

HOUSING AUTHORITY OF NEW ORLEANS
PROCUREMENT AND CONTRACTS
JANITORIAL SERVICES AT HANO CENTRAL OFFICE - 2022

REQUEST FOR QUOTES #22-913-41

4100 TOURO STREET
NEW ORLEANS, LA 70122
PHONE: (504) 670-3249
FAX: (504) 286-8224
DATE: Wednesday, August 17, 2022

COMPANY NAME: _____

ADDRESS: _____

CONTACT: _____

PHONE # _____ FAX # _____ EMAIL: _____

Sr. Procurement Specialist: Thelma Bowers

QUOTE DUE BY: Wednesday, August 31, 2022 @ 2:00 p.m.

SCOPE OF SERVICES:

SEE ATTACHED

SPECIAL INSTRUCTIONS:

SITE VISIT: Wednesday, August 24, 2022, @ 10:00 a.m. Offerors shall meet at 4100 Touro Street in the main lobby.

FACILITIES COORDINATOR: MANUEL ALFREDO (504) 270-6188

1. All quotes and required submittal documents shall be hand delivered, sent via U.S. Mail, or emailed by the due date and time, in accordance with the Instructions to Offerors-Non Construction contained herein, to Bejide Legania, Procurement Manager, Department of Procurement and Contracts, 4100 Touro Street, New Orleans, LA 70122 or blegania@hano.org.
2. Refer to the Index of Submittal Documents for a list of required documents.
3. All questions are to be submitted in writing to Thelma Bowers, Sr. Procurement Specialist, at tbowers@hano.org.

QUOTE VALID UNTIL: _____

QUOTE SUBMITTED AND AUTHORIZED BY: _____ ON _____ 20____

THIS IS NOT AN ORDER REQUEST

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The Index of Submittal Documents is provided to assist prospective bidders in completing a responsive bid. The Index of Documents contains a listing of all required bid submittal items.

Please review this table, and submit with your quote all documents that are checked as a "Required Submittal". The bid form must be signed and properly executed.

DOCUMENT	REQUIRED SUBMITTAL	SIGNATURE REQUIRED	NOTARY/ CORPORATE SEAL REQUIRED
HUD FORM 5369-C CERTIFICATIONS AND REPRESENTATIONS OF OFFERORS NON- CONSTRUCTION	√	√	
CONTRACTOR'S SUMMARY SHEET	√	√	
CERTIFICATION OF CONTRACTOR NON-EXCLUSION	√	√	
NON-COLLUSIVE AFFIDAVIT	√	√	√
ACKNOWLEDGEMENT OF ADDENDA	√	√	
STATEMENT OF BIDDERS QUALIFICATIONS	√	√	
COST PROPOSAL FORM	√	√	

NOTE: ALL SUBMITTAL DOCUMENTS ARE REQUIRED BY THE DUE DATE AND TIME

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SUPPLEMENTAL INSTRUCTIONS TO BIDDERS

The following supplements modify the "Instructions to Offerors Non-Construction" form HUD-5369-B.

Item #1: Modify Clause 1 – Preparation of Offers

1. Add the following subparagraph to paragraph (b):

(i) The Quote Form and each supplemental form that requires signatures must bear an original signature.

2. Add the following as an additional paragraph (c):

The successful Offeror shall be properly licensed in the state of Louisiana to perform the scope of services outlined in this RFQ. The successful Offeror shall comply with all federal, state and local laws, ordinances, codes, rules and regulations that may in any way affect the delivery of contract services.

Item #2: Modify Clause 2 - Submission of Offers

1. Add the following to paragraph:

Offerors shall furnish those documents delineated as Required Submittals in the RFQ documents on the bid due date and time and/or listed in the "Index of Submittal Documents" page contained herein.

2. Add the following paragraph to (a):

Deliver one (1) complete set to the Department of Procurement and Contracts at the following address:

**Housing Authority of New Orleans
Department of Procurement and Contracts
4100 Touro Street,
New Orleans, Louisiana 70122
Bejide Legania, Procurement Manager**

3. Add the following paragraph as an additional paragraph (d):

Materials that will become permanent improvements to property owned by the Housing Authority of New Orleans purchased for use by the Contractor or its Subcontractors and incorporated into the work under this contract are exempt from sales tax. Offerors are expected to account for the sales tax exemption in preparation of the quote.

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Item #3: Clause 3 – Amendments to Solicitations

1. Modify paragraph (c) to read as follows:

Amendments must be acknowledged. All Amendments to Request for Quotes will be on file in the offices of the Housing Authority of New Orleans, Department of Procurement and Contracts at least 24 hours before the date and time quotes are due.

Item #4: Modify Clause 4 – Explanation to Prospective Offerors

1. Modify paragraph to read as follows Add the following paragraph

- (1) All requests/explanations shall be forwarded in writing no later than 2:00 p.m. Thursday, August 18, 2022 to:

**Housing Authority of New Orleans
Department of Procurement and Contracts
4100 Touro Street, New Orleans Louisiana 70122
Attn: Thelma Bowers, Office Administrator
(504) 670-3448 (Office) - (504) 286-8224 (Fax)
Email – tbowers@hano.org**

Item #5: Modify Clause 5 – Responsibility of Prospective Contractor

1. Modify paragraph (a) to read as follows:

The PHA/IHA will award contracts only to responsible prospective Contractors who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a bidder, the PHA/IHA will consider such matters as the bidder's:

- | | |
|---|---|
| (1) Integrity | (5) Related project experience |
| (2) Compliance with public Policy | (6) Skill |
| (3) Record of past performance | (7) Business judgment |
| (4) Financial and technical resources | (8) Reputation |
| (including construction and technical equip.) | (9) Quality of previous work on contracts |

Additionally, a conviction of or plea of guilty or no contest to the following state crimes or equivalent federal crimes shall permanently bar any person or the bidding entity from bidding on public projects:

- (a) Public bribery
- (b) Corrupt Influencing
- (c) Extortion
- (d) Money laundering

A conviction of or plea of guilty or no contest to the following state crimes or equivalent federal crimes shall bar any person or the bidding entity from bidding on public projects for a period of five years from the date of conviction or from the date of the entrance of the plea of guilty or no

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contest:

- (a) Theft
- (b) Identity theft
- (c) Theft of a business record
- (d) False accounting
- (e) Issuing worthless checks
- (f) Bank fraud
- (g) Forgery
- (h) Contractors; misapplication of payments
- (i) Malfeasance in office

Before a quote is considered for award, the apparent lowest, responsive Offeror may be requested by the PHA/IHA to submit a statement or other documentation regarding any of the items in paragraph (a) above. Other documentation shall include, but not be limited to:

- 1) Sample Representations and Warranties as to Sales Tax on Applicable Materials and Equipment
- 2) Designation of Construction Contractor as Agent of a Governmental Entity Sales Tax Exemption Certificate

Failure by any Offeror to provide such additional information within the timeframe designated by HANO will render the Offeror non-responsive and ineligible for contract award. At that time, the next lowest Offeror will be determined to be the Offeror with the lowest quote and will be requested to comply with the procedures set forth herein.

THIS SECTION INTENTIONALLY LEFT BLANK

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SCOPE OF SERVICES

The contractor shall provide all supervision, labor, equipment, cleaning, and maintenance supplies to provide janitorial services and cleaning of HANO's Central Office Buildings located at 4100 Touro Street, Buildings A and B, New Orleans, LA 70122. Services shall include the following:

- Provide a night crew of six (6) employees, and two (2) Day Porters
- The Day Porters shall clean, remove garbage from HANO's parking areas, and restock bathroom supplies in Buildings A and B, Monday through Friday, during the hours of 7:30 a.m. to 3:30 p.m.
- The Day Porters shall clean and restock supplies in the 2 public bathrooms in Building B (HCV: Department), Monday through Friday, during the hours of 7:30 a.m. to 3:30 p.m.
- The night crew shall provide services, Monday through Friday, during the hours of 4:30 p.m. – 8:30 p.m.

Janitorial Cleaning Specifications for services shall be provided as follows:

CLEANING SPECIFICATIONS

Office Areas:

A. Services performed daily:

- Empty and clean all waste receptacles replacing plastic liners and removing waste paper and rubbish to the designated area.
- Wipe down all door handles using metal cleaner and disinfectant.

B. Services performed monthly:

- Dust light fixtures.
- Dust fire extinguishers/fire extinguisher cabinets.
- Clean all air vent grills.
- Dust all door jams.
- Vacuum all upholstered furniture.
- Dust or vacuum all window blinds.

C. Services performed quarterly:

- Carpet shampooing/extraction in office
- Strip and wax (minimum of two (2) coats) all tile floors
- Clean light fixtures
- Clean air-vent grills

D. Services performed as needed:

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- Wipe down and wash all waste receptacles.
- Spot clean windows and partition glass as needed.

E. Services performed upon request:

- Vacuum all carpet areas using an edge/crevice tool and ensure that vacuum cords are not damaging furniture.
- Edges and crevices should be either swept or vacuumed with appropriate edge/crevice cleaning tool.
- Hand dust or wipe clean with damp or treated cloth all horizontal surfaces, desks, chairs, file cabinets, window surfaces, picture frames, window sills, modular furniture, etc. in each office/cubical.
- Damp wash and wipe dry all plastic or Formica desktops.
- Vacuum with edge/crevice tool areas not normally covered in daily vacuuming.
- Damp wash and wipe dry all plastic or Formica desktops or as requested.
- Spot clean windows and partition glass as needed.
- Wipe down, using metal cleaner and disinfectant, all doors handles.

Conference/Meeting/Training Rooms:

A. Services performed daily:

- Hand dust or wipe clean with damp or treated cloth all horizontal surfaces, desks, chairs, file cabinets, window surfaces, picture frames, window sills, modular furniture.
- Vacuum all carpet areas using an edge/crevice tool and ensure that vacuum cords are not damaging furniture.
- Edges and crevices should be either swept or vacuumed with appropriate edge/crevice cleaning tool.

B. Services performed monthly:

- Carpet shampooing/extraction in conference rooms
- Strip and wax (minimum of two (2) coats) all tile floors

C. Services performed quarterly:

- Clean light fixtures
- Clean air-vent grills

Lunch Rooms: (Building A and B)

A. Service performed daily:

- Sweep and mop all lunchroom floors
- Clean sinks and wipe clean with damp or treated cloth all horizontal surfaces, countertops and tables

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B. Service performed weekly:

- Dust top of vending machines.

Common Area Corridors and Elevator Lobby:

A. Services performed daily:

- Vacuum all carpeted areas/dust and damp mop all non-carpeted areas. Use an edge-cleaning tool if necessary.
- Spot clean all windows and partition glass.
- Spot clean all walls, light switches, doors and areas around elevator call buttons.
- Clean and sanitize drinking fountains, follow then with a stainless steel cleaner as needed, taking care not to leave any oily residue.
- Dust mop and damp mop all tile, floors, kitchen areas, break-rooms, etc.

B. Services performed weekly:

- Spot clean carpeted areas where stains exist.
- Dust fire extinguishers and fire extinguisher cabinets, inside and outside.
- Wipe down all door handles using metal cleaner and disinfectant.

C. Services performed monthly, or in the frequency stated:

- Strip and wax tile floors.
- Wipe down, using metal cleaner and disinfectant, all door handles.

D. Services performed quarterly:

- Shampoo carpeting.
- Machine-buff all non-carpeted floors. Strip and wax tile floors.
- Clean light fixtures.
- Clean air-vent grills.

Restrooms: (Building A – 1st floor (2), 2nd floor (4), 3rd floor (3) – Total (9) restrooms
(Building B – 1st floor (5), 2nd floor (4) – Total (9) restrooms)

A. Services performed daily:

- Empty and clean all waste receptacles and remove waste paper and rubbish to the designated area.
- Wash and disinfect all basins, urinals and bowls using non-abrasive, non-acid cleaners to remove stains and clean underside of rim on urinals and bowls.
- Wash and disinfect both sides of toilet seats, as well as undersides of urinals and bowls.
- Clean all mirrors, bright work and enameled surfaces.
- Scrub countertops to prevent soap scum buildup.

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- Spot clean all partitions, tile walls, doors and outside surfaces of all dispensers and receptacles. Damp wipe all lavatory tops.
- Clean flush meters, piping and other metal. Follow with stainless steel cleaner/polish. Do not leave oily film on any metal finish.
- Fill toilet tissue, toilet seat cover, soap, and towel dispensers and sanitary napkin receptacles.
- Sweep, wet mop and thoroughly rinse floor. Clean all corners and edges to prevent dirt build-up. Do not leave standing water on the floor.
- Thoroughly wash all partitions, paying attention to top and bottom edges.

B. Services performed weekly:

- Check and replace air fresheners in all bathrooms and change batteries if needed.

C Services performed monthly:

- Wash all walls to prevent build-up of dirt and yellow stains.
- Clean door hinges and hardware and wipe down doors with oil-based product.

D. Services performed quarterly:

- Clean light fixtures
- Clean air-vent grills

Public Restrooms: (Building – B 1st floor (2) restrooms)

A. Services performed daily:

- Empty and clean all waste receptacles and remove waste paper and rubbish to the designated area.
- Wash and disinfect all basins, urinals and bowls using non-abrasive, non-acid cleaners to remove stains and clean underside of rim on urinals and bowls.
- Wash and disinfect both sides of toilet seats, as well as undersides of urinals and bowls.

Lobbies (Buildings A and B):

A. Services performed daily:

- Sweep and mop floors. Clean all edges and corners.
- Vacuum and spot-clean all carpet areas.
- Clean glass doors, glass panels, and glass tabletops.
- Clean directory board and graphics.
- Clean top and sides of security desk.
- Wipe down furniture.

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B. Services performed weekly:

- Machine buff traffic areas using a marble/granite conditioner.
- Spot clean all walls.
- Wipe down plant pots.
- Clean entrance grates with wire brush and damp wipe.
- Sweep dumpster area.

Building Stairway and Landing: (Buildings A and B)

A. Services performed daily:

- Sweep internal stairways.
- Police for trash, remove gum, etc.
- Clean prints and marks from doors.

B. Services performed weekly:

- Dust light fixtures.
- Dust handrails and other vertical members.
- Disinfect handrails and doorknobs.

C Services performed bi-weekly:

- Sweep/spot mop landings and treads.

D. Services performed monthly:

- Clean/wash transoms, both high and low.
- Sweep stairway ledges and sky light areas clear of dead insects and spider webs.

E. Services performed quarterly:

- Dust/wash all vents and piping.

Elevator:

A. Services performed daily:

- Vacuum and spot clean carpet when stains exist.
- Clean walls, doors and elevator panel buttons.

B. Services performed monthly:

- Clean and polish all elevator thresholds and tracks.

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Specialized Cleaning (As Needed):

- **COVID Cleaning and Sanitizing**
 - The contractor must use products that are Environmental Protection Agency (EPA) approved (disinfectants). All supplies, including, disposable gloves, sanitizers, masks, and disinfectants shall be supplied by the contractor;
 - The contractor shall perform COVID cleaning in affected areas, upon request. Fogging and disinfecting all furniture, doorknobs, light switches, office equipment, etc., within the affected areas.

- **Mildew/Mildew Abatement**
 - The contractor must use products that are Environmental Protection Agency (EPA) approved (disinfectants). All supplies, including, disposable gloves, sanitizers, masks, and disinfectants shall be supplied by the contractor;
 - Thoroughly abate mildew and clean surfaces in the affected offices, upon request.
 - Office Cleaning and Disinfecting including Hard Floors and Carpeting:
 - Remove mildew-like substances from all offices to include bagging paperwork and wiping off desks, file cabinets, chairs, etc.
 - Remove mildew like substances, cleaning, and disinfecting each restroom and applying microbial solution to hard floors.
 - Implement detailed carpet cleaning to include:
 - Applying a low alkaline all-purpose spotter and wiping it off.
 - Rinsing with a mild acidic carpet rinse and neutralizer.
 - Thoroughly drying carpeting; and
 - Applying a mildew stat carpet sanitizer.

STAGING AREA AND JANITORIAL ROOMS

Expectations:

- Maintain all janitorial areas in a clean, neat and orderly condition at all times.
- All cleaning agents must be stored in clearly labeled **CLOSED** containers.
- Maintain staging area/janitorial office in same fashion as tenant office areas.

DUMPSTERS/PARKING LOTS

A. Services performed daily:

- Place all trash in dumpsters.

B. Police & pick up trash in parking lots and around perimeter of Buildings A and B.

JANITORIAL SUPPLIES

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The Contractor shall provide janitorial cleaning supplies include, but may not be limited to, the following:

- Toilet paper
- Dispenser roll hand towels
- Bathroom/kitchen air-fresheners
- Cleaning Solution for Floors
- Cleaning Solution for Carpets
- Hand Sanitizer
- Hand Soap
- Trash bags in various sizes.
- Batteries for air fresheners.
- Toilet seat liners
- Sanitary bags

GENERAL REQUIREMENTS

Upon completion of daily duties floor supervisor(s) must ensure that all areas have been cleaned and left in a neat and orderly condition in accordance with the specifications. The Contractor shall immediately report any mechanical problems (e.g.: clogged toilets, lights out, leaks, broken soap dispensers, etc.) to the Facilities Management Manager.

Supervisor(s) must complete a daily checklist of duties. If a Contractor's employee(s) encounter any obstacles, HANO Staff or Residents, that prevent performance of duties in Building A or B, the Contractor and/or Supervisor shall document the obstacle(s), and immediately inform HANO's Asset Management Department.

It is the contractor's responsibility, and/or their designee, to ensure Interior and Exterior doors and open access areas are properly secured prior to leaving the premises. The Contractor's Supervisor(s) must remain on the job site until all of their employees have completed their duties, as outlined in the specifications, and are deemed satisfactory.

The Contractor may be requested to perform additional duties as deemed necessary, and as requested by HANO's Asset Management Department.

Material Safety Data Sheets (MSDS)

It shall be the Contractor's responsibility to properly maintain all MSDS records relating to chemicals, cleaning agents, etc. used for the performance of this Contract. The record must be updated as new cleaning chemicals are to be used, and made available to HANO upon request. An MSDS guide is maintained in the Janitorial Office and the Engineering Superintendent's Office.

Access Keys

Access keys to both buildings are inventoried and will be provided to the Contractor upon execution of a contract. The Contractor must sign the inventory document to distribute to any of its employees (including Supervisors) prior to distribution. If keys are distributed to a Supervisor(s), they must also sign the inventory document. At the end of each shift, it is the responsibility of the Contractor and/or their designee (Supervisor(s)), to ensure that all access

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keys are returned and the inventory sheet has been signed. The Contractor must ensure that HANO access keys are not removed from their keyring or from the premises. All doors must be locked upon entry and exit. After each shift, specifically the night shift, the Contractor must ensure doors all access doors are locked, and keys are returned to the designated location. The Contractors employees shall not use objects to prop doors that allow access to the building while services are being performed.

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CONTRACTOR'S SUMMARY SHEET

If this Quote is submitted by a joint venture, each business shall provide the information requested below.

Under penalties of perjury, as prescribed in 18 U.S.C. 01, the undersigned certifies that the statements set forth in this bid are true and correct.

(Offeror's Name)

(Louisiana Contractor's License Number)

By: _____
(Printed or Typed Name)

Title: _____

Date: _____

(If a Corporation, President or Vice-President should sign; If a Partnership, a Partner should sign. If some other Officer signs, evidence of authority must be submitted)

Address: _____

City, State, Zip: _____

Telephone No.: _____

Fax No.: _____

Email address: _____

Taxpayer I.D. No.: _____

Date Contractor Signed: _____

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STATEMENT OF BIDDER'S QUALIFICATIONS

Each business of a joint venture must submit this form. Complete all blanks by entering the requested information or "NA" if it is not applicable to your business.

BUSINESS NAME:		
AVG. ANNUAL SALES (LAST 3 YEARS):	CURRENT NET WORTH:	DATE BUSINESS STARTED:
PARENT COMPANY (IF AFFILIATE):		PREVIOUS BUSINESS NAME:

OFFICERS, OWNERS, OR PARTNERS

NAME	OFFICIAL CAPACITY

PERSONS AUTHORIZED TO SIGN OFFERS AND CONTRACTS IN COMPANY NAME

NAME	OFFICIAL CAPACITY

BANK REFERENCE

BANK NAME:	ADDRESS:
CONTACT PERSON:	TELEPHONE NO.:

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STATEMENT OF BIDDER'S QUALIFICATIONS (CONT.) QUALITY ASSURANCE

	YES	NO
A. Has the Bidder successfully completed three similar projects within the past five years?		
B. Over the past five years, has the Bidder completed all of their projects within the contract time frame and budget?		
C. Over the past five years, has the Bidder ever been Terminated for Default by any public entity?		
D. Over the past five years, has the Bidder ever been issued a finding of non-compliance by HANO relative to DBE, WBE and Section 3 Employment and Contracting?		
E. Over the past five years, has the Bidder ever been issued a finding of non-compliance relative to Davis Bacon Wage Requirements?		

BUSINESS REFERENCES (Provide three existing or completed work activities by your business which are similar to or support your ability to successfully complete the scope of work.) Please attach additional pages if additional space is needed.

AGENCY/COMPANY NAME:	ACTIVITY:	DOLLAR AMOUNT:
DATE COMPLETED:	CONTACT PERSON:	TELEPHONE NO.:
AGENCY/COMPANY NAME:	ACTIVITY:	DOLLAR AMOUNT:
DATE COMPLETED:	CONTACT PERSON:	TELEPHONE NO.:
AGENCY/COMPANY NAME:	ACTIVITY:	DOLLAR AMOUNT:
DATE COMPLETED:	CONTACT PERSON:	TELEPHONE NO.:

The undersigned covenants and agrees to provide the Housing Authority of New Orleans current, complete, and accurate information regarding their business' status. The undersigned further agrees to permit examination of books, records, and files by authorized representatives of the Housing Authority of New Orleans or the U.S. Department of Housing and Urban Development. Any material misrepresentation may be grounds for terminating any contract which may be awarded and for initiating action under federal or state laws concerning false statements.

SIGNATURE OF PRINCIPAL:	PRINTED NAME OF PRINCIPAL:	DATE SIGNED:
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CERTIFICATION OF CONTRACTOR NON-EXCLUSION

This certification applies to a sole proprietor or any bidding entity or any individual partner, incorporator, director, manager, officer, organizer, or member, who has at least 10% ownership in the bidding entity, for consideration for award of contracts, in accordance with LA R.S. 38:2227.

A conviction of or plea of guilty or no contest to the following state crimes or equivalent federal crimes shall permanently bar any person or the bidding entity from bidding on public projects:

- (e) Public bribery
- (f) Corrupt Influencing
- (g) Extortion
- (h) Money laundering

A conviction of or plea of guilty or no contest to the following state crimes or equivalent federal crimes shall bar any person or the bidding entity from bidding on public projects for a period of five years from the date of conviction or from the date of the entrance of the plea of guilty or no contest:

- (j) Theft
- (k) Identity theft
- (l) Theft of a business record
- (m) False accounting
- (n) Issuing worthless checks
- (o) Bank fraud
- (p) Forgery
- (q) Contractors; misapplication of payments
- (r) Malfeasance in office

The five-year prohibition shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to the provisions of LA R.S. Title 38, Chapter 10 – Public Contracts.

Should information be discovered about a bidding entity that would be cause for debarment, suspension, exclusion, or determination of ineligibility for award of a contract, HANO shall report and submit supporting documentation to the applicable regulatory agency.

I hereby attest that I have not been convicted of, or have not entered a plea of guilty or nolo contendere to any of the crimes listed above or equivalent crimes.

(Print)

(Date)

(Signature)

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SUPPLEMENTAL CONDITIONS

The following supplements the "General Conditions of the Contract for Non-Construction Contracts," form HUD-5370-C, Section II.

Contract Type

The Contract resulting from this solicitation shall be a firm fixed price contract.

Term of Contract

The contract shall be for an initial period of one (1) year, with an option to extend for two (2) additional one-year periods.

Options

The option shall only be exercised if the Contractor has satisfactorily performed under the Contract terms and conditions. Contract extensions will not be automatic and must be approved by HANO.

If this contract meets or exceeds the Small Purchase Threshold amount of \$250,000, approval must be requested of HANO's Board of Commissioners.

Invoicing

Invoices shall be submitted monthly to the Department of Finance. The invoice shall provide an invoice number, service date, Purchase Order number, description of services provided, and the name/title of employee(s) who rendered the services. Invoices shall be submitted on the Contractor's own invoice.

Payments

All vendors should submit invoices to the Finance Department with a copy to the Asset Management Department on or before the days listed below. All vendor invoices are due on the 1st or 15th of the month. Invoice payments are as follows:

- *Invoices received on the 16th of the current month thru the 1st day of the next month will be paid on the 1st of the following month.*
- **Example: An invoice received on August 27th will be processed commencing September 1st and paid on October 1st.**
- *Invoices received on the 2nd of the current month thru the 15th of the current month will be paid on the 15th of the following month.*
- **Example: An invoice received on August 4th will be processed commencing August 15th and paid on September 15th.**

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Insurance

Prior to commencement of the Contract resulting from this solicitation, the Contractor shall procure and maintain at all times and at Contractor's own expense, the types of insurance specified below.

The insurance carriers used by the Contractor must be authorized to do business in the State of Louisiana, and the insurance provided shall cover all operations under the contract, whether performed by the Contractor or by subcontractors.

- Worker's Compensation/Employers' Liability
Statutory Benefits for State of Hire, Employer's Liability - \$500,000
Voluntary Compensation Endorsement
- Minimum Commercial General Liability Insurance of \$500,000, Bodily Injury and \$500,000 Property Damage to protect the Contractor and the Housing Authority
- Minimum 500,000 Automobile Liability

The Contractor shall be required to furnish the Housing Authority of New Orleans' Procurement and Contracts Department, 4100 Touro St, New Orleans, Louisiana, original Certificates of Insurance evidencing the required coverage to be in force on the date of the Contract, and Renewal Certificates of Insurance, or such similar evidence, if the coverage has an expiration or renewal date occurring during the term of this Contract or extensions thereof. The receipt of any certificate does not constitute agreement by HANO that the insurance requirements in the Contract have been fully met, or that the insurance policies indicated on the certificate are in compliance with all Contract requirements. The insurance policies shall provide for thirty (30) days prior written notice to be given to HANO in the event coverage is substantially decreased, canceled or non-renewed.

The Contractor shall require all subcontractors to carry the insurance required herein, or the Contractor may provide the coverage for any or all subcontractors, and, if so, the evidence of insurance submitted shall so stipulate.

The Contractor agrees and shall require each subcontractor to agree that insurers shall waive their rights of subrogation against the Housing Authority of New Orleans.

The Contractor expressly understands and agrees that any insurance or self-insurance programs maintained by the Housing Authority of New Orleans shall apply in excess of, and not contribute to insurance provided by the Contractor under the Contract.

Termination for Convenience and Default

(a) HANO 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). HANO 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 HANO 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

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convenience of HANO, HANO 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), HANO may (i) require the Contractor to deliver to it, in the manner and to the extent directed by HANO, any work as described in subparagraph (a)(ii) above, and compensation be determined in accordance with these changes; (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 HANO; (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 HANO 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 HANO, and the HANO 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.

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 (ii) 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

Indemnification

The successful Respondent will be required to protect, defend, indemnify, keep, save, and hold HANO, its officers, officials, employees and agents free and harmless from and against any and all liabilities, losses, penalties, damages, settlements, environmental liability, costs, charges, professional fees or other expenses or liabilities of every kind, nature and character arising out of or relating to any and all claims, liens, demands obligations, actions, suits, judgments or settlements, proceedings or causes of action of every kind, nature and character (collectively, "claims") in connection with or arising directly or indirectly out of the acts or omissions and/or the performance thereof by the successful Respondent, its officers, officials, agents, employees, and subcontractors, including, but not limited to, the enforcement of the indemnification provision. The successful Respondent will be further required to investigate, handle, respond to, provide defense for and defend all suits for any and all claims, at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims are considered groundless, false or fraudulent.

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HANO will have the right, at its option and at its expense, to participate in the defense of any suit, without relieving the successful Respondent of any of its obligations under this indemnity provision. The indemnities to be set forth in the contract resulting from this RFQ will survive the expiration or termination of that contract.

Rules, Regulations, and Licensing Requirements

The successful Offeror shall possess all of the required State and Local licenses and certifications required to perform work of the type required by this contract in the City of New Orleans. In addition, the Offeror shall comply with all laws, ordinances and regulations applicable to the services contemplated herein.

Offerors are presumed to be familiar with all federal, state and local laws, ordinances, codes, rules and regulations that may in any way affect the delivery of services.

Rights, Use, and Ownership of Assessment Materials

Assessment materials generated as a result of performing the Scope of Work contained in this Contract shall be confidential and proprietary, and shall be for the exclusive use and ownership of the Housing Authority of New Orleans. Such materials shall include, but not be limited to data, cost estimates, and reports generated that contain descriptive and/or identifying information regarding individual properties owned by HANO and/or HANO's portfolio of properties. Such materials shall not be shared, signed, sold or disclosed to parties other than those named on the contract without the express written permission of the Housing Authority of New Orleans' Contracting Officer. Any violations of this provision shall be considered a breach of, and grounds for immediate termination in accordance with these Supplemental Conditions.

Public Access to Procurement Information/Confidentiality

All information submitted in response to a solicitation issued by the Housing Authority of New Orleans (HANO) shall remain confidential until after final approval by HANO's Board of Commissioners and/or the United States Department of Housing and Urban Development (HUD). HANO's policy regarding public access is in strict accordance with the guidelines set forth in its Procurement Policy, Section 5.3.4, HUD Handbook 7460.8 REV 2, Section 1.6, Public Access to Procurement Information and Section 7.2 (J) Confidentiality. Furthermore, pursuant to Louisiana Revised Statute 40:526(8), HANO shall not disclose information submitted to HANO in confidence in response to this RFQ, and not otherwise required by law to be submitted, where such information should reasonably be considered confidential.

Ethics Policy

The selected Offeror shall abide by the applicable provisions of the Housing Authority of New Orleans' Ethics Policy and State of Louisiana Ethics Code.

Third Part Claims on Software

HANO shall be held harmless from any third party legal claims involving the use by HANO of any software product or technique provided by the selected Respondent.

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Respondent Status

The successful Respondent will be held to be an independent Contractor, and not an employee of HANO.

Assignment

The successful respondent shall not enter into any subcontracts, retain consultants, or assign, transfer, convey, sublet, or otherwise delegate its obligations under the contract resulting from this RFQ, or any of its rights, title or interest therein, or its power to execute such contract to any person, company, or corporation without prior written consent and approval of HANO.

Advertising

The successful respondent shall not be permitted to advertise or promote the fact of their relationship with HANO in the course of marketing efforts, unless HANO provides express written approval prior to such advertising.

Media Relations

The Contractor shall not make public comment on HANO matters without express written approval from HANO's Director of Communications. All media inquiries shall be referred to HANO's Executive Director and Director of Communications.

Drug Free Workplace

The Offeror must comply with the federal requirements of the Drug Free Workplace Act including mandatory drug screening for applicants and employees, and drug treatment opportunities as needed.

THIS SECTION LEFT BLANK INTENTIONALLY

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NON-COLLUSIVE AFFIDAVIT

(Respondent)

State of _____

City/Parish of _____

_____ Being duly sworn, deposes and says:
(Name)

That he/she is _____
(A partner or officer of the firm of, etc.)

The party making the foregoing Proposal/Quote/Bid, affirms that such Proposal/Quote/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 other person, to put in a sham Proposal/Quote/Bid, or to refrain from proposing/quoting/bidding, and has not in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any person, to fix the Proposal/Quote/Bid price for affiant or any other **OFFEROR**, or to fix any overhead, profit or cost element of said Proposal/Quote/Bid price, for affiant or that of any other **OFFEROR**, or to secure any advantage against the Housing Authority of New Orleans, or to secure any personal interest in the proposed contract(s), and that all statements in said Proposal/Quote/Bid are true.

Signature of

Respondent, if an individual

Partner, if the OFFEROR is a partnership

Officer, if the OFFEROR is a corporation

Subscribed and Sworn to before me:

This _____ day of _____, 20_____.

Notary Public

My Commission Expires _____

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ACKNOWLEDGEMENT OF ADDENDA

Respondent has received the following Addenda, receipt of which is hereby acknowledged:

Addendum Number: _____ Date Received: _____

(Company Name)

BY: _____
(Signature)

Name/Title (Printed)

Date

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COST PROPOSAL FORM

The Contractor shall provide a Monthly and Annual Cost to provide janitorial services at HANO's Central Office. The total annual cost shall include all materials and equipment required to perform the Services, including; tools, equipment, supplies, transportation, facilities, labor, supervision, insurance, overhead and profit, which shall be calculated as a percentage of Labor Costs only.

The total square footage of Buildings A and B combined is 77,227. The Contractor shall provide a cost to provide the services in the format below:

REGULAR CLEANUP SERVICES	
PERIODIC PER SQUARE FEET COSTS	TOTAL COST
COST PER SQ. FT.	\$ _____
TOTAL MONTHLY COST <i>(sq. ft. cost multiplied by total sq. ft.)</i>	\$ _____
TOTAL ANNUAL COST <i>(monthly cost multiplied by 12)</i>	\$ _____

SPECIALIZED CLEANING (As needed)	
SERVICE TYPE	COST PER SQ. FT.
COVID CLEANING AND SANITIZING	\$ _____
MOLD REMEDIATION	\$ _____
MILDEW CLEAN UP	\$ _____

COMPANY NAME

NAME/TITLE (PRINTED)

BY: _____
(SIGNATURE)

DATE

Instructions to Offerors Non-Construction



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

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/offers 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.

Signature & Date:

Typed or Printed Name:

Title:
