEVIEW, 45414			26	20	4		
SHORT HELENA, 40-42 E. HELENA, 45405			14				
HOLT, 426-428 HOLT ST, 45402		8					
BRUCE, 404 & 410 BRUCE ST, 45405			8				
HUDSON/CHERRY, 205 HUDSON/111 CHERRY, 45405			8				
REDWOOD, 311 REDWOOD AVE, 45405			8				
NIAGARA, 241 NIAGARA, 45405			4				
THEODORE, 3504 THEODORE, 45405			4				
NORMAN, 108 E NORMAN, 45405			4				
<b>AMP 2 (334 Units)</b>							
WENTWORTH, 2765 WENTWORTH, 45406		148	1				
RIVERSIDE, 4011-4068 IDDINGS, 45405			32	8			
CALIPH COURT, 5000-5078 CALIPH COURT, 45406			18	12	6		
WOLF CREEK VILLAGE, 6055 COTILLION CT, 45426				35			
CORNELL RIDGE, CORNELL/GETTYSBURG, 45406			12	16	4		
WINSTON WOODS, 1820 WINSTON WOODS, 45415			15	15			
LORI SUE, 3918 LORI SUE, 45406		2	4				
FREDERICK, 4806 FREDERICK PIKE, 45414			6				
<b>AMP 3 (347 Units)</b>							
WESTDALE HI-RISE, 110 MELBA ST, 45407		82	33	11			
OLIVE HILLS, 7505 BRONSON ST, 45427			54	34	12		
RIVERVIEW TERRACE, 3310 W RIVERVIEW, 45406			16	45			
MALDEN/HOLLENCAMP, 45427			8	6	3	2	
FRIDEN/WHITMORE, 45417			21				
138 N. GETTYSBURG, 45408			5				

WINTERS, 436-440 WINTERS ST, 45408		6					
HAWTHORN VILLAGE, 1003-1025 GERMANTOWN, 45417			3	3			
<b>AMP 4 (282 Units)</b>							
MOUNT CREST COURT, 700 MOUNT CREST CT, 45403		48					
WILMINGTON HI-RISE, 958 WILMINGTON, 45420		60	4				
WOODVIEW, 1014 SUNSHINE CT, ROSEMONT, 1432-1438 ROSEMONT, 45410		28					
SUPERBA, 3004-3027 SUPERBA, 45403			20	4			
MONARCH ARMS, 1509 S. SMITHVILLE, 45410		22					
9-11 HUFFMAN/1202-1210 PARNELL, 45403			12				
4324-4330 CITY VIEW TERRACE, 45431			10				
REVERE, 2531 REVERE, 45410		4	4				
WATERVLIET, 1204 WATERVLIET, 45410			4				
ARGELLA, 2729 ARGELLA AVE, 45410		4					

**LIST AND DESCRIPTION OF PROPERTY LOCATIONS CONT.**

<b>GDPM Site Name/Address</b>	<b>STUDIO</b>	<b>1 BDR M</b>	<b>2 BDR M</b>	<b>3 BDR M</b>	<b>4 BDR M</b>	<b>5 BDR M</b>	<b>6 BDR M</b>
<b>AMP 5 (368 Units)</b>							
PARK MANOR HI-RISE, 220 PARK MANOR, 45410	7	174	11				
CHANNINGWAY, 6000-6076 CHANNINGWAY, 45424			32				
POMPANO, FLORAL HOME/POMPANO, 45404			14	13	3	1	
MODENA/LIMESTONE, GETTYSBURG/GERMANTWN, 45408			10	15	4		
IMPERIAL COURT, 137 & 149 IMPERIAL CT, 45377		7	5				
WILLOW, 619 WILLOW ST, 45404		6					
QUITMAN, 443 QUITMAN, 45410		6					
HOCH, 261 & 267 HOCH ST, 45410		6					
FITCH/HAWTHORNE, 200-208 HAWTHORNE/22-26 FITCH 45408				6			
FISHER DRIVE, 5531-5537 FISHER DR, 45424			4				
WAYNE MEADOWS, 4511-4525 WAYNE MEADOWS, 45424			8				
HILGEFORD, 5330-5336 HILGEFORD, 45424		1	3				
MISTY LANE I, 5541-5547/5527-5533, 45424			12				

MISTY LANE II, 5441-5447/5455-5461/5483-5489, 45424		1	11				
MISTY LANE III, 5469-5473/5556-5560 MISTY LANE, 45424		5		2	1		
<b>AMP 6 (411 Units)</b>							
MADRID ESTATES, 221 FOX GROVE, 45458		99	1				
INDIAN TRAILS, 500 INDIAN TRAILS, 45449			29	6			
2018 SHROYER, 45419		4					
RED BLUFF, 1301 RED BLUFF, 45449			4				
TELFORD, 514-532, 45419		16					
1907 SHROYER, 45419		4					
GOVERNOR SQUARE, 1250-1256 GOVERNOR SQUARE, 45458		1	3				
WASHINGTON VILLAGE, 8325-8341 WASHINGTON VILLAGE, 45419		1	7				
WESTERFIELD, 10-86 WESTERFIELD, 45458			20				
550-557 CORONA, 45419		12					
538 TELFORD, 45419		4					
<b>AMP 7 (568 Units)</b>							
DESOTO BASS, 811 OLDFIELD PL/ HILLTOP 631 GROVELAND AVE, 45417		138	235	135	48	10	2
DESOTO WAREHOUSE, 1794 W. STEWART ST, 45417		N/A	N/A	N/A	N/A	N/A	N/A
<b>AMP 11 (30 Units &amp; 50 Homes)</b>							
Dayton View Commons – Senior Village, 427 Middle Street Dayton, Ohio		30					
Dayton View Scattered Sites (addresses listed on bid sheet)		8	20	20	2		
<b>AMP 13 (??Units)</b>							
Windcliff Village 155 Windcliff Drive, Germantown, Ohio 45327			2	10	13		
Windcliff Village II 155 Windcliff Drive, Germantown, Ohio 45327			10	15			
<b>CENTRAL OFFICE BUILDING</b>							
CENTRAL OFFICE, 400 WAYNE AVE, 45410		N/A	N/A	N/A	N/A	N/A	N/A

## **BID PACKAGE REQUIRED FORMS**

### **INTERESTED BIDDER ARE TO EXECUTE AND SUBMIT ONE COMPLETE ORIGINAL BID PACKAGE**

All pages contained in the Invitation for Bids are considered original Contract documents and must be submitted as part of the complete bid package. This IFB includes documents that must be prepared, completed and/or executed by the bidder and submitted as part of its bid package.

Bidder must fully complete, sign, notarize and submit as part of its bid all documents incorporated herewith. Incomplete bids are subject to rejection. When preparing your bid package, please refer to HUD-5370-C, Section I (General Conditions for Non-Construction Contracts without Maintenance).

### **CHECKLIST**

All documents contained in this IFB must be returned as part of the Bidder's Bid Package. The following is a checklist of all required documents that each Bidder must complete, prepare, sign, and/or be notarized and **MUST** be included in each bid package. The checklist is provided to assist in completing a responsive bid. Please review this checklist and submit with your bid all documents that are checked as a "Required Submittal". Documents that are checked "Signature Required" must be properly executed. Documents that are checked "Notary Required" must be notarized. Failure to include any of these documents may result in rejection of the bid.

Document	Required Submittal	Signature Required	Notary Required
All documents contained in the IFB	X		
References	X		
Bid Forms	X		
<b>GDPM General Terms and Conditions for Professional Services</b>	X		
Certification of Contractor Regarding Debarment, Suspension and Other Responsibility Matters	X	X	
Non-Collusive Affidavit	X	X	X
Section 3 – Economic Opportunities for Recipients of HUD Assistance – (Check Appropriate Box on Form)	X		
MBE Participation Form	X	X	
HUD 5369-B - Instructions to Offerors Non-Construction	X		
HUD 5369-C - Certifications and Representations of Offerors Non-Construction (Make sure all appropriate boxes are checked)	X	X	
HUD 5370-C Section 1 – General Conditions for Non-Construction Contracts	X		
W-9 Request for Taxpayer Identification Number & Certification	X	X	
Certificate of Insurance	X		
Decline to Bid	X	X	

PEST/SERVICES		INCLUDED IN GENERAL PEST SERVICE COST?		PRICE FOR ADDITIONAL SERVICE (IF NOT INCLUDED)
		YES ✓	NO ✓	
1	Ants (including carpenter)			
2	Bats			
3	Bed Bugs			
4	Bees			
5	Beetles			
6	Birds			
7	Centipedes			
8	Cockroaches			
9	Crickets			
10	Earwigs			
11	Fleas			
12	Flies (including fruit)			
13	Gnats			
14	Hornets			
15	June Bugs			
16	Lice			
17	Mice			
18	Millipedes			
19	Mites			
20	Mosquitos			
21	Moths			
22	Pill Bugs			
23	Possums			
24	Raccoons			
25	Silverfish			
26	Skunks			
27	Snakes			
28	Spiders			
29	Squirrels			
30	Stink Bugs			
31	Termites			
32	Ticks			
33	Wasps			
34	Water Bugs			
35	Yellow Jackets			
36	Vacuum-designed treatment for extraction of cockroaches			
37	Vacuum-designed treatment for extraction of bedbugs			

# BID FEE SHEET – PEST CONTROL SERVICES

BID FORM IFB# 23-02

**Three Year Base Contract**

Amp Number	Property Name	Unit Total	Initial Inspections	Monthly Routine Inspections	Three Year Base Total Annual Cost
1	Grand Ave Hi-Rise	95	\$	\$	\$
	Metropolitan Hi-Rise	118	\$	\$	\$
	Hallmark-Meridian Hi-Rise	75	\$	\$	\$
	Triangleview	50	\$	\$	\$
	Short Helena	14	\$	\$	\$
	Holt	8	\$	\$	\$
	Bruce	8	\$	\$	\$
	Hudson/Cherry	8	\$	\$	\$
	Redwood	8	\$	\$	\$
	Niagara	4	\$	\$	\$
	Theodore	4	\$	\$	\$
	Norman	4	\$	\$	\$
		<b>Sub-Total</b>	\$	\$	\$
Amp Number	Property Name	Unit Total	Initial Inspections	Monthly Routine Inspections	Three Year Base Total Annual Cost
2	Wentworth	149	\$	\$	\$
	Riverside	40	\$	\$	\$
	Caliph Court	36	\$	\$	\$
	Wolf Creek Village	35	\$	\$	\$
	Cornell Ridge	38	\$	\$	\$
	Winston Woods	30	\$	\$	\$
	Lori Sue	6	\$	\$	\$
	Frederick	6	\$	\$	\$
		<b>Sub-Total</b>	\$	\$	\$
Amp Number	Property Name	Unit Total	Initial Inspections	Monthly Routine Inspections	Three Year Base Total Annual Cost
3	Westdale Hi-Rise	126	\$	\$	\$
	Olive Hills	100	\$	\$	\$
	Riverview Terrace	61	\$	\$	\$
	Malden/Hollencamp	19	\$	\$	\$
	Friden/Whitmore	21	\$	\$	\$
	138 N. Gettysburg	5	\$	\$	\$
	Winters	6	\$	\$	\$
	Hawthorn Village	6	\$	\$	\$
		<b>Sub-Total</b>	\$	\$	\$

Amp Number	Property Name	Unit Total	Initial Inspections	Monthly Routine Inspections	Three Year Base Total Annual Cost
4	Mount Crest Court	48	\$	\$	\$
	Wilmington Hi-Rise	64	\$	\$	\$
	Woodview	58	\$	\$	\$
	Rosemont	28	\$	\$	\$
	Superba	24	\$	\$	\$
	Monarch Arms	22	\$	\$	\$
	Huffman/Parnell	12	\$	\$	\$
	City View Terrace	10	\$	\$	\$
	Revere	8	\$	\$	\$
	Watervliet	4	\$	\$	\$
	Argella	4	\$	\$	\$
		<b>Sub-Total</b>	\$	\$	\$
Amp Number	Property Name	Unit Total	Initial Inspections	Monthly Routine Inspections	Three Year Base Total Annual Cost
5	Park Manor Hi-Rise	192	\$	\$	\$
	Channingway	32	\$	\$	\$
	Pompano/Floral	31	\$	\$	\$
	Modena/Limestone	29	\$	\$	\$
	Imperial Court	12	\$	\$	\$
	Willow	6	\$	\$	\$
	Quitman	6	\$	\$	\$
	Hoch	6	\$	\$	\$
	Fitch/Hawthorne	6	\$	\$	\$
	Fisher Drive	4	\$	\$	\$
	Wayne Meadows	8	\$	\$	\$
	Hilgeford	4	\$	\$	\$
	Misty Lane I	12	\$	\$	\$
	Misty Lane II	12	\$	\$	\$
	Misty Lane III	8	\$	\$	\$
		<b>Sub-Total</b>	\$	\$	\$
Amp Number	Property Name	Unit Total	Initial Inspections	Monthly Routine Inspections	Three Year Base Total Annual Cost
6	<i>Wilkinson Plaza Hi-Rise</i>	200	\$	\$	\$
	Madrid Estates	100	\$	\$	\$
	Indian Trails	35	\$	\$	\$
	2018 Shroyer	4	\$	\$	\$
	Red Bluff	4	\$	\$	\$
	514-532 Telford	16	\$	\$	\$
	1907 Shroyer	4	\$	\$	\$
	Governor Square	4	\$	\$	\$
	Washington Village	8	\$	\$	\$
	Westerfield	20	\$	\$	\$
	550-557 Corona	12	\$	\$	\$
	538 Telford	4	\$	\$	\$
		<b>Sub-Total</b>	\$	\$	\$



Amp Number	Property Name	Unit Total	Initial Inspections	Monthly Routine Inspections	Three Year Base Total Annual Cost
7	Desoto Bass/Hilltop Homes	568	\$	\$	\$
	Desoto Warehouse	1	\$	\$	\$
		<b>Sub-Total</b>	\$	\$	\$
Amp Number	Property Name	Unit Total	Initial Inspections	Monthly Routine Inspections	Three Year Base Total Annual Cost
11	Dayton View Senior Village & Dayton View Commons	80	\$	\$	\$
	Dayton View Audubon Park, Dayton, Ohio 45406: 100-101-102-103-153-155-245	7	\$	\$	\$
	Dayton View No. Broadway Ave, Dayton, Ohio 45406: 802-804-702-704	4	\$	\$	\$
	Dayton View 803 Easton Ave, Dayton, Ohio 45406	1	\$	\$	\$
	Dayton View Edgewood Ave Dayton, Ohio 45406: 123-125-137-139-151-153-207-320-324-336-401	11	\$	\$	\$
	Dayton View Holt Ave, Dayton, Ohio 45406: 56-242-402-414-406	5	\$	\$	\$
	Dayton View Meredith Street, Dayton, Ohio 45406: 628-717-719-723-726-728	6	\$	\$	\$
	Dayton View Middle Street, Dayton, Ohio 45406: 514-520-524-526	4	\$	\$	\$
	Dayton View Negley Place, Dayton, Ohio 45406: 519-521-605-639	4	\$	\$	\$
	Dayton View W Riverview, Dayton, Ohio 45406: 1202-1248	2	\$	\$	\$
	Dayton View N Williams Street, Dayton, Ohio 45406: 430-435-437-438-441	5	\$	\$	\$
		<b>Sub-Total</b>	\$	\$	\$

Amp Number	Property Name	Unit Total	Initial Inspections	Monthly Routine Inspections	Three Year Base Total Annual Cost
13	Windcliff Village 1	25	\$	\$	\$
	Windcliff Village II	25	\$	\$	\$
		Sub-Total	\$	\$	\$

Amp Number	Property Name	Total Offices	Initial Inspections	Monthly Routine Inspections	Three Year Base Total Annual Cost
N/A	Central Office	70	\$	\$	\$
			\$	\$	\$
		Sub-Total	\$	\$	\$

**Additional Services on an As-Needed-Basis:**

<b><u>Unit Knock-Down Treatment:</u></b>			<b>Cost Per Unit</b>
Treatment (Complaint)	1	Per Unit	\$
Treatment (Vacancy)	1	Per Unit	\$
Includes Follow-Up Services			

<b><u>Flea Treatment</u></b>			<b>Cost Per Unit</b>
Treatment (Complaint)	1	Per Unit	\$
Treatment (Vacancy)	1	Per Unit	\$
Includes Follow-Up Services			

<b><u>Rodent Control</u></b>			<b>Cost Per: Unit/Building/Dumpster</b>
Treatment (Complaint)	1	Per Unit	\$
Treatment (Vacancy)	1	Per Unit	\$
Building/Dumpster Treatment (Bait Stations)	1	Per Building/Dumpster (monthly)	\$
Includes Follow-Up Services			

\_\_\_\_\_  
 \_\_\_\_\_  
 Authorized Signature  
 \_\_\_\_\_  
 \_\_\_\_\_

Company:

Address:

Phone: \_\_\_\_\_  
 Name & Title \_\_\_\_\_  
 Email: \_\_\_\_\_

## BID FEE SHEET – PEST CONTROL SERVICES

BID FORM IFB# 23-02

**1<sup>st</sup> Option, 2 Years**

Amp Number	Property Name	Unit Total	Initial Inspections	Monthly Routine Inspections	1st Option 2 Yrs Total Annual Cost
1	Grand Ave Hi-Rise	95	\$	\$	\$
	Metropolitan Hi-Rise	118	\$	\$	\$
	Hallmark-Meridian Hi-Rise	75	\$	\$	\$
	Triangleview	50	\$	\$	\$
	Short Helena	14	\$	\$	\$
	Holt	8	\$	\$	\$
	Bruce	8	\$	\$	\$
	Hudson/Cherry	8	\$	\$	\$
	Redwood	8	\$	\$	\$
	Niagara	4	\$	\$	\$
	Theodore	4	\$	\$	\$
	Norman	4	\$	\$	\$
		<b>Sub-Total</b>	\$	\$	\$
Amp Number	Property Name	Unit Total	Initial Inspections	Monthly Routine Inspections	1st Option 2 Yrs Total Annual Cost
2	Wentworth	149	\$	\$	\$
	Riverside	40	\$	\$	\$
	Caliph Court	36	\$	\$	\$
	Wolf Creek Village	35	\$	\$	\$
	Cornell Ridge	38	\$	\$	\$
	Winston Woods	30	\$	\$	\$
	Lori Sue	6	\$	\$	\$
	Frederick	6	\$	\$	\$
		<b>Sub-Total</b>	\$	\$	\$

Amp Number	Property Name	Unit Total	Initial Inspections	Monthly Routine Inspections	1st Option 2 Yrs Total Annual Cost
3	Westdale Hi-Rise	126	\$	\$	\$
	Olive Hills	100	\$	\$	\$
	Riverview Terrace	61	\$	\$	\$
	Malden/Hollencamp	19	\$	\$	\$
	Friden/Whitmore	21	\$	\$	\$
	138 N. Gettysburg	5	\$	\$	\$
	Winters	6	\$	\$	\$
	Hawthorn Village	6	\$	\$	\$
		<b>Sub-Total</b>	\$	\$	\$

Amp Number	Property Name	Unit Total	Initial Inspections	Monthly Routine Inspections	1st Option 2 Yrs Total Annual Cost
4	Mount Crest Court	48	\$	\$	\$
	Wilmington Hi-Rise	64	\$	\$	\$
	Woodview	58	\$	\$	\$
	Rosemont	28	\$	\$	\$
	Superba	24	\$	\$	\$
	Monarch Arms	22	\$	\$	\$
	Huffman/Parnell	12	\$	\$	\$
	City View Terrace	10	\$	\$	\$
	Revere	8	\$	\$	\$
	Watervliet	4	\$	\$	\$
	Argella	4	\$	\$	\$
		<b>Sub-Total</b>	\$	\$	\$
Amp Number	Property Name	Unit Total	Initial Inspections	Monthly Routine Inspections	1st Option 2 Yrs Total Annual Cost
5	Park Manor Hi-Rise	192	\$	\$	\$
	Channingway	32	\$	\$	\$
	Pompano/Floral	31	\$	\$	\$
	Modena/Limestone	29	\$	\$	\$
	Imperial Court	12	\$	\$	\$
	Willow	6	\$	\$	\$
	Quitman	6	\$	\$	\$
	Hoch	6	\$	\$	\$
	Fitch/Hawthorne	6	\$	\$	\$
	Fisher Drive	4	\$	\$	\$
	Wayne Meadows	8	\$	\$	\$
	Hilgeford	4	\$	\$	\$
	Misty Lane I	12	\$	\$	\$
	Misty Lane II	12	\$	\$	\$
	Misty Lane III	8	\$	\$	\$
		<b>Sub-Total</b>	\$	\$	\$
Amp Number	Property Name	Unit Total	Initial Inspections	Monthly Routine Inspections	1st Option 2 Yrs Total Annual Cost
6	Wilkinson Plaza Hi-Rise	200	\$	\$	\$
	Madrid Estates	100	\$	\$	\$
	Indian Trails	35	\$	\$	\$
	2018 Shroyer	4	\$	\$	\$
	Red Bluff	4	\$	\$	\$
	514-532 Telford	16	\$	\$	\$
	1907 Shroyer	4	\$	\$	\$
	Governor Square	4	\$	\$	\$
	Washington Village	8	\$	\$	\$
	Westerfield	20	\$	\$	\$
	550-557 Corona	12	\$	\$	\$
	538 Telford	4	\$	\$	\$

		<b>Sub-Total</b>	\$	\$	\$
Amp Number	Property Name	Unit Total	Initial Inspections	Monthly Routine Inspections	1st Option 2 Yrs Total Annual Cost
7	Desoto Bass/Hilltop Homes	568	\$	\$	\$
	Desoto Warehouse	1	\$	\$	\$
		<b>Sub-Total</b>	\$	\$	\$
Amp Number	Property Name	Unit Total	Initial Inspections	Monthly Routine Inspections	1st Option 2 Yrs Total Annual Cost
11	Dayton View Senior Village & Dayton View Commons	80	\$	\$	\$
			\$	\$	\$
		<b>Sub-Total</b>	\$	\$	\$
Amp Number	Property Name	Unit Total	Initial Inspections	Monthly Routine Inspections	1st Option 2 Yrs Total Annual Cost
13	Windcliff Village 1	25	\$	\$	\$
	Windcliff Village 2	25	\$	\$	\$
		<b>Sub-Total</b>	\$	\$	\$

**1<sup>st</sup> Option, 2 Years**

Amp Number	Property Name	Total Offices	Initial Inspections	Monthly Routine Inspections	1st Option 2 Yrs Total Annual Cost
N/A	Central Office	70	\$	\$	\$
			\$	\$	\$
		<b>Sub-Total</b>	\$	\$	\$

Additional Services on an As-Needed-Basis:

<b><u>Unit Knock-Down Treatment:</u></b>			<b>Cost Per Unit</b>
Treatment (Complaint)	1	Per Unit	\$
Treatment (Vacancy)	1	Per Unit	\$
Includes Follow-Up Services			

<b><u>Flea Treatment</u></b>			<b>Cost Per Unit</b>
Treatment (Complaint)	1	Per Unit	\$
Treatment (Vacancy)	1	Per Unit	\$
Includes Follow-Up Services			

<b><u>Rodent Control</u></b>			<b>Cost Per: Unit/Building/Dumpster</b>
Treatment (Complaint)	1	Per Unit	\$
Treatment (Vacancy)	1	Per Unit	\$
Building/Dumpster Treatment (Bait Stations)	1	Per Building/Dumpster (monthly)	\$
Includes Follow-Up Services			

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Name & Title

Email: \_\_\_\_\_

Company:

Address:

## BED BUG BID FORM

SPECIFICATION NUMBER: IFB# 23-02

PROJECT DESCRIPTION: AUTHORITY WIDE PEST CONTROL SERVICES

---

### **Three (3) Year Base**

Bidder must provide its cost for each corresponding referenced description below. For purposes of comparing costs between Bidder. Bidder should not deviate from the compensation methods. GDPM reserves the right to negotiate a final fixed price, terms and conditions with selected Bidder.

Charges for Additional Services:

Initial Bed Bug Inspection: \$\_\_\_\_\_per unit

Bed Bug Treatment Services – Chemical Treatment (per service):

\$\_\_\_\_\_per 1BR \$\_\_\_\_\_per 2BR \$\_\_\_\_\_per 3BR \$\_\_\_\_\_per 4BR \$\_\_\_\_\_per 5BR \$\_\_\_\_\_per 6BR

Bed Bug Treatment Services – Thermal Treatment (per service):

\$\_\_\_\_\_per 1BR \$\_\_\_\_\_per 2BR \$\_\_\_\_\_per 3BR \$\_\_\_\_\_per 4BR \$\_\_\_\_\_per 5BR \$\_\_\_\_\_per 6BR

Bed Bug Treatment (Non-Active):

\$\_\_\_\_\_per 1BR \$\_\_\_\_\_per 2BR \$\_\_\_\_\_per 3BR \$\_\_\_\_\_per 4BR \$\_\_\_\_\_per 5BR \$\_\_\_\_\_per 6BR

Mattress/Box Spring Encasements: \$\_\_\_\_\_per Mattress/Box Spring

Furniture Encasements: \$\_\_\_\_\_

### Emergency/Special Inspections:

Inspection/Extermination Services Call Straight-Time Rate: \$\_\_\_\_\_per hour

Inspection/Extermination Services Call Service Overtime Rate: \$\_\_\_\_\_per hour

Inspection/Extermination Services Call Service Holiday Rate: \$\_\_\_\_\_per hour

Inspection/Extermination Services Call Emergency Rate: \$\_\_\_\_\_per hour

### Parts & Materials:

Parts & Materials \_\_\_\_\_% mark-up

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date



## BED BUG BID FORM

SPECIFICATION NUMBER: IFB# 23-02

PROJECT DESCRIPTION: AUTHORITY WIDE PEST CONTROL SERVICES

---

### **1<sup>st</sup> Option, 2 Years**

Bidder must provide its cost for each corresponding referenced description below. For purposes of comparing costs between Bidder. Bidder should not deviate from the compensation methods. GDPM reserves the right to negotiate a final fixed price, terms and conditions with selected Bidder.

Charges for Additional Services:

Initial Bed Bug Inspection: \$\_\_\_\_\_per unit

Bed Bug Treatment Services – Chemical Treatment (per service):

\$\_\_\_\_\_per 1BR \$\_\_\_\_\_per 2BR \$\_\_\_\_\_per 3BR \$\_\_\_\_\_per 4BR \$\_\_\_\_\_per 5BR \$\_\_\_\_\_per 6BR

Bed Bug Treatment Services – Thermal Treatment (per service):

\$\_\_\_\_\_per 1BR \$\_\_\_\_\_per 2BR \$\_\_\_\_\_per 3BR \$\_\_\_\_\_per 4BR \$\_\_\_\_\_per 5BR \$\_\_\_\_\_per 6BR

Bed Bug Treatment (Non-Active):

\$\_\_\_\_\_per 1BR \$\_\_\_\_\_per 2BR \$\_\_\_\_\_per 3BR \$\_\_\_\_\_per 4BR \$\_\_\_\_\_per 5BR \$\_\_\_\_\_per 6BR

Mattress/Box Spring Encasements: \$\_\_\_\_\_per Mattress/Box Spring

Furniture Encasements: \$\_\_\_\_\_

### Emergency/Special Inspections:

Inspection/Extermination Services Call Straight-Time Rate: \$\_\_\_\_\_per hour

Inspection/Extermination Services Call Service Overtime Rate: \$\_\_\_\_\_per hour

Inspection/Extermination Services Call Service Holiday Rate: \$\_\_\_\_\_per hour

Inspection/Extermination Services Call Emergency Rate: \$\_\_\_\_\_per hour

Vacuum-designed extraction treatment for heavily infested units \$\_\_\_\_\_per hour

### Parts & Materials:

Parts & Materials \_\_\_\_\_% mark-up

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

## TERMITE PROPOSAL

SPECIFICATION NUMBER: IFB# 23-02

PROJECT DESCRIPTION: AUTHORITY WIDE PEST CONTROL SERVICES

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### **Three (3) Year Base**

The successful proposer shall furnish all labor, supervision, equipment, tools, parts and materials, as necessary, to the services as described herein.

1. Prices shall be quoted on a per linear foot basis for the initial treatment.
2. After initial treatment annual inspections are required on the treated buildings during their warranty period.
3. The general scope of work required shall include, but not limited to, the initial inspection of accessible areas of each structure. Preparation and submission of a Termite Treatment plan for each structure containing active termite colonies and/or damages.
4. Subterranean termite treatment and control as required herein shall consist of chemically treating the soil and base of the structure in a manner that prevents any termites existing within the structure.
5. Each treated building and/or related structure shall be guaranteed for a period of three (3) years against further attacks and damage from subterranean termites following application of initial treatment. Any and all new damages to the structure caused by subterranean termites during the two (2) year warranty period shall be repaired by the successful bidder at no additional cost.

SERVICES	UNIT PRICE	TOTAL PRICE
Service Call/Inspection Services (Scheduled or Unscheduled Services, Monday – Friday, 8:00am – 5:00pm) per linear foot		
Pre-Treatment Services (Scheduled or Unscheduled Services, Monday – Friday, 8:00am – 5:00pm) per linear foot		
Full Treatment Services with Inspection (Scheduled or Unscheduled Services, Monday – Friday, 8:00am – 5:00pm) per linear foot		
Annual Termite Inspection Fee (Scheduled or Unscheduled Services, Monday – Friday, 8:00am – 5:00pm) per linear foot		
Emergency Inspection, No Treatment Performed (Unscheduled Services, After Hours, Weekends or Holidays) per linear foot		
Emergency Termite Treatment and Inspection (Unscheduled Services, After-Hours, Weekends or Holidays) per linear foot		
Termite Bond for 1 Year		
<b>Total</b>		

## TERMITE PROPOSAL

SPECIFICATION NUMBER: IFB# 23-02

PROJECT DESCRIPTION: AUTHORITY WIDE PEST CONTROL SERVICES

---

### **1<sup>st</sup> Option 2 Years**

The successful proposer shall furnish all labor, supervision, equipment, tools, parts and materials, as necessary, to the services as described herein.

1. Prices shall be quoted on a per linear foot basis for the initial treatment.
2. After initial treatment annual inspections are required on the treated buildings during their warranty period.
3. The general scope of work required shall include, but not limited to, the initial inspection of accessible areas of each structure. Preparation and submission of a Termite Treatment plan for each structure containing active termite colonies and/or damages.
4. Subterranean termite treatment and control as required herein shall consist of chemically treating the soil and base of the structure in a manner that prevents any termites existing within the structure.
5. Each treated building and/or related structure shall be guaranteed for a period of three (3) years against further attacks and damage from subterranean termites following application of initial treatment. Any and all new damages to the structure caused by subterranean termites during the two (2) year warranty period shall be repaired by the successful bidder at no additional cost.

SERVICES	UNIT PRICE	TOTAL PRICE
Service Call/Inspection Services (Scheduled or Unscheduled Services, Monday – Friday, 8:00am – 5:00pm) per linear foot		
Pre-Treatment Services (Scheduled or Unscheduled Services, Monday – Friday, 8:00am – 5:00pm) per linear foot		
Full Treatment Services with Inspection (Scheduled or Unscheduled Services, Monday – Friday, 8:00am – 5:00pm) per linear foot		
Annual Termite Inspection Fee (Scheduled or Unscheduled Services, Monday – Friday, 8:00am – 5:00pm) per linear foot		
Emergency Inspection, No Treatment Performed (Unscheduled Services, After Hours, Weekends or Holidays) per linear foot		
Emergency Termite Treatment and Inspection (Unscheduled Services, After-Hours, Weekends or Holidays) per linear foot		
Termite Bond for 1 Year		
<b>Total</b>		

# WILDLIFE REMOVAL SERVICES

## Cost Proposal

Contractor Company Name: \_\_\_\_\_

### Three Year Base Contract

Wildlife Nuisance Animal	Firm Fixed Price per Animal Deploy within 48 hours (includes all expenses)	Firm Fixed Price per Animal Immediate Emergency Response (includes all expenses)
Bats		
Possums		
Raccoons		
Skunks		
Snakes		
Squirrels		

Classification	Hourly Rate	Emergency Hourly Rate
Trapper		

The hourly classification rates listed above will be in effect for the entire original term of the contract, which is three years. The rates are subject to revision during the optional two (2) year extension period.

# WILDLIFE REMOVAL SERVICES

## Cost Proposal

Contractor Company Name: \_\_\_\_\_

### 1<sup>st</sup> Option, 2 Years

Wildlife Nuisance Animal	Firm Fixed Price per Animal Deploy within 48 hours (includes all expenses)	Firm Fixed Price per Animal Immediate Emergency Response (includes all expenses)
Bats		
Possums		
Raccoons		
Skunks		
Snakes		
Squirrels		

Classification	Hourly Rate	Emergency Hourly Rate
Trapper		

The hourly classification rates listed above will be in effect for the entire original term of the contract, which is two years. The rates are subject to revision during the optional two (2) year extension period.

## REFERENCES

List (or include separately) a minimum of 4 projects in which the Contractor has performed similar services. All information outlined below must be provided to allow reference checks to be performed. The identified party must be one who has first-hand knowledge regarding the operation of the contracted project and who was involved in managing the contract between the Contractor and the contracting entity.

Please complete the following information:

1.	NAME OF FIRM:	
	ADDRESS:	
	CONTACT PERSON:	
	TITLE:	
	PHONE:	
	EMAIL ADDRESS:	
	DESCRIPTION OF WORK:	
	YEAR:	DOLLAR AMOUNT:   \$

2.	NAME OF FIRM:	
	ADDRESS:	
	CITY/STATE/ZIP:	
	CONTACT PERSON:	
	TITLE:	
	PHONE:	
	EMAIL ADDRESS:	
	DESCRIPTION OF WORK:	
	YEAR:	DOLLAR AMOUNT:   \$

3.	NAME OF FIRM:	
	ADDRESS:	
	CITY/STATE/ZIP:	
	CONTACT PERSON:	
	TITLE:	
	PHONE:	
	EMAIL ADDRESS:	
	DESCRIPTION OF WORK:	
	YEAR:	DOLLAR AMOUNT:   \$

4.	NAME OF FIRM:	
	ADDRESS:	
	CITY/STATE/ZIP:	
	CONTACT PERSON:	
	TITLE:	
	PHONE:	
	EMAIL ADDRESS:	
	DESCRIPTION OF WORK:	
	YEAR:	DOLLAR AMOUNT:   \$

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## GREATER DAYTON PREMIER MANAGEMENT

### *General Terms and Conditions*

This Professional Services Agreement (the "Agreement") is entered into between the Dayton Metropolitan Housing Authority d/b/a Greater Dayton Premier Management ("GDPM") a body corporate and politic, organized and existing under that laws of the State of Ohio and Contractor for the purposes of Contractor providing services to GDPM. Hereinafter, GDPM and Contractor are collectively referred to as the "Parties".

**NOW THEREFORE**, in exchange for mutual consideration the Parties agree to the following general terms and conditions:

1. **Services:** Contractor agrees to perform and carry out in a prompt, satisfactory, and professional manner all necessary services required to fulfill the obligations as set forth in the Scope of Work provided to Contractor. Additionally, the services, materials, and products provided by Contractor are limited to the services, materials, and products as set forth in the Scope of Work. The contents of the solicitation, Contractor's quotes amount and this Agreement will become contractual obligations if Contractor is awarded the Contract. Failure of Contractor to accept the terms and conditions contained herein may result in termination of this Agreement, may subject Contractor to the liquidated damages provision contained herein and Contractor may be removed from future GDPM contracting opportunities.
2. **Contract Term:**
  - 2.1. This Agreement shall become effective upon the date indicated by GDPM in its acceptance of quote/notification of contract award. If the notification and/or solicitation documents include an option to renew the contract, GDPM may, in its sole discretion, exercise said option(s) upon the expiration of this Agreement. However, at no time, may the term of this Agreement exceed five years.
  - 2.2. All Work will commence upon authorization of GDPM. All Work shall proceed in a timely manner without delays. The Contractor shall perform said Work in accordance to the terms and conditions provided for and agreed upon herein.
3. **Mandatory HUD Terms:** Parties acknowledge and agree that *Form HUD-5370-C General Conditions for Non-Construction Contracts Section I* contains the mandatory terms prescribed by the United States Department of Housing and Urban Development and that said terms are incorporated into this Agreement, attached hereto, and may not be modified or amended. Any term hereinafter, including, without limitation, any provisions contained in Contractor's Solicitation Response and/or any other contract documents, even if signed by GDPM, that conflict with the terms set forth in *Form HUD-5370-C General Conditions for Non-Construction Contracts Section I* is void and unenforceable.
4. **HUD Terms Design Services:** If the Work includes design services, *Form HUD-51915 Model Form of Agreement between Owner and Design Professional* and all provisions, terms, and conditions within are incorporated into this Agreement.
5. **Mandatory Housing Authority Terms:** Parties acknowledge and agree that this Agreement

contains *GDPM's Professional Services Agreement General Terms and Conditions* and contains mandatory terms as set-forth by GDPM and said terms shall not be modified or amended without the express written approval of GDPM's Contracting Officer and without such approval the terms as forth in this Agreement are in full force and effect. Any term(s) hereinafter including, without limitation, any provisions contained in Contractor's Solicitation Response and/or any other contract documents, that conflict with the terms as set forth in this Agreement is void and unenforceable. Any Provision(s) contained within the *GDPM Professional Services Agreement General Terms and Conditions* that is similar to any provision(s) or has the same or similar heading of any provision(s) of *Form HUD-5370-C General Conditions for Non-Construction Contracts Section I* shall be considered supplemental provisions and are binding. Any Conflict in the language is unintentional and the HUD Provision(s) shall be applicable.

6. **Subject to Appropriation of Funds:** GDPM's funds are contingent upon the availability of lawful appropriations by the United States Congress and the United States Department of Housing and Urban Development. If the United States Congress and/or the United States Department of Housing and Urban Development fail at any time to continue funding for the payments or obligation due hereunder, the Work under this Contract that is affected by the lack of funding will terminate and GDPM will have no further obligation to make payments and will be released from its obligations on the date funding expires.

7. **Compensation and Payment:**

- 7.1. GDPM will pay Contractor directly at the rate specified in the Contractor's proposal in approximately thirty (30) days of receipt of a properly completed and accepted invoice. If Contractor fails to satisfactorily comply with any term or condition of this

Agreement, GDPM may, in its sole discretion, withhold payments claimed by Contractor for services rendered. No payment will be made for incomplete, inaccurate, or defective work. GDPM shall not pay any fees or payments that are putative in nature and/or are not contemplated in this Agreement, including, without limitation, one-time fees, recurring fees, staging fees, training fees, annual fee increases, early termination fees, late fees and/or additional miscellaneous fees.

- 7.2. Unless expressly specified in the Contract Documents, the unit prices reflected in the accepted Request for Quote Form shall remain firm with no provision for price increases during the term of the Contract.

- 7.3. Contractor must submit an original invoice to the office designated to Contractor by GDPM. To be a proper invoice, the invoice must include a description of services, an invoice number, a purchase order number and the date(s) services were provided.

- 7.4. GDPM shall not be obligated or be liable for any costs incurred prior to award of contract. All costs to submit and prepare a response to the solicitation documents shall be borne by the Proposer/Bidder.

8. **Warranties and Representations:** Contractor represents and warrants that its services and materials provided for under the terms of this Agreement will be of good quality and consistent with the professional skill and care ordinarily provided by professionals performing the same or similar service and such services and materials shall be provided in accordance with generally accepted industry standards. Additionally, Contractor represents and warrants the following:



- 8.1.** Contractor has the right to enter into this Agreement.
- 8.2.** All services, materials and products provided for under this Agreement are provided in accordance with the sound professional standards and the requirements of this Agreement and without any material defect.
- 8.3.** No services or materials provided for by Contractor under this Agreement will infringe upon the intellectual property rights of any third party.
- 8.4.** All services, materials and products provided for hereunder are merchantable and fit for the particular purpose described in this Agreement.
- 8.5.** Contractor has the right and ability to grant the license for any materials and/or products in which title does not pass to GDPM.
- 8.6.** Contractor will observe and abide by all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any license(s), permit(s) or the like required to provide the services and materials under this Agreement.
- 8.7.** Contractor has not entered into any other contracts or employment relationships that restrict the Contractor's ability to perform under this Agreement.
- 8.8.** Contractor warrants that all equipment, mechanical devices, hardware and software or other type of physical machinery ("equipment") fully complies with all governmental and environmental safety standards applicable to such equipment. The Contractor also warrants that the equipment will perform substantially in

accordance with its user manuals, technical materials, and related writings published by the manufacturer with respect to such equipment, and that such equipment will achieve any function described in such writings.

If any services of Contractor or any materials or products provided for by Contractor fail to comply with these representations and/or warranties, and Contractor is so notified in writing, Contractor shall either 1) correct such failure with all due speed, or 2) shall refund the amount of compensation paid for the services, materials or products. Contractor shall also indemnify GDPM for any direct damages and claims by third parties based upon a breach of these warranties.

- 9. Non-Exclusivity:** This Agreement is a non-exclusive agreement. GDPM specifically reserves the right to contract with other entities for the services described in the Contract Documents or for similar services it deems, in its sole discretion, such action to be GDPM's best interest.

- 10. Indemnity:** Contractor shall, to the fullest extent permitted by law, indemnify and hold harmless GDPM and its officers, employees and agents for any and all claims, damages, lawsuits, costs, judgments, expenses, and any other liabilities including all costs and expenses and fees of litigation that arise directly or indirectly from any acts or omissions related to this Contract performed or omitted by Contractor or its agents, and/or employees and includes, but it not limited to, privacy related claims.

Contractor will also indemnify GDPM and its officers, employees and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any copyright, patent, trade secret, or similar intellectual property right based upon GDPM's proper use of any products or supplies under this Contract. This obligation of

indemnification will not apply where GDPM has modified or misused the products or supplies and the claim of infringement is based upon the modification or misuse. GDPM agrees to give Contractor notice of any such claim as soon as reasonably practicable and to give Contractor the authority to settle or otherwise defend any such claim upon consultation with and approval by GDPM's General Counsel. If a successful claim of infringement is made, or if Contractor reasonably believes that an infringement claim that is pending may succeed, Contractor shall take one of the following four actions:

- 10.1.** Modify the service(s), material(s) and/or product(s) so that the service(s), materials(s), and/or product(s) are no longer infringing.
- 10.2.** Replace material(s) and/or product(s) with an equivalent or better item.
- 10.3.** Acquire the right for GDPM to use the infringing service(s), material(s) and/or product(s) as intended; or
- 10.4.** Cease the related service(s) and/or remove the material(s) and/or product(s) and refund any amount GDPM paid for the service(s), material(s) and/or products(s) that required the availability of the infringing material(s) and/or product(s) for it to be useful to GDPM.

Nothing contained in this provision shall be construed to limit any indemnity obligations of Contractor as set forth within the provisions of the Contract Documents.

It is agreed and understood that in no event shall any GDPM official, officer, employee, or agent be held personally liable or responsible for any covenant or agreement whether expressed or implied.

It is acknowledged and agreed that GDPM has no authority to provide guarantees, indemnifications, rights of set off, or other pledges involving assets of any Public Housing Project as defined in the HUD Annual Contributions Contract between GDPM and HUD ("Annual Contributions Contract"), or other asset of GDPM, including any assets related to the federal programs administered by GDPM. Accordingly, except as approved by HUD in writing, it is acknowledged that there is no legal right of recourse against (1) any GDPM Public Housing Project; (2) any operating receipts, as the term operating receipts is defined in the Annual Contributions Contract, HCV receipts or GDPM Capital Funds; (3) any GDPM public housing operating reserve as reflected in GDPM's annual operating budget and required under the Annual Contributions Contract; or (4) any other asset of GDPM related to the U.S. Housing Act of 1937, as amended. Should any assets of GDPM be identified at a later date as meeting the criteria set forth above, any guarantees, indemnifications, rights of set off, or other pledges involving those assets will be deemed null, void, and unenforceable.

## **11. Insurance:**

- 11.1.** Contractor shall obtain and maintain during the performance of any services under this Agreement the following insurance and the amount of such coverage shall be in an amount to cover all indemnity obligations and shall include, but not necessarily be limited to, the following:

- 11.1.1.** Commercial general liability insurance, including a contractual liability endorsement, in an amount not less than: \$5,000,000 each occurrence; \$10,000,000 general aggregate; \$1,000,000 damage to premises and fire damage; and \$5,000,000 medical expenses for any one person.

- 11.1.2.** Professional liability and/or "errors and omissions" coverage with a limit not less than \$1,000,000.

- 11.1.3.** Automobile Liability Insurance with GDPM named as an additional insured with minimum limits as follows: \$2,000,000 combined single limit; \$50,000/\$100,000 for vehicles utilized during the contract when not owned by the Contractor; \$5,000 medical pay.
- 11.1.4.** Workers' Compensation Insurance as required by state statute and Employer's Liability Insurance covering all of Contractor's employees acting within the course and scope of this Contract.
- 11.1.5.** Excess Liability Insurance (Umbrella Policy): may compensate for a deficiency in general liability or automobile insurance coverage limits.
- 11.2.** The coverages provided to GDPM shall be primary and not contributing to or in excess of any existing GDPM insurance coverages.
- 11.3.** The Insurance shall contain provisions preventing cancellation or non-renewal without at least 45 days' notice to GDPM and stating that the carrier will waive all rights of recovery, under subrogation or otherwise, against GDPM, its office, agents, employees or Board of Commissioners.
- 11.4.** Contractor shall provide certificates evidencing the coverage required herein to GDPM upon execution of this Agreement and annually, thereafter, evidencing renewals thereof. At any time during the term of this Agreement, GDPM may request, in writing, and the Contractor shall thereupon, within 10 days, supply to GDPM evidence satisfactory of its compliance.
- 12. Limitation of Liability:** Notwithstanding any limitation provisions contained in the Contract Documents and materials incorporated by reference, the Parties Agree as follows, unless specified otherwise in this Agreement:
- 12.1.** In no event shall GDPM be liable for any indirect, incidental, or consequential loss or damage of any kind, including but not necessarily limited to loss of profits or anticipated profits and loss of data, arising from, or in connection with, its use, performance or nonperformance, even if GDPM had been advised, knew or should have known of the possibility of such damages.
- 13. Amendments:** No oral representations will be made as to the meaning of the Contract Documents. No amendment or modification of this Agreement will be effective unless it is in writing, on GDPM letterhead and signed by both Parties. At no time shall an amendment or modification be effective that conflicts with any mandatory provision set forth in *Form HUD-5370-C General Conditions for Non-Construction Contracts Section I*.
- 14. Confidentiality:** Contractor will be privy to sensitive information, documents, data, records, or other material that is confidential under this Agreement. Contractor may not disclose any information obtained by it as a result of this Agreement without the express written permission of GDPM. Contractor shall assume that all information, documents, data, records, or other material provided for under this Agreement is confidential.
- 14.1.** The Contractor will be liable for the disclosure of any confidential information. The Parties agree that the disclosure of confidential information obtained under this Agreement may cause GDPM and/or its officers and/or employees irreparable damage for which remedies other than injunctive relief may be inadequate, and the Contractor agrees that in the event of such breach, GDPM shall be entitled to temporary and permanent injunctive relief to enforce this provision without the

necessity of proving actual damages. This provision shall not, however, diminish or alter any right to assert claims and/or to recover damages.

**14.2.** When applicable, Contractor agrees to complete with the Privacy Act of 1974 and all rules and regulations issued under the Privacy Act of 1974.

**15. Ohio Public Records Law:** Correspondence, materials and documents received or produced pursuant to the work related to this Agreement/Solicitation may become public records subject to the provisions of Ohio Public Records access law.

**16. Publicity:** Contractor agrees to submit to GDPM all advertising and publicity related matter relating to this Agreement wherein GDPM's name is mentioned or language used from which the connection of GDPM's name may, in GDPM's judgment, be inferred or implied. Contractor shall not publish or use such advertising and publicity matters without prior express written consent of GDPM.

**17. Non-Waiver of Rights:** If either party does not seek compensation for breach or insist upon strict performance of any provision of this Agreement, that Party is not prevented from seeking compensation or insisting upon strict performance for a future breach of the same or similar provision. Failure of GDPM to take any action or to assert any right hereunder shall not be deemed a waiver of such right.

**18. Taxes:** GDPM is exempt from state and local sales tax and does not agree to pay any taxes.

**19. Remedies:** GDPM may pursue any remedy available under law, including, but not necessarily limited to the following:

**19.1. Actual Damages:** Contractor is liable to GDPM for all actual and direct damages caused by Contractor's default. In the event

Contractor fails to provide services or material as provided for in the Contract Documents, GDPM may substitute the services and/or material from a third party. GDPM may recover the costs associated with acquiring substitute services and/or materials, less any expense or costs saved by Contractor's default, from Contractor.

**19.2. Liquidated Damages:** If actual or direct damages are uncertain or difficult to determine, GDPM may recover liquidated damages in the amount of 1% of the total value of this Agreement as contemplated within the Contract Documents for every day that the default is not cured by the Contractor. Additionally, if the default is the result of a breach contemplated for in Provision 1 of this Agreement and such default leads to the necessity for GDPM, as determined by GDPM, to re-solicit for the services, materials, and/or products contemplated for under this Agreement, Contractor shall pay to GDPM the sum of \$2,200 for such costs related to the re-solicitation and procurement of another provider. Parties agree that this sum reasonably reflects the cost associated with the re-solicitation contemplated for under this Provision.

**19.3. Deduction of Damages from Contract Price:** Upon prior written notice being issued to the Contractor, GDPM may deduct all or any part of the damages resulting from Contractor's default from any part of the price still due on this Agreement.

**20. Contractor Suspension and Debarment:** If Contractor fails to perform any one of its obligations under the Contract Documents it will be in default and GDPM, at its sole discretion, may suspend rather than terminate this Agreement when GDPM believes that doing so would better serve its interest. In case of a suspension, the amount of compensation due to

Contractor will be determined in the same manner as provided for in the Termination provision(s) set forth in *Form HUD-5370-C General Conditions for Non-Construction Contracts Section 1* less any damage to GDPM resulting from Contractor's breach or other default.

Further, a contract award shall not be made available to parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., o.235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

- 21. Contractor Performance Evaluation and Monitoring:** GDPM, with the cooperation of the Contractor, may complete periodic monitoring and evaluation activities. GDPM may evaluate the Contractor's Performance at any time including without limitation during the term of the contract, prior to exercising an option, and/or after completion of the Contract Work or Contract Term. GDPM will retain the evaluation. The Contractor may request a copy of the completed evaluation(s). If the Contractor wishes to comment or take exception to any rating or remark, the Contractor shall send a response in writing to GDPM within 30 days of Contract Completion and/or Termination. GDPM may use the evaluation(s) in determining the responsibility of the Contractor for award of future contracts. Poor evaluations may lead to a determination that Contractor is not responsible, and therefore ineligible for award of future contracts for a period of not less than one year.

GDPM may request information from the Contractor for use in evaluating a subcontractor. If information is requested, the Contractor shall comply in a timely and responsive manner.

If a breach of the Contract is committed by the Contractor or is attributable to a Subcontractor, that breach may be used in the responsibility analysis of the Contractor and/or Subcontractor (where applicable) for future contracts or subcontracts for a period of 5 years after the date of the breach unless said breach results in Contractor being placed on debarment list, then for the period provided therein.

- 22. Additional Services/Purchases by Other Public Agencies ("Piggy-Back"):** Contractor acknowledges that other Public Agencies may seek to "Piggy-Back" under the same terms and conditions, during the effective period of Agreement. The services and/or purchases being offered in the Contract Documents, Fee Submission and/or Best and Final Offer and for the same prices and/or terms proposed therein. Contractor has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before GDPM permits another Public Agency to Piggy-Back any contract, GDPM shall first obtain the awarded Contractor's approval. Without the Contractor's approval, GDPM cannot permit the requesting Public Agency the right to Piggy-Back. In the event the awarded Contractor allows another Public Agency to join the GDPM Contract, it is expressly understood that GDPM shall in no way be liable for the joining Public Agency obligations to the awarded Contractor in any manner whatsoever.
- 23. Survivorship:** All provisions hereunder relating to payment, confidentiality, warranties, limitations on damages, publicity, choice of law, and indemnity shall survive the termination of this Agreement.
- 24. Governing Law:** This Agreement shall be governed and construed exclusively by its terms

and by the laws of the State of Ohio, and the venue for any disputes will be exclusively with the court of appropriate jurisdiction in Montgomery County, Ohio.

- 25. Federal Requirements:** The Work to be performed under this Agreement will be paid for in part by federal funds and therefore is subject to federal statutes, rules, regulations, laws, orders and directives applicable to work paid for by federal funds. In the event an applicable federal requirement conflicts with any provision of the Contract Documents, the federal requirement shall prevail and take precedence over and against such conflicting provisions. Federal requirements may include, but is not limited to:

- 25.1.** Any applicable federal Drug-Free Workplace requirements,
- 25.2.** Executive Order 11061, as amended which directs the Secretary of HUD to take all action necessary and appropriate to prevent discrimination by agencies that utilize federal funds;
- 25.3.** The Civil Rights Act of 1964; as amended
- 25.4.** The Age Discrimination Act of 1975, as amended;
- 25.5.** Anti-Drug Abuse Act of 1988, as amended;
- 25.6.** HUD Bulletin 909-23.
- 25.7.** The American with Disabilities Act, as amended;
- 25.8.** The Byrd-Anti-lobbying Act Amendment (31 U.S.C. 1352), as amended;
- 25.9.** Section 3 of the Housing and Urban Development Act of 1968, as amended (24 CFR Part 135);
- 25.10.** For prime construction contracts in excess of \$2,000, the Davis Bacon Act (40 U.S.C. 3141-3148), as amended and 29 CFR Part 5; and
- 25.11.** The Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution control Act (33 U.S.C. 1251-1387), as amended.

- 26. State Requirements:** GDPM is an Ohio Political Subdivision and is subject to certain state

requirements. Therefore, the work to be performed under this Agreement may subject to state statutes, rules, regulations, laws, orders and directives applicable to public subdivisions. In the event an applicable state requirement conflicts with any provision of the Contract Documents, unless federal preemption applies, the state requirement shall prevail and take precedence over and against such conflicting provisions. State requirements may include, but are not limited to, any drug-free workplace requirements. Contractor agrees to abide by all State Requirements.

- 27. Force Majeure:** Neither party shall be liable for failure to perform if such failure is caused by conditions beyond its control including, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections, and delays in delivery of materials. In the event a Force Majeure occurs, the party injured by the other's inability to perform may suspend the Agreement, in whole or in part, for the duration of the Force Majeure events. The party experiencing the Force Majeure event shall cooperate with and assist the injured party in all reasonable ways to minimize the impact of the Force Majeure on the injured party, which may include locating and arranging substitute services if necessary. .

- 28. Severability:** If any provision of this Agreement is determined by a court having appropriate jurisdiction to be unenforceable to any extent, the rest of the provisions of this Agreement and the Contract Documents will remain enforceable to the fullest extent permitted by law.

- 29. Ownership and Use of Documents:** All documents, materials, data, and records generated as a result of this Agreement shall remain the property of GDPM. If this Agreement results in any material to be copyrighted, the author may copyright the work. However, GDPM and the United States Department of Housing and Urban Development will have the right to a royalty free, nonexclusive and irrevocable license to reproduce, publish, use and authorize others to use the work for government purposes.

**30. Entire Agreement & Order of Precedence:** This Agreement and the Contract Documents specified below and incorporated by reference constitute the entire agreement between the parties and supersede any prior understanding among them. The term "Contract Documents" shall include the documents listed in this Provision 27. Each of the Contract Documents is an essential part of the agreement between the Parties, and a requirement occurring in one is as binding as though occurring in all. The Contract Documents are intended to be complementary and to provide for the entire agreement. In the event of any conflict among the Contract Documents, the order of precedence shall be:

**30.1.** Applicable Federal and State of Ohio statutes and regulations including the mandatory contract provisions set forth in 2 CFR Part 200, Appendix II;

**30.2.** If applicable, Form HUD-51915 Model Agreement between Owner and Design Professional;

**30.3.** Form HUD-5370-C General Conditions for Non-Construction Contracts

**30.4.** This Agreement

**30.5.** Related GDPM purchase orders, GDPM notice of contract commencement/award and accompanying contract supplemental terms

**30.6.** The Contractor's Fee Submission and/or Best and Final Offer

**30.7.** Contractor's Proposal subject to any limitations set forth in this Agreement

**30.8.** Contractor form of Agreement, if applicable

**30.9.** Other Documents incorporated by reference (if applicable)

**31. Additional Terms and Conditions:** No additional terms and conditions included with Contractor's Proposal that modify the order of precedence as listed above, and/or that impose additional liability(ies), obligation(s), or indemnity(ies) upon GDPM, and/or that limit the liability(ies), obligations, or indemnity(ies) of Contractor shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this Agreement. If any additional term conflicts with the terms or intent of this Agreement, such term(s) is void and unenforceable. If additional

terms and conditions are submitted either purposefully through intent or design or inadvertently appearing separately in transmitting letters, specifications, boilerplate agreements, literature, price lists or warranties, it is understood and agreed the general terms and conditions in this Agreement are the only conditions applicable to this proposal and the Proposer's authorized signature affixed to the proposal attests to this. If Contractor, in the ordinary course of its business, requires any type of or form of agreement that provides for Contractor's general terms and conditions and such term(s) and condition(s) are contrary to or conflict with any term(s) or conditions(s) provided for herein, Parties unequivocally acknowledge and agree that the term(s) and condition(s) provided for herein shall take precedence and prevail including, but not limited to, instances when 1) the Contractor's form of agreement is signed subsequent to Contractor's Proposal submission and/or 2) the Contractor's form of agreement expressly states that its terms and provisions take precedence and/or supersedes all other Contract Documents. Such terms and conditions will effectively be void and unenforceable. Although, such terms and conditions may remain in Contractor's form of agreement, Parties acknowledge and agree that said terms and conditions have no effect, are void and are hereby expressly rejected.

**32. Contract Award/Commencement:** Upon submittal of its response to GDPM's Solicitation, Contractor is accepting the terms of this Agreement. Unless expressly specified in GDPM's acceptance of Contractor's quote, upon issuance of award to Contractor GDPM is accepting Contractor's offer contained in the quote/proposal form. No **other contractual documents will be necessary or accepted** unless specifically expressed in the notification of award.

## Non-Collusive Affidavit and Full Disclosure Statement

**Non-Collusive Affidavit:** The undersigned party hereby certifies that this proposal/bid is genuine and not collusive or sham; that said offeror has not colluded, conspired, connived or agreed, directly or indirectly, with any offeror or person to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference, with any person, to fix the bid price or any other offeror, or to fix any overhead, profit or cost element of said bid price, or of that of any other offeror, or to secure any advantage against the Greater Dayton Premier Management or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

**Disclosure:** The undersigned certifies that I, nor any member of my immediate family does not now, and has not for the preceding two years, had any interest, whatsoever, whether direct, or indirect, in GDPM or any of its members or officials including but not limited to any interest which yields or has the potential of yielding directly or indirectly a monetary or other material gain or benefit with any employees, officers and commissioners of GDPM and members of their immediate family, or any interest arising from blood or marriage or from close business association, notwithstanding whether any financial interest is involved with any employees, officers and commissioners of GDPM members of their families or employment or services rendered as a member, official or officer of GDPM.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
(Company Name)



**EXHIBIT 10**

**CERTIFICATION REGARDING DEBARMENT,  
SUSPENSION, INELIGIBILITY AND  
VOLUNTARY EXCLUSION**

## **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions\***

(\*Note: Lower Tier refers to the agency or contractor receiving Federal funds, as well as any subcontractors that the agency or contractor enters into contract with using those funds.)

*Title 24 Code of Federal Regulations Part 24 requires that Greater Dayton Premier Management (GDPM) not enter into contract with any agency, corporation, partnership, or other legal entity that has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by the Federal Government from participating in transactions involving Federal funds. You are required to sign the certification below which specifies that neither you nor your principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in programs funded by a Federal agency. It also certifies that you will not use, directly or indirectly, any of these funds to employ, award contracts to, engage the services of, or fund any contractor that is debarred, suspended, or ineligible under 24 Code of Federal Regulations Part 24.*

*If you need to determine whether your agency/firm has been debarred or suspended, or if a subcontractor you plan to hire is suspended or debarred, please refer to the following sources:*

- *List of Parties Excluded From Federal Procurement and Nonprocurement Programs, issued by the U.S. General Services Administration, Office of Acquisition Policy. Contact the Superintendent of Documents, U.S. Government Printing Office, Washington D.C. 20402 (Reference Stock # 722-002-00000-8). The telephone number is 202-512-1800.*
- *Internet access is also available at <http://epls.arnet.gov>*

### **Instructions for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred,

suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

### **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions**

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - (b) Have not within a three year period preceding the effective date of this contract been convicted of or had a civil judgment rendered against me or \_\_\_\_\_  
(Contractor's/Company Name)  
for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of these statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signed: \_\_\_\_\_  
(Authorized Recipient Name/Title)

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Organization: \_\_\_\_\_

IFB#: \_\_\_\_\_



## Greater Dayton Premier Management

Enhancing Neighborhoods • Strengthening Communities • Changing Lives

### **Prospective Business Vendor:**

Enclosed, you will find a variety of forms regarding Section 3 (Housing & Urban Development Opportunities Act of 1968, as amended). Please complete and attach the Section 3 forms with your bid submission. **Failure to submit the appropriate forms may jeopardize the proposal/bid up to and including the possibility of said proposal/bid being deemed non-responsive**

**Anyone claiming to be a Section 3 Business Concern shall be required, as set forth by procedure, to provide evidence of such status. Section 3 Business Concerns claiming Section 3 Preference status must meet that status at the time the bid, quote or proposal is submitted to GDPM.**

### **Section 3 Required Forms:**

- 1) Section 3 Assurance of Compliance & Section 3 Clause
- 2) Section 3 Action Plan
- 3) Section 3 Certification for Preference
- 4) Preference Category Acknowledgement S3 Residents

If you need any assistance or help regarding Section 3, feel free to contact us. We look forward to assisting you with Section 3 implementation.

**[Procurement@dmha.org](mailto:Procurement@dmha.org)**



## Greater Dayton Premier Management Section 3 Assurance of Compliance Form

### Training, Employment, and Contracting Opportunities for Section 3 Residents and Section 3 Business Concerns

- A. The project assisted under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 170u. Section 3 requires that to the *greatest extent feasible, newly created opportunities* that are generated by the awarding of this contract be given to:
- Section 3 Workers upon their qualifications. 25% or more of all labor hours worked by all workers employed with PHA financial assistance must be Section 3 workers.
  - 5% or more of all labor hours worked by all workers employed with PHA financial assistance must be Targeted Section 3 workers.
- B. Notwithstanding any other provision of this contract, the applicant shall carry out the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary set forth in 24 CFR Part 75, and all applicable rules and orders of the Secretary issued thereunder prior to the execution of this contract. The requirements of said regulations include but are not limited to development and implementation of a Section 3 Action Plan/Strategy for utilizing Section 3 Business Concerns; the making of a good faith effort, as defined by the regulation, to provide training, employment and business opportunities required by Section 3; and incorporation of the "Section 3 Clause" specified by Section 75.9 and 75.17 of the regulations in all contracts for work in connection with the project. The applicant and recipient agency, certifies and agrees that it is under no contractual or other disability which would prevent it from complying with these requirements.
- C. Compliance with the provision of Section 3, the regulations set forth in 24 CFR Part 75, and all applicable rules and orders of the Secretary issued thereunder prior to approval by the Government of the application of this contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant, its contractors and subcontractors, its successors, and assigns to the sanctions specified by the contract, and to such sanctions as are specified by 24 CFR Section 75.

Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

## Section 3 Clause

***All Section 3 covered contracts shall include the following clause (referred to as the "Section 3 Clause"):***

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, [12 U.S.C. 1701u](#) (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 75.9 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.9
- F. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. In the event of a determination by the Executive Director or his/her designee that the Contractor is not in compliance with the section 3 clause or any rule, regulation, or report submission requirements of the GDPM, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further GDPM contracts for a period of one to three years.



## Contractor

### Section 3 Action Plan Submission

The Section 3 Action Plan is a requirement for contracting opportunities with GDPM. The Section 3 Action Plan must indicate/describe the proposed strategies for achieving the Section 3 training and/or employment goals, and subcontracting numerical goals, when and if **newly created opportunities** are generated upon awarding of contracts. **Failure to submit the Section 3 Action plan may jeopardize the proposal/bid up to and including the possibility of said proposal/bid being deemed non-responsive.**

Please review the Section 3 Action Plan information attached. **All Sections need to be completed and signed.** This information will help to assist you in formulating your Section 3 Action Plan. You will need to address each question and check the appropriate boxes in regards to how your company will strive to achieve Section 3 Compliance to the “**greatest extent feasible**”.

Please identify individual(s) responsible for planning, implementing and tracking the projects’ Section 3 training, employment and/or contracting goals:

**Name(s):** \_\_\_\_\_

**Contact Info:** \_\_\_\_\_

**Title(s):** \_\_\_\_\_

### **Section 3 Subcontracting Opportunity Strategies**

Please check any and all efforts from the below mentioned categories that your company will utilize to recruit, solicit, encourage, facilitate and contract with Section 3 Business Concerns when new subcontracting opportunities are generated through the awarding of the contract. **Some of the items will be mandatory as denoted with *required*.** Your acknowledgement is still needed, so please check accordingly.

*The Section 3 Action Plan is subject to audit at anytime during the awarding of the contract through the duration of the contract by the Section 3 Compliance Coordinator. **Required***

**Commit that when subcontracting occurs, 10% of the total dollar amount subcontracted out by the company and/or by subcontractors will go to Section 3 Business Concerns. **Required****

**Contact the GDPM Section 3 Compliance Department regarding all new subcontracting opportunities. **Required****

**Provide the GDPM Section 3 Compliance Department with a monthly report listing all subcontracting opportunities. **Required****

Advertise new contracting opportunities in community (sites) and diversity newspapers/websites.

Maintain a file of eligible qualified Section 3 Business Concerns for future contracting opportunities.

Incorporate into contract (after selection of bidders but prior to the execution of contracts), a negotiated provision for a specific amount of work to be contracted with Section 3 Business Concern(s) during the contract.

Sponsor or participate in minority, women, small business expositions and or conferences in the Dayton, Ohio area to network and promote contracting opportunities with Section 3 Business Concerns.

Outreach to business assistance agencies, minority contracting associations, community organizations, to network and promote contracting opportunities with Section 3 Business Concerns.

Contact/Meet with Resident Associations informing them of new contracting opportunities.

Outreach to trade/labor organizations to network and promote contracting opportunities with Section 3 Business Concerns.

Host/Facilitate workshops geared to Section 3 Business concerns on contracting procedures and opportunities.

Other:

***Note: You are required to provide opportunities to “the greatest extent feasible” in order to comply with the requirements of Section 3. In the event that you are not able to hire/train and/or contract with Section 3 Residents and/or Section 3 Business Concerns, you will be required to document why you were unable to meet the numerical goals.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## GREATER DAYTON PREMIER MANAGEMENT SECTION 3 CERTIFICATION FOR PREFERENCE

Please note that a contract with Greater Dayton Premier Management is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended **AND** to the Section 3 Action Plan submitted with the proposal for this project.

Type of Business: Corporation Partnership Sole Proprietorship Joint Venture LLC MBE WBE  
(check all that apply)

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

You self-certify that your business is, documented within the last six months a Section 3 Business Concern based on one of the below eligibility criteria's. (Check the one that qualifies your business):

Category 1

51 percent or more owned and controlled by low- or very low-income persons (based on household income under HUD-income limits); **or**

Category 2

75 percent or more of the business labor hours to perform the business are performed by low-very low income persons; **or**

Category 3

**51 percent owned and controlled by current residents of public housing or Section 8-assisted housing.**

**OR**

My business does not meet the Section 3 eligibility criteria and wishes to forgo Section 3 preferences in the awarding of this contract, but understand that we are still responsible for meeting Section 3 compliance.

---

*"I hereby certify that the information provided on this form is true and correct, and understand any falsification of any of the information could subject me to punishment under the law."*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signer

Title: \_\_\_\_\_

If you would like more information or to register your business in the Section 3 program, please send an email to [Procurement@dmha.org](mailto:Procurement@dmha.org).

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low-or very- low income residents in connection with projects and activities in their neighborhoods.

## **PROCEDURES AND GUIDELINES FOR MINORITY BUSINESS ENTERPRISE (MBE) PARTICIPATION ON GDPM PROJECTS INCLUDING CONSTRUCTION, GOODS AND SERVICES**

Greater Dayton Premier Management (GDPM) has established a Minority Business Enterprise (MBE) goal for all construction projects, professional service contracts and for suppliers of goods and services. The MBE goals are: 25% of construction contract, 15% of professional service contracts and 15% of the purchases of goods, materials, supplies and services. GDPM receives funding from the Department of Housing and Urban Development (HUD). All HUD funds for the purchase of construction, renovation projects, goods, materials, supplies and services shall follow the procedures below.

The above guidelines are applicable to MBE/WBE/SBE/DBE/VBE/EDGE.

### **A Good Faith Effort**

A Good Faith Effort must be shown on each project or purchase regardless of the dollar amount, including price determination, unit priced and/or State of Ohio schedule of pre-bid goods and services. Good Faith Effort to secure MBE participation shall be documented and shall include, but will not be limited to, the following actions:

1. Advertising and soliciting for bids through all reasonable and available means including, but not limited to, trade association publications, minority-focused media, attendance at pre-bid meetings, advertising and/or written notices, the interest of all certified MBEs who have the capability to perform the work of the contract concerning subcontracting opportunities. The bidder must solicit this interest within sufficient time to allow the MBEs to respond to the solicitation. The bidder must determine with certainty if the MBEs are interested by taking appropriate steps to follow up initial solicitations.
2. Providing written notice to a reasonable number of specific MBEs that their interest in the contract is being solicited. The notice shall be provided in sufficient time to allow the firms to participate effectively.
3. Following up the initial solicitations of interest by contacting MBEs to determine with certainty whether they are interested in the contract.
4. Selecting portions of the work of the contract to be performed by MBEs to increase the likelihood of meeting participation goals including, where appropriate, breaking down contracts into economically feasible units to facilitate participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.
5. Providing interested MBEs with adequate information about the plans, specifications and requirements of the contract in a timely manner to assist them in responding to a solicitation.
6. Negotiating in good faith with interested MBEs and not rejecting any such firms as unqualified without sound reasons based on a thorough investigation of the firm's capabilities. It is the bidder's responsibility to make a portion of the work available to MBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available MBE subcontractors and suppliers, so as to facilitate participation.

7. Maintaining evidence of such negotiations including the names, addresses, and telephone numbers of MBEs that were considered; documentation of dated written communication, fax confirmations, personal contacts, quotes provided by MBEs, a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for the firms to perform the work.

A bidder using good business judgment would consider a number of factors in negotiating with subcontractors, including MBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using MBEs is not in itself sufficient reason for a bidder's failure to meet the participation goal, as long as such costs are reasonable. Also, the ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the bidder of the responsibility to make good faith efforts. Prime contractors are not, however, required to accept higher quotes from MBEs if the price difference is excessive or unreasonable.

8. Making efforts to assist interested MBEs in obtaining bonding, lines of credit, or insurance required by the prime bidder.
9. Effectively using the services of available minority community organizations, minority contractor groups and other organizations that provide assistance for and placement of MBEs.
10. Securing an MBE replacement for each MBE firm that will not or cannot honor a commitment to perform subcontract work or supply materials. (Similar documented affirmative action shall be taken in securing MBEs and replacements as are required initially).
11. Mere *pro forma* efforts are not good faith efforts to meet the MBE contract requirements.

### **Commercially Useful Function**

MBEs utilized must be independent and continuing operations for profit, performing a commercially useful function. "Commercially useful function" means the performance of real and actual services in the discharge of any contractual endeavor. A firm must be responsible for the execution of a distinct element of the work for which the business has the skill and expertise, with its own workforce, and the firm must carry out its responsibilities by actually performing, managing and supervising the work involved.

To perform a commercially useful function, the MBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, installing the material (where applicable) and paying for the material itself. A firm does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract or project through which funds are passed in order to obtain the appearance of MBE participation.

## **Collusion**

GDPM will not accept collusion among the prime bidders, an MBE or any individual, business or joint venture, or evidence of undue influence on an MBE to alter the committed quantities or its quotation.

## **Consideration of Other Bidders**

In determining whether a bidder has made good faith efforts, GDPM may take into account the performance of other bidders in meeting the contract goal. For example, when the apparent successful bidder fails to meet the goal, but other bidders meet it, GDPM may reasonably raise the question of whether, with additional reasonable efforts, the apparent successful bidder could have met the goal. If the apparent successful bidder fails to meet the goal, but meets or exceeds the average MBE participation obtained by other bidders, GDPM may view this, in conjunction with other factors, as evidence of the apparent successful bidder having made good faith efforts.

## **Other Considerations**

Actions taken by bidders, contractors, MBE subcontractors to fulfill the participation goal will not be deemed to have been taken in good faith if, given all relevant circumstances, the action could not reasonably be expected to produce a level of MBE participation. The action taken must be that which, given all relevant circumstances, a bidder actively and aggressively seeking, would make.

## **Reporting Forms**

In reporting MBE participation on project bids, bidders will utilize the forms below to demonstrate good faith effort.

- Each contractor will supply a list of all subcontractors when the bid is received. Any change in subcontractors after the project is awarded will be reported to the Compliance Department for approval.
- All prime contractors that bid with MBE subcontractors will ensure that the below subcontractor form is completed and furnished at the time of the bid. Notice of any addition of an MBE subcontractor after the project has been awarded must be given to the Compliance Department on the appropriate MBE subcontractor form.
- The MBE Good Faith Statement must be included in all purchase orders, contracts and/or agreements.

**Construction, Renovation & Professional Services Projects  
Prime Contractor or Sub Recipient Certificate of Compliance  
Minority Business Enterprise (MBE) – Good Faith Effort Statement**

Project Title \_\_\_\_\_

GDPM has established the following goals for all contracts/Agreements relating to the purchase of goods/services and construction and/or renovation projects.

<u>Type</u>	<u>Goal</u>
Construction including renovations	25%
Professional Services	15%
Goods and Services	15%

\_\_\_\_\_ THE MBE GOAL HAS BEEN MET ON THIS PROJECT

Achievement of these goals is measured by the estimated percentage of money to be allocated to an MBE company certified by GDPM.

If the Prime Contractor or Sub Recipient cannot meet the goals established, it must demonstrate that a Good Faith Effort was undertaken. The following checklist is intended to function as a primer in making a good faith effort statement.

\_\_\_\_\_ There are no known MBE companies that perform this work or provide this product. (Please attach information to this sheet that includes names of agencies contacted, include contact information such as name, phone number, email address and any written correspondence from your company and/or each agency that will attest to your organizations “Good Faith Effort”. Reference item #1 listed on page MBE-2.

\_\_\_\_\_ Written or verbal specifications were provided to MBE companies. (Please attach information to this sheet that includes names of MBE companies, date solicitation requested and rationale for rejection of quote). Reference item #2-8 listed on page MBE-2.

\_\_\_\_\_ This project could not be broken into smaller parts in order to provide opportunities for MBE inclusion. (Please attach information to this sheet that includes names of potential MBE companies, the rationale for rejection of their bids and the reason this project could not be broken down into smaller parts. Reference item #4 listed on page MBE-2.

MBE Companies utilized must be independent and continuing operations for profit, performing a commercially useful function. “Commercially useful function” means the performance of real and actual services in the discharge of any contractual endeavor. Failure to meet the MBE goals and Good Faith Effort standard will be considered in determining the successful bidder.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Contact Person (Print Name)

\_\_\_\_\_  
Contact Person (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
E-mail Address

**MINORITY BUSINESS ENTERPRISE**  
**(MBE/WBE/ (DBE/SBE)/Edge**  
**Certified)**

The following conditions apply to this Contract. Submission of a Bid by a Bidder shall constitute full acceptance of these conditions:

**I. MINORITY OWNED BUSINESS PARTICIPATION (MBE/WBE/ (DBE/SBE)/Edge Certified)**

GDPM has established a minimum goal of twenty five (25) percent of the contract amount being directed toward Minority Business Enterprise participation in the contract. DMHA's policy to achieve this goal is to ensure that GDPM (or its contractors) maximize opportunities for MBE participation. To achieve this goal, contractors are encouraged to engage in joint ventures with MBEs, to include MBEs as subcontractors, to seek and utilize information on MBE participation through DMHA and to undertake other initiatives that enhance opportunities for MBEs.

**II. DEFINITIONS:**

Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Disadvantaged Business or Small Business Enterprise (DBE/SBE), Edge Certified and Veteran Owned Business (VBE).

- A. MBE stands for Minority Business Enterprise. An MBE is defined as a business concern that is at least 51% owned by one or more individuals who are African American, Hispanic American, Native American, Asian-Pacific American or Asian-Indian American; and whose management and daily business operations are controlled by one or more of these owners.

MBE Resources available in the community:

Ohio MBE Certification;

<https://development.ohio.gov/business/minority-business/certifications/minority-business-enterprise-program>

City of Dayton Procurement Enhancement Program

<https://daytonhrc.org/business-technical-assistance/certification/procurement-enhancement-program/>

WBE stands for Women Business Enterprise. A WBE is defined as a business concern that is at least 51% owned by one or more women and whose management and daily business operations are controlled by one or more of these owners.

WBE resources available in the community:

Ohio WBE Resources:

<https://development.ohio.gov/business/minority-business/certifications/women-business-enterprise-program>

DBE stands for Disadvantaged Business Enterprise. A DBE is defined as a "small business concern" by the Small Business Administration, that is at least 51% owned by one or more socially and economically disadvantaged individuals and the management and daily business operations are controlled by one or more of these socially and economically disadvantaged owners. These firms are essentially the same as MBEs and WBEs except that the size of the firm is also a factor when determining its status. "DBE" is a federal term. Federally funded or federally-assisted projects use DBEs rather than MBEs and WBEs. The qualifying size of a firm depends on the type of industry.

DBE/SBE resources available:

<https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise>

<https://www.transportation.ohio.gov/programs/business-economic-opportunity/sbe>

The State of Ohio's EDGE program provides an EDGE to small businesses by Encouraging Diversity, Growth and Equity in public contracting. EDGE is an assistance program for economically and socially disadvantaged business enterprises.

<https://development.ohio.gov/business/minority-business/certifications/encouraging-diversity-growth-and-equity-program/>

DMHA also encourage Veteran Owned Businesses to bid on procurement opportunities. To gain more information about Veteran Owned Businesses and to obtain appropriate certifications, please visit following websites.

<https://veterans.certify.sba.gov/>

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
					-						

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

## Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.**

You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

**\*Note:** The grantor also must provide a Form W-9 to trustee of trust.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

**Decline to Bid for the Reason Checked**

- 
- |   |  |
|---|--|
| <input type="checkbox"/> I can not Comply With Specifications | <input type="checkbox"/> I can not meet delivery requirements                                  |
| <input type="checkbox"/> Unable to Identify the Item(S)       | <input type="checkbox"/> I do not regularly manufacture or sell the types of item(s) involved. |
| <input type="checkbox"/> Other (Specify)                      |  |
- 
- |  |  |
|--|--|
| <input type="checkbox"/> I do desire to be retained on mailing list for future procurement of this type item involved. | <input type="checkbox"/> I do not desire to be on the mailing list for future solicitations of this type item(s) involved. |
|--|--|
- 

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: [ebid@dmha.org](mailto:ebid@dmha.org)

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Solicitation No: IFB #15-02 North Elevation Window and Sealant Replacement at Wilkinson Hi-Rise OH5-10 AMP 6: 126 W. Fifth Street Dayton, OH 45402

# Instructions to Offerors Non-Construction

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing



- 03291 -

## 1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

## 2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

## 3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
- (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
- (3) letter or telegram, or
- (4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

## 4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

## 5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

## 6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/ HUD that the late receipt was due solely to mishandling by the HA/ HUD after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

## **7. Contract Award**

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

## **8. Service of Protest**

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

## **9. Offer Submission**

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show **the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.**

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]



# Certifications and Representations of Offerors

## Non-Construction Contract

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No: 2577-0180 (exp. 7/30/96)

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

### 1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

(1) ☐ has, ☐ has not employed or retained any person or company to solicit or obtain this contract; and

(2) ☐ has, ☐ has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a)(2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

### 2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

(a) ☐ is, ☐ is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) ☐ is, ☐ is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) ☐ is, ☐ is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- |   |   |
|---|---|
| <input type="checkbox"/> Black Americans    | <input type="checkbox"/> Asian Pacific Americans  |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans   |
| <input type="checkbox"/> Native Americans   | <input type="checkbox"/> Hasidic Jewish Americans |

### 3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

(1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

(1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

- (c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

#### **4. Organizational Conflicts of Interest Certification**

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

- (i) Award of the contract may result in an unfair competitive advantage;
- (ii) The Contractor's objectivity in performing the contract work may be impaired; or
- (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

#### **5. Authorized Negotiators (RFPs only)**

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

#### **6. Conflict of Interest**

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

#### **7. Offeror's Signature**

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

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Signature & Date:

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Typed or Printed Name:

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Title:

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# General Conditions for Non-Construction Contracts

## Section I — (With or without Maintenance Work)

## U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Office of Labor Relations

OMB Approval No. 2577-0157 (excl. 11/30/2023)

Public Reporting Burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

**Applicability.** This form HUD-5370-C has 2 Sections. These Sections must be inserted into non-construction contracts as described below:

- 1) **Non-construction contracts** (*without* maintenance) **greater than \$250,000 - use Section I;**
- 2) **Maintenance contracts** (including nonroutine maintenance as defined at 24 CFR 905.100) **greater than \$2,000 but not more than \$250,000 - use Section II; and**
- 3) **Maintenance contracts** (including nonroutine maintenance), **greater than \$250,000 — use Sections I and II.**

### Section I - Clauses for All Non-Construction Contracts greater than \$250,000

#### 1. Definitions

The following definitions are applicable to this contract:

- (a) "Authority or Housing Authority (HA)" means the Housing Authority.
- (b) "Contract" means the contract entered into between the Authority and the Contractor. It includes the contract form, the Certifications and Representations, these contract clauses, and the scope of work. It includes all formal changes to any of those documents by addendum, Change Order, or other modification.
- (c) "Contractor" means the person or other entity entering into the contract with the Authority to perform all of the work required under the contract.
- (d) "Day" means calendar days, unless otherwise stated.
- (e) "HUD" means the Secretary of Housing and Urban development, his delegates, successors, and assigns, and the officers and employees of the United States Department of Housing and Urban Development acting for and on behalf of the Secretary.

#### 2. Changes

- (a) The HA may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this contract in the services to be performed or supplies to be delivered.
- (b) If any such change causes an increase or decrease in the hourly rate, the not-to-exceed amount of the contract, or the time required for performance of any part of the work under this contract, whether or not changed by the order, or otherwise affects the conditions of this contract, the HA shall make an equitable adjustment in the not-to-exceed amount, the hourly rate, the delivery schedule, or other affected terms, and shall modify the contract accordingly.
- (c) The Contractor must assert its right to an equitable adjustment under this clause within 30 days from the date of receipt of the written order. However, if the HA decides that the facts justify it, the HA may receive and act upon a

proposal submitted before final payment of the contract.

- (d) Failure to agree to any adjustment shall be a dispute under clause Disputes, herein. However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.
- (e) No services for which an additional cost or fee will be charged by the Contractor shall be furnished without the prior written consent of the HA.

#### 3. Termination for Convenience and Default

- (a) The HA may terminate this contract in whole, or from time to time in part, for the HA's convenience or the failure of the Contractor to fulfill the contract obligations (default). The HA 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: (i) immediately discontinue all services affected (unless the notice directs otherwise); and (ii) deliver to the HA all information, reports, papers, and other materials accumulated or generated in performing this contract, whether completed or in process.
- (b) If the termination is for the convenience of the HA, the HA 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 (default), the HA may (i) require the Contractor to deliver to it, in the manner and to the extent directed by the HA, any work as described in subparagraph (a)(ii) above, and compensation be determined in accordance with the Changes clause, paragraph 2, above; (ii) 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 HA; (iii) withhold any payments to the Contractor, for the purpose of off-set or partial payment, as the case may be, of amounts owed to the HA by the Contractor.
- (d) If, after termination for failure to fulfill contract obligations (default), it is determined that the Contractor had not failed, the termination shall be deemed to have been effected for the convenience of the HA, and the Contractor shall be entitled to payment as described in paragraph (b) above.
- (e) Any disputes with regard to this clause are expressly made subject to the terms of clause titled Disputes herein.

#### 4. Examination and Retention of Contractor's Records

- (a) The HA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until 3 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.

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- (b) The Contractor agrees to include in first-tier subcontracts under this contract a clause substantially the same as paragraph (a) above. "Subcontract," as used in this clause, excludes purchase orders not exceeding \$10,000.
  - (c) The periods of access and examination in paragraphs (a) and (b) above for records relating to:
    - (i) appeals under the clause titled Disputes;
    - (ii) litigation or settlement of claims arising from the performance of this contract; or,
    - (iii) costs and expenses of this contract to which the HA, HUD, or Comptroller General or any of their duly authorized representatives has taken exception shall continue until disposition of such appeals, litigation, claims, or exceptions.

## 5. Rights in Data (Ownership and Proprietary Interest)

The HA 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 this Contract.

## 6. 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.

## 7. Disputes

- (a) All disputes arising under or relating to this contract, except for disputes arising under clauses contained in Section 111, Labor Standards Provisions, including any claims for damages for the alleged breach thereof which are not disposed of by agreement, shall be resolved under this clause.
- (b) All claims by the Contractor shall be made in writing and submitted to the HA. A claim by the HA against the Contractor shall be subject to a written decision by the HA.
- (c) The HA shall, with reasonable promptness, but in no event in no more than 60 days, render a decision concerning any claim hereunder. Unless the Contractor, within 30 days after receipt of the HA's decision, shall notify the HA in writing that it takes exception to such decision, the decision shall be final and conclusive.
- (d) Provided the Contractor has (i) given the notice within the time stated in paragraph (c) above, and (ii) excepted its claim relating to such decision from the final release, and (iii) brought suit against the HA not later than one year after receipt of final payment, or if final payment has not been made, not later than one year after the Contractor has had a reasonable time to respond to a written request by the HA that it submit a final voucher and release, whichever is earlier, then the HA's decision shall not be final or conclusive, but the dispute shall be determined on the merits by a court of competent jurisdiction.
- (e) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under the contract, and comply with any decision of the HA.

## 8. Contract Termination; Debarment

A breach of these Contract clauses may be grounds for termination of the Contract and for debarment or denial of participation in HUD programs as a Contractor and a subcontractor as provided in 24 CFR Part 24.

## 9. Assignment of Contract

The Contractor shall not assign or transfer any interest in this contract; except that claims for monies due or to become due from the HA under the contract may be assigned to a bank, trust company, or other financial institution. If the Contractor is a partnership, this contract shall inure to the benefit of the surviving or remaining member(s) of such partnership approved by the HA.

## 10. Certificate and Release

Prior to final payment under this contract, or prior to settlement upon termination of this contract, and as a condition precedent thereto, the Contractor shall execute and deliver to the HA a certificate and release, in a form acceptable to the HA, of all claims against the HA by the Contractor under and by virtue of this contract, other than such claims, if any, as may be specifically excepted by the Contractor in stated amounts set forth therein.

## 11. Organizational Conflicts of Interest

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under this contract and a contractor's organizational, financial, contractual or other interests are such that:
  - (i) Award of the contract may result in an unfair competitive advantage; or
  - ( ) The Contractor's objectivity in performing the contract work may be impaired.
- (b) The Contractor agrees that if after award it discovers an organizational conflict of interest with respect to this contract or any task/delivery order under the contract, he or she shall make an immediate and full disclosure in writing to the Contracting Officer which shall include a description of the action which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The HA may, however, terminate the contract or task/delivery order for the convenience of the HA if it would be in the best interest of the HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Contracting Officer, the HA may terminate the contract for default.
- (d) The terms of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the prime Contractor. The Contractor shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.

## 12. Inspection and Acceptance

- (a) The HA has the right to review, require correction, if necessary, and accept the work products produced by the Contractor. Such review(s) shall be carried out within 30 days so as to not impede the work of the Contractor. Any

product of work shall be deemed accepted as submitted if the HA does not issue written comments and/or required corrections within 30 days from the date of receipt of such product from the Contractor.

- (b) The Contractor shall make any required corrections promptly at no additional charge and return a revised copy of the product to the HA within 7 days of notification or a later date if extended by the HA.
- (c) Failure by the Contractor to proceed with reasonable promptness to make necessary corrections shall be a default. If the Contractor's submission of corrected work remains unacceptable, the HA may terminate this contract (or the task order involved) or reduce the contract price or cost to reflect the reduced value of services received.

### 13. Interest of Members of Congress

No member of or delegate to the Congress of the United States of America or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit to arise there from, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

### 14. Interest of Members, Officers, or Employees and Former Members, Officers, or Employees

No member, officer, or employee of the HA, no member of the governing body of the locality in which the project is situated, no member of the governing body in which the HA was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

### 15. Limitation on Payments to Influence Certain Federal Transactions

(a) Definitions. As used in this clause:

"Agency", as defined in 5 U.S.C. 552(f), includes Federal executive departments and agencies as well as independent regulatory commissions and Government corporations, as defined in 31 U.S.C. 9101(1).

"Covered Federal Action" means any of the following Federal actions:

- (i) The awarding of any Federal contract;
- (ii) The making of any Federal grant;
- (iii) The making of any Federal loan;
- (iv) The entering into of any cooperative agreement; and,
- (v) The extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

Covered Federal action does not include receiving from an agency a commitment providing for the United States to insure or guarantee a loan.

"Indian tribe" and "tribal organization" have the meaning provided in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B). Alaskan Natives are included under the definitions of Indian tribes in that Act.

"Influencing or attempting to influence" means making, with the intent to influence, any communication to or appearance before an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any covered Federal action.

"Local government" means a unit of government in a State and, if chartered, established, or otherwise recognized by a State for the performance of a governmental duty, including a local public authority, a special district, an intrastate district, a council of governments, a sponsor group representative organization, and any other instrumentality of a local government

"Officer or employee of an agency" includes the following individuals who are employed by an agency:

- (i) An individual who is appointed to a position in the Government under title 5, U.S.C., including a position under a temporary appointment;
- (ii) A member of the uniformed services as defined in section 202, title 18, U.S.C.;
- (iii) A special Government employee as defined in section 202, title 18, U.S.C.; and,
- (iv) An individual who is a member of a Federal advisory committee, as defined by the Federal Advisory Committee Act, title 5, appendix 2.

"Person" means an individual, corporation, company, association, authority, firm, partnership, society, State, and local government, regardless of whether such entity is operated for profit or not for profit. This term excludes an Indian tribe, tribal organization, or other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Recipient" includes all contractors, subcontractors at any tier, and subgrantees at any tier of the recipient of funds received in connection with a Federal contract, grant, loan, or cooperative agreement. The term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Regularly employed means, with respect to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, an officer or employee who is employed by such person for at least 130 working days within one year immediately preceding the date of the submission that initiates agency consideration of such person for receipt of such contract, grant, loan, or cooperative agreement. An officer or employee who is employed by such person for less than 130 working days within one year immediately preceding the date of submission that initiates agency consideration of such person shall be considered to be regularly employed as soon as he or she is employed by such person for 130 working days.

"State" means a State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, a territory or possession of the United States, an agency or instrumentality of a State, and a multi-State, regional, or interstate entity having governmental duties and powers.

(b) Prohibition.

- (i) Section 1352 of title 31, U.S.C. provides in part that no appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(v) The prohibition does not apply as follows:

(1) Agency and legislative liaison by  
Own Employees.

(a) The prohibition on the use of appropriated funds, in paragraph (i) of this section, does not apply in the case of a payment of reasonable compensation made to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, if the payment is for agency and legislative activities not directly related to a covered Federal action.

(b) For purposes of paragraph (b)(i)(1)(a) of this clause, providing any information specifically requested by an agency or Congress is permitted at any time.

(c) The following agency and legislative liaison activities are permitted at any time only where they are not related to a specific solicitation for any covered Federal action:

(1) Discussing with an agency (including individual demonstrations) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and,

(2) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) The following agency and legislative liaison activities are permitted where they are prior to formal solicitation of any covered Federal action:

(1) Providing any information not specifically requested but necessary for an agency to make an informed decision about initiation of a covered Federal action;

(2) Technical discussions regarding the preparation of an unsolicited proposal prior to its official submission; and

(3) Capability presentations by persons seeking awards from an agency pursuant to the provisions of the Small Business Act, as amended by Public Law 95-507 and other subsequent amendments.

(e) Only those activities expressly authorized by subdivision (b)(ii)(1)(a) of this clause are permitted under this clause.

(2) Professional and technical services.

(a) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply in the case of-

(i) A payment of reasonable compensation made to an officer or employee of a person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action, if payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action.

(i) Any reasonable payment to a person, other than an officer or employee of a

person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action if the payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action. Persons other than officers or employees of a person requesting or receiving a covered Federal action include consultants and trade associations.

(b) For purposes of subdivision (b)(ii)(2)(a) of clause, "professional and technical services" shall be limited to advice and analysis directly applying any professional or technical discipline.

(c) Requirements imposed by or pursuant to law as a condition for receiving a covered Federal award include those required by law or regulation, or reasonably expected to be required by law or regulation, and any other requirements in the actual award documents.

(d) Only those services expressly authorized by subdivisions (b)(ii)(2)(a)(i) and (ii) of this section are permitted under this clause.

(iii) Selling activities by independent sales representatives.

(c) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply to the following selling activities before an agency by independent sales representatives, provided such activities are prior to formal solicitation by an agency and are specifically limited to the merits of the matter:

(i) Discussing with an agency (including individual demonstration) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and

(ii) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) Agreement. In accepting any contract, grant, cooperative agreement, or loan resulting from this solicitation, the person submitting the offer agrees not to make any payment prohibited by this clause.

(e) Penalties. Any person who makes an expenditure prohibited under paragraph (b) of this clause shall be subject to civil penalties as provided for by 31 U.S.C. 1352. An imposition of a civil penalty does not prevent the Government from seeking any other remedy that may be applicable.

(f) Cost Allowability. Nothing in this clause is to be interpreted to make allowable or reasonable any costs which would be unallowable or unreasonable in accordance with Part 31 of the Federal Acquisition Regulation (FAR), or OMB Circulars dealing with cost allowability for recipients of assistance agreements. Conversely, costs made specifically unallowable by the requirements in this clause will not be made allowable under any of the provisions of FAR Part 31 or the relevant OMB Circulars.

## 16. Equal Employment Opportunity

During the performance of this contract, the

Contractor/Seller agrees as follows:

(a) The [contractor/seller] will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, disability, or national origin. The

[contractor/seller] will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, disability, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The [contractor/seller] agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(b) The [contractor/seller] will, in all solicitations or advertisements for employees placed by or on behalf of the [contractor/seller], state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, or national origin.

(c) The [contractor/seller] will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the [contractor/seller]'s legal duty to furnish information.

(d) The [contractor/seller] will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the [contractor/seller]'s commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(e) The [contractor/seller] will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(f) The [contractor/seller] will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(g) In the event of the [contractor/seller]'s non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the [contractor/seller] may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(g) In the event of the [contractor/seller]'s non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the [contractor/seller] may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(h) The [contractor/seller] will include the provisions of paragraphs (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor/seller or vendor. The [contractor/seller] will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the [contractor/seller] becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the [contractor/seller] may request the United States to enter into such litigation to protect the interests of the United States.

## 17. Equal Opportunity for Workers with Disabilities

1. The [contractor/seller] will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The [contractor/seller] agrees to take affirmative action to employ and advance in employment individuals with disabilities, and to treat qualified individuals without discrimination on the basis of their physical or mental disability in all employment practices, including the following:

- i. Recruitment, advertising, and job application procedures;
- ii. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
- iii. Rates of pay or any other form of compensation and changes in compensation;
- iv. Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- v. Leaves of absence, sick leave, or any other leave;
- vi. Fringe benefits available by virtue of employment, whether or not administered by the [contractor/seller];
- vii. Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
- viii. Activities sponsored by the [contractor/seller] including social or recreational programs; and
- ix. Any other term, condition, or privilege of employment.

2. The [contractor/seller] agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.

3. In the event of the [contractor/seller] noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.

4. The [contractor/seller] agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, Office of Federal Contract Compliance Programs, provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as the [contractor/seller]'s obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities.

The [contractor/seller] must ensure that applicants or employees with disabilities are provided the notice in a form that is accessible and understandable to the individual applicant or employee (e.g., providing Brail or large print versions of the notice, or posting a copy of the notice at a lower height for easy viewing by a person using a wheelchair). With respect to employees who do not work at a physical location of the [contractor/seller], a [contractor/seller] will satisfy its posting obligations by posting such notices in an electronic format, provided that the [contractor/seller] provides computers, or access to computers, that can access the electronic posting to such employees, or the [contractor/seller] has actual knowledge that such employees otherwise are able to access the electronically posted notices. Electronic notices for employees must be posted in a conspicuous location and format on the company's intranet or sent by electronic mail to employees. An electronic posting must be used by the [contractor/seller] to notify job applicants of their rights if the [contractor/seller] utilizes an electronic application process. Such electronic applicant notice must be conspicuously stored with, or as part of, the electronic application.

5. The [contractor/seller] will notify each labor organization or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the [contractor/seller] is bound by the terms of section 503 of the Rehabilitation Act of 1973, as amended, and is committed to take affirmative action to employ and advance in employment, and shall not discriminate against, individuals with physical or mental disabilities.

6. The [contractor/seller] will include the provisions of this clause in every subcontract or purchase order in excess of \$ 10,000, unless exempted by the rules, regulations, or orders of the Secretary issued pursuant to section 503 of the act, as amended, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Director, Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

7. The [contractor/seller] must, in all solicitations or advertisements for employees placed by or on behalf of the [contractor/seller], state that all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability.

## **18. Dissemination or Disclosure of Information**

No information or material shall be disseminated or disclosed to the general public, the news media, or any person or organization without prior express written approval by the HA.

## **19. Contractor's Status**

It is understood that the Contractor is an independent contractor and is not to be considered an employee of the HA, or assume any right, privilege or duties of an employee, and shall save harmless the HA and its employees from claims suits, actions and costs of every description resulting from the Contractor's activities on behalf of the HA in connection with this Agreement.

## **20. Other Contractors**

HA may undertake or award other contracts for additional work at or near the site(s) of the work under this contract. The contractor shall fully cooperate with the other contractors and with HA and HUD employees and shall carefully adapt scheduling and performing the work under this contract to accommodate the additional work, heeding any direction that may be provided by the Contracting Officer. The contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or HA employee.

## **21. Liens**

The Contractor is prohibited from placing a lien on HA's property. This prohibition shall apply to all subcontractors.

## **22. Training and Employment Opportunities for Residents in the Project Area** (Section 3, HUD Act of 1968; 24 CFR 135)

- (a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- (b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 75, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 75 regulations.
- (c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 prioritization requirements, and shall state the minimum percentages of labor hour requirements established in the Benchmark Notice (FR-6085-N-04)..
- (d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 75.
- (e) Noncompliance with HUD's regulations in 24 CFR Part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts
- (f) Contracts, subcontracts, grants, or subgrants subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b)) or subject to tribal preference requirements as authorized under 101(k) of the Native American Housing Assistance and Self-Determination Act (25 U.S.C. 4111(k)) must provide preferences in employment, training, and business opportunities to Indians and Indian organizations, and are therefore not subject to the requirements of 24 CFR Part 75.

## **23. 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