

Request for Proposal
FOR
Professional Property Management Services
Assisted Living Facilities (ALF)

Solicitation No: FY19-RFP-07

Issue Date: **Thursday, July 18, 2019**
Deadline for questions: **Tuesday, July 30, 2019 @ 5:00 PM (EST)**
Submission Deadline: **Tuesday, August 13, 2019 @ 2:00 PM (EST)**

Board of Commissioners:

Susan Johnson-Velez, Chairperson

James A. Cloar, Vice-Chairperson

Ben Dacheballi

Dr. Hazel S. Harvey

Billi Johnson-Griffin

Rubin E. Padgett

Bemetra L. Simmons



**Ms. Tina Washington, Director of Contracting
THA Purchasing & Contracting Office
5301 W. Cypress Street
Tampa, FL 33607
Phone: (813) 341-9101 ext. 3500**

AN EQUAL OPPORTUNITY EMPLOYER



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Request for Proposals
For
PROFESSIONAL PROPERTY MANAGEMENT SERVICES
ASSISTED LIVING FACILITIES (ALF)
SOLICITATION NO. FY19-RFP-07
JULY 18, 2019

In accordance with the U.S. Department of Housing and Urban Development (HUD) Handbook 7460.8 REV-1, Florida Statutes and with other applicable laws, the Tampa Housing Authority (THA), pursuant to the laws of the State of Florida with a principal address of 5301 W Cypress Street, Tampa, Florida 33607, formally requests competitive proposals from qualified, responsible firms interested in providing Professional Property Management Services for the Palm Terrace Assisted Living Facility (ALF).

SECTION A: BACKGROUND-PALM TERRACE

Palm Terrace is a 79 bed assisted living facility, consisting of 73 Project-based Assisted Housing beds and 6 Private pay beds, in one two story building, located approximately 10 miles northeast of downtown Tampa. There are 52 small apartments, 31 with a living/dining area, one bedroom, a kitchenette, and a bath; and 21 with a living/dining area, two bedrooms, a kitchenette and a bath. Each bedroom has one bed. The common area on the first floor consist of a lobby, a large common room, a day care room, one dining room, a small café, a private dining room, a kitchen, a laundry room, two therapy rooms, a pool and Jacuzzi, a large sitting room, a gift shop, office area, the maintenance area, employee lockers and lounge and the mechanical equipment room.

The common areas on the second floor consist of a library, a laundry room, a large lounge, a large sitting room, a chapel, a poolroom, and a beauty salon. There are also several small sitting areas and bathrooms scattered throughout the first and second floor. Some of the bathrooms have a roll-in shower. The building is rectangle with a large court yard in the center. There is a gazebo, a patio and a fountain in the court. There is a porte-cochere at the front entrance, and an enclosed entry leading into the lobby. The lobby and the common rooms are two stories high. There are three hydraulic elevators and three stairs, two enclosed and one open in the building. The building and all of the rooms are handicap accessible. The building was constructed in 1996.

All units are equipped with emergency alarm systems and the building is in compliance with Chapter 4-A40, Uniform Fire Safety Standards for operating an ALF. The facility is close to major hospitals.

Palm Terrace provides the following standard services to elderly residents: personal services (assistance with activities of daily living such as eating, bathing, dressing, ambulation and

assistance with self-administered medications), health support (including oversight by Registered Nurse), meals, housekeeping, laundry, recreation, etc. In addition, the facility is able to provide more intensive services under the extended congregate care license, but does not provide medical care or 24 hour nursing supervision. The residents retain their personal doctors and health insurance.

Rent will be subsidized through project-based Housing Choice Vouchers issued by USHUD to Tampa Housing Authority existing allocation. The cost of room and board may also be subsidized by the State's Optional State Supplementation Program, which provides an income subsidy for eligible residents.

Palm Terrace also will be a Medicaid Provider for the assistive care services and ALE waiver programs, in order to obtain Medicaid reimbursement for services for eligible residents. ACS is an entitlement and can be billed for any eligible resident. Waiver funds are limited, but Palm Terrace expects to obtain an allocation of waiver funds for eligible residents. Medicaid funds will be used in accordance with Medicaid guidelines and cannot be used for room and board.

Palm Terrace is licensed to handle up to 18 Adult Day Care participants who can be picked up and taken home by the property owned bus.

SECTION B1: STATEMENT OF WORK (SOW)

The selected Management Firm will be responsible for the full range of services customary with the management of an assisted living facility having an Extended Congregate Care License with Medicaid Waivers and for a property operated with project-based Housing Choice Vouchers. The following is a description of the major management duties of the Respondent:

The selected Respondent shall perform all the duties and responsibilities normally associated with providing property management services for Palm Terrace Assisted Living Facility. These duties shall include, but are not limited to the following:

1. Create and maintain a separate oversight and administrative monitoring component to ensure full compliance with the Owner's goals for the property and with State of Florida ALF regulations. Must meet monthly with the Owner to review property performance and to assess compliance with State ALF regulations.
2. Prepare a detailed Management Plan that will outline the policies and procedures to be followed in the management and operation of the Palm Terrace ALF. THA must review and approve any necessary or desirable changes to the Management Plan prior to implementation.
3. Carry out all leasing, collection, eviction and maintenance activities necessary to manage the Properties on behalf of the Owner.

4. Operate the property under the following Land use restrictions:
 - A. The ACC
 - B. The Regulatory and Operating Agreement
 - C. State of Florida ALF Regulations
 - D. The HAP Contract
5. Operate an Adult Day Care program for 18 potential placements with the flexibility to increase this component as demand may dictate; and in accordance with local and state regulatory requirements.
6. Collect, deposit, disburse and manage security deposits in accordance with the terms of each resident's lease and in accordance with applicable state law. The amount of each security deposit shall be in accordance with the Owner's procedures. All resident security deposits will be placed in a bank account separate from all other accounts and funds of the Managing Agent and/or the Owner.
7. Maintain the Properties in good repair in accordance with local codes and in a condition at all times acceptable to the Owner. This will include, but is not limited to, cleaning, painting, decorating, plumbing, carpentry; grounds curb appeal, care and such other maintenance and repair work as may be necessary, subject to any limitations imposed by the Owner in addition to those contained herein, during the term of this Agreement. Expenses associated with maintenance and repair will be paid out of the General Operating Account and will be treated as property expenses.
8. Establish and maintain a comprehensive system of records, books and accounts in accordance with Generally Accepted Accounting Principles (GAAP), keep and maintain suitable records and receipts pertaining to supervision, management, care, and operation of the properties, which will be subject to an annual audit.
9. Render monthly narrative reports of the status of the property and any related events, itemized accounts of receipts, and any transfer of funds incurred in the previous month.
10. Perform annual inspections of units and systems to establish an initial 5-year capital improvement plan and include certain capital items in the annual operating budget. Utilize the ongoing unit inspections to expedite efficient unit turnover.

B2: TENANT SELECTION AND LEASING

The Respondent shall carry out all leasing and placement activities necessary to offer housing opportunities to applicants who apply direct or are referred by THA. The Respondent shall prepare all dwelling leases/agreements and will execute the same in its name, identified thereon as the Managing Agent for THA. The terms of all lease/agreement will comply with applicable state, local laws and ordinances. The lease/agreement to be used by the Respondent shall be approved for form and legal sufficiency by THA.

Respondent shall establish a comprehensive marketing and leasing operation to ensure the availability of sufficient applicants for vacant units. THA has established elderly residents currently residing at its other properties as a first priority and upon referral from THA, shall be given the first opportunity to be housed at Palm Terrace. The Respondent will screen potential applicants for eligibility and assign these families to available vacant units. In general, individuals must be income-eligible and be able to perform activities for daily living with supervision or assistance, must not be at risk of being placed in a nursing home; Medicaid eligible and at least 62 years old; do not require 24 hour nursing supervision; free from communicable disease; not bedridden; nonviolent; do not require licensed, professional, mental health treatment. The Respondent will maintain a site-based listing of all applicants deemed eligible for residency. Upon completing initial eligibility screening, each eligible applicant's name will be submitted to THA's Assisted Housing Department for placement on the waiting list in its database, including Assisted Housing Applicants and Medicaid Applicants not in Public Housing. The Respondent will prepare and verify eligibility certifications and recertification in accordance with the guidelines established by USHUD and THA.

B3: RENT AND SERVICES COLLECTION

The Respondent shall be responsible for the collection of rents and the maintenance of rental collection records, including records of delinquencies, the Assisted Housing assistance payment and the safekeeping of rental receipts. The Respondent shall also be responsible for the collection of payments from the State for services provided to residents and any other clients of the facility, including but not limited to meal services, housekeeping, laundry, phone/cable, personal services and nursing services.

The Respondent shall be responsible for developing schedules for rent and other services and these must be compliant with State regulations and be approved by THA.

B4: DRUG FREE WORKPLACE

The Respondent must certify that it agrees to provide a drug free workplace for all employees. All employees must pass a required drug screening and provide a police background check.

B5: CONTRACTING AND PROCUREMENT

The Respondent must comply with general standards of purchasing regulations and applicable

laws of the State of Florida. All contracting and purchasing must remain within the approved operating budget. Materials purchased will be of equal or better quality than existing material and workmanship will be per industry standards and material manufacturers' recommendations. THA must approve all purchases over \$2,500.

B6: FINANCIAL MANAGEMENT

The Respondent must submit monthly financial statements to THA. The annual operating budget must be prepared by the Respondent and approved by THA and then its Board of Commissioners.

THA shall have an annual financial audit report prepared by its Certified Public Accountant. The report shall be prepared in accordance with Generally Accepted Accounting Principles, and submitted to THA within sixty days (60) after the end of the fiscal year. The preparer's services shall be paid out of the General Operating Account as an expense of the facility. The Respondent shall furnish information as may be requested by THA from time to time with respect to the financial, physical or operational condition of the facility.

The Respondent shall furnish THA with an itemized list of all delinquent accounts and a reconciled bank statement for all accounts maintained by the Respondent on behalf of THA, reflecting disbursement and deposit amounts as of the end of the previous month by the fifteenth (15th) day of each month. The Respondent shall also maintain documentation and comply with all provisions of the Fee Management contract with the THA.

B7: SECURITY

The Respondent will be required to manage in such a way as to maximize the safety and security of the resident.

B8: PERSONNEL

The Respondent will have the sole responsibility for all hiring and firing of its employees. It will be the responsibility of the Respondent to provide for payment of all wages, benefits and payroll taxes for all of its employees of the development, subject to industry standards and regulations.

The Management Plan shall prescribe the number, qualifications and duties of the personnel to be regularly employed in the direct management and operation of the ALF. It shall also describe the Respondent's strategies for recruiting, soliciting, encouraging and facilitating the training and employment of housing residents and other low-income persons where such positions exist.

Additionally, any employees of the Respondent must meet all qualifications, licensing and code requirements applicable to completing assigned tasks. All direct costs associated with the Respondent's employees shall be borne by the Respondent, including managing direct salary and Social Security taxes, employment taxes, medical insurance, Pension Plan, Worker's Compensation and Housing allowance (if applicable). Such cost shall be paid out of the General Operating Account and shall be treated as a project expense. Respondent's employees who work

off-site or in the Respondent's office shall be paid directly by the Respondent out of the management fee.

B9: ENFORCEMENT AND EVICTIONS

The Respondent shall ensure full compliance by each resident with the terms of the lease. The Respondent shall counsel residents and make referrals to community agencies in cases of financial hardship or other circumstances deemed appropriate by the Respondent. The Respondent may lawfully terminate any tenancy when, in the Respondent's judgment, sufficient cause exists, including, but not limited to, nonpayment of rent for such termination under the terms of the resident's lease. For this purpose, the Respondent is authorized to consult with legal counsel to bring actions for eviction and to execute notices to vacate and judicial pleadings.

The Respondent must keep THA informed of such proceeding and follow such instructions as THA may prescribe for any such actions. Attorney's fees and other necessary costs incurred in connection with such actions shall be paid out of the General Operating Account as property expenses.

B10: MAINTENANCE AND OTHER SERVICES

The Respondent shall be responsible for all routine, preventive and non-routine maintenance, including housekeeping. The Respondent shall maintain the ALF in good repair in accordance with their Management Plan, local codes and in an acceptable condition to THA. This shall include, but is not limited to painting decorating, plumbing, carpentry, rounds care, and such other maintenance and repair work as deemed necessary.

The Respondent shall systematically receive and investigate all service requests from residents and take such action as appropriate and shall keep records of the same. Emergency request shall be received and serviced within twenty-four hours. Serious complaints shall be reported to THA after investigated.

The Respondent shall purchase materials, equipment, tools, appliances, supplies and services necessary for proper maintenance and repair. For all purchases exceeding \$2,500.00, the Respondent shall solicit THA's approval. This limitation is not applicable for recurring expenses within the limits of the operating budget or emergency repairs involving manifest danger to persons or property, or that are required to avoid suspension of any necessary services to the facility. The Respondent shall inform THA regarding these conditions as promptly as possible.

The Respondent is responsible for coordinating, planning, monitoring, and supervising any fire restoration, remodeling or maintenance repairs required for the ALF. Bids are to be solicited in accordance with HUD Procurement requirements and THA Procurement Policy. THA shall provide the Respondent with the forms necessary to monitor the compliance of acquired contractors and subcontractors. THA shall also supervise all such projects.

The Respondent shall execute all maintenance and service contracts, to including any food

service contracts and these contracts shall run concurrent with the Respondent's Management Contract.

B11: ON-SITE MANAGEMENT OFFICE

THA shall provide adequate space on the premises for a management office. THA will also provide the following for the facility:

1. Local and long distance telecommunications services along with phone sets and support.
2. Basic network and internet access with hardware and support.
3. Facility management software with license, training and support.

Any special telecommunication, network or data needs will be at the expense of the Respondent.

B12: PROPERTY MANAGEMENT

THA shall provide the Respondent with a complete set of building plans and specifications as well as copies of all manufacturer's preventative maintenance schedules, guarantees and information pertinent to the fixtures, mechanical equipment and appliances used in the operation of the subject project. The Respondent is to become thoroughly familiar with the character, location, construction, layout, plan and operation of the facility, the electrical, heating, plumbing, air conditioning and ventilation systems, the elevators and all other mechanical equipment.

B13: SECURITY DEPOSITS

The Respondent shall establish a bank account with a bank or other financial institution whose deposits are insured by an agency of the United States Government. This account shall be carried in the Respondent's name and designated on record as Palm Terrace Assisted Living Facility "Security Deposit Account".

The Respondent shall deposit all security monies into the assisted living facility's security deposit bank account. The balance of the account must at all times be equal to the total amount collected from the residents in occupancy, plus any accrued interest. The Respondent must comply with applicable laws concerning interest payments on security deposits.

B14: COLLECTION OF PAYMENTS AND OTHER RECEIPTS

The Respondent shall establish a bank account at a bank or other financial institution whose deposits are insured by an agency of the United States Government. This account shall be carried in the Respondent's name and designated on record as Palm Terrace Assisted Living Facility "General Operating Account".

The Respondent shall collect when due, all payments, charges and other amounts receivable in connection with the management and operation of the ALF. Such receipts (except for residents' security deposits, which will be handled as specified in B13) shall be deposited in the General Operating Account, separate from all other accounts and funds.

B15: ENTITLEMENT PROGRAMS

The Respondent shall process collection and distribution of federal and state entitlement programs applicable for residents of an assisted living facility. All collection and distribution of such funds shall be in accordance with prescribed applicable regulations from such programs as: Medicaid/Medicare, Optional State Supplement, Medicaid Waivers and Assisted Housing Choice Voucher.

B16: RESIDENT MANAGEMENT RELATIONS

The Respondent shall establish a resident council on the premises in accordance with the guidelines provided in 24 CFR, part 964, Tenant Participation and Tenant Opportunities in Public Housing. THA shall conduct periodic meetings with the residents to gauge customer service satisfaction and to ensure compliance and the satisfaction of the residents that they are being afforded an opportunity to participate in the overall mission of Palm Terrace Assisted Living Facility.

B17: TRAINING AND SUPPORT

The Respondent shall provide ALF governance training to THA's Board and operational training to the Board and Key staff. Such training should occur upon the initiation of the new contractual agreement and periodically thereafter as requested by THA, but not less than once per year.

B18: REGULATORY MATTERS

The Respondent shall serve as THA's representative on all matters concerning State regulatory agencies. A THA staff member trained in statutory licensing requirements, including Medicaid contractual requirements for resident care and fiscal responsibility will perform regular (not less than quarterly) compliance inspections. Related costs will be paid from the Operating Account.

A THA staff member, trained in Housing Choice Voucher income certification regulations will conduct file inspections on a quarterly basis. Related costs will be paid from the Operating Account.

The Respondent will notify THA within 24 hours of all state or local regulatory inspections of facilities or operations and provide copies of all written reports issued as a result of these inspections. The Respondent shall provide THA with copies of all incident reports relating to resident care within 24 hours of the occurrence.

B19: RISK MANAGEMENT REQUIREMENT

The Respondent shall manage operations to minimize financial, liability and operational risks, including establishment of a Risk Management and Quality Assurance Program, as provided in Section 400.423, Florida Statutes.

SECTION C: SUBMISSION REQUIREMENTS

Proposals shall be received until **2:00 p.m. (prevailing Tampa, FL time) on Tuesday, August 13, 2019 at 5301 W. Cypress Street, Tampa, FL 33607.** Proposals received after this date and time will be rejected. Copies of this Request for Proposal are available electronically by visiting THA's website at www.thafl.com/depts/purchasing or by contacting the Contracting Office at 813-341- 9101, ext. 3480.

Bidders are required to submit **One (1) original and five (5) copies** of their proposal submitted in accordance with this RFP to the address listed below:

**Tampa Housing Authority
ATTN.: Ms. Tina Washington, Contracting Officer
5301 W Cypress Street
Tampa, Florida 33607**

All proposals shall contain the following identification clearly marked on the outside of the sealed envelope:

**Request for Proposal
Professional Property Management Services
Assisted Living Facilities (ALF)
Solicitation No. FY19-RFP-07**

C1: SUBMITTAL OF PROPOSAL

PROPOSALS SHALL INCLUDE THE FOLLOWING REQUIRED COMPONENTS:

1. A cover page and Letter of Interest that includes the following information:
 - a. Respondent entity's name and mailing address
 - b. Respondent's current legal status: corporation, partnership, etc.
 - c. Respondent's Federal ID number or Social Security number
 - d. Contact person's name, title, phone number, fax and e-mail address
 - e. Brief narrative expression in being the property management company for Palm Terrace
 - f. Signature of authorized corporate officer for the entity proposing

2. Description and evidence of the nature of each Respondent's commitment to the project, and a summary of the team members past experience in working together. A description of the Respondent's experience in similar projects and roles must be included, including location, type of facility, beginning and ending dates of involvement, and information about any continued financial or operating interest in each. Specify whether the respondent entity is or intends to form a corporation, a general or limited partnership, a joint venture, a 501(c) (3) corporation, or other type of business association to carry out the proposed activities at Palm Terrace Assisted Living Facility.

3. The respondent must provide the most recently completed financial statements from a similar project which it owns and/or operates to evidence comparable operating experience and sound operating/financial management.
4. Evidence of the firm's efforts to encourage and utilize minorities, minority business enterprise firms, and section 3 businesses in its operations.
5. Not less than (5) five recent references from clients that the Respondent has performed services of a similar nature. Include project name, contact person name, address and telephone number along with a description of the project of work performed.
6. The following completed forms:
 - a. HUD-5639-C Certifications & Representations of Offerors, Non-Construction
 - b. Non-Collusive Affidavit
 - c. Section 3/MBE Compliance Certification Form
 - d. Section 3 Certification of Efforts to Comply
 - e. Sworn Statement Pursuant to Florida Statutes on Public Entity Crimes
7. Documentation in sufficient detail to substantiate each of the below listed evaluation criteria.

Proposals shall be concise but comprehensive enough to convey the required experience and capabilities; and arranged in accordance with this request for proposal, tabbed in accordance with each of the below listed evaluation criteria and required components.

No.	Criteria	Weight
1.	Evidence of firm's ability to perform the work, as evidenced by profiles of the principles and staff's professional and technical competence, experience and facilities.	15%
2.	Past performance in terms of quality of work and compliance with performance schedules.	10%
3.	Specific experience relative to the development of Goals, Objectives and Work Plans for public and private corporations with business operations similar in nature to a public housing authority.	25%
4.	Comprehensiveness of proposed methodology to complete this assignment.	20%
5.	Competitiveness and reasonableness of consultant's fee proposal.	15%
6.	Proposed plan for the utilization of minority business enterprises and Section 3 residents in the execution of services under this contract.	10%
7.	Completeness and general response to this Request for Proposal.	5%

SECTION D: ADDITIONAL INFORMATION

D1: QUESTIONS

All questions and inquiries regarding this RFP must be submitted by email only to **bidquestions@thafl.com**. **The deadline for submitting questions is Tuesday, July 30, 2019 at 5:00pm (local Tampa time)**. All questions submitted will be answered no later than 5 calendar days before proposal submission deadline with copies to all who have registered.

Proposals may be withdrawn by written request any time prior to the deadline for receiving proposals. After that time, proposals cannot be withdrawn and must be open for acceptance for a period not to exceed **sixty (60) calendar days** from the date of submission for the purpose of evaluating proposal documents and investigating the qualifications of the Proposer.

Persons who require special accommodations should immediately contact the Authority's Contracting Office at **(813) 341-9101 extension 3480**.

D2: ACCEPTANCE OF PROPOSALS

Proposal must be signed, sealed and received in completed form at the THA Contracting/Procurement Office located at 5301 W Cypress Street, Tampa, Florida 33607 no

later than the proposal submission time and date. Proposals submitted after the designated date and hour will not be accepted for any reason.

THA reserves the right to accept or reject any or all Proposals, to take exception to these RFP specifications or to waive any irregularities and/or informalities. Respondents may be excluded from further consideration for failure to comply fully with the specifications of this RFP.

The Owner also reserves the right to reject the Proposal of any Respondent whose has previously failed to perform properly, or to complete on time, contract (s) of a similar nature; who is not in a position to perform the contract, or who habitually and without just cause neglected the payment of bills or otherwise disregarded its obligations to subcontractors, providers of materials, or employees.

D3: CONFIDENTIAL MATERIAL

Any confidential material submitted by a Respondent must be clearly marked as such.

D4: FINANCIAL STATEMENTS

The Respondents may be requested to submit current financial statements. Furthermore, the Respondents shall disclose any past or current litigation to which it is a party and the amount in controversy or potential liability.

D5: INCURRING COST

THA is not responsible for any cost incurred by any Respondent prior to issuance of a Notice to Proceed. In general, no pre-contract costs will be paid to the successful Respondent. All costs incurred in the preparation and presentation of Proposal shall be wholly borne by each Respondents. All supporting documentation and manuals submitted with each Proposal would become the property of the Owner unless otherwise indicated by the Respondents at the time of submission.

D6: INELIGIBLE CONTRACTORS

THA is prohibited from making any awards to contractors or accepting as subcontractors any individuals or firms that are on the GSA List of Parties Excluded from Federal procurement and Non-Procurement Programs.

D7: AWARD OF CONTRACTS

A contract shall be awarded according to the Evaluation Criteria specified herein, provided the proposal is in the best interest of THA. The Respondent to whom an award is made will be notified at the earliest practical date.

D8: INSURANCE

The successful Proposer shall be required to furnish original Certificates of Insurance evidencing the required coverage to be in force on the date of the Contract, and Renewal Certificates of Insurance, or a copy of the policy, if the coverage has an expiration or renewal date occurring during the term of this Contract or extensions thereof. The receipt of any certificates does not constitute agreement by THA that the insurance requirements in the Contract have been fully met or that the insurance policies indicated on the certificates comply with all Contract requirements. The insurance policies shall provide for thirty (30) days prior written notice to be given to THA in the event coverage is substantially changed, canceled, or non-renewed.

The Proposer shall require all subcontractors to carry the insurance required herein, or the Proposer may provide the coverage for any or all subcontractors, and, if so, the Certificate of Insurance or copy of the policy submitted shall so stipulate.

The Proposer and all subcontractors agree that insurers shall waive their rights of Subrogation against the Tampa Housing Authority.

The Proposer expressly understands and agrees that any insurance or self-insurance programs maintained by the Tampa Housing Authority should apply in excess of and not contribute with insurance provided by the successful Proposer and subcontractors under the Contract.

1. The successful Proposer shall procure and maintain at its sole cost and expense for the duration of this Contract, insurance against claims for injuries to persons or damages to Properties which may arise from or in connection with the performance of the work hereunder by Proposer, its agents, representatives, volunteers, employees or subcontractors. Proposer acknowledges that it has familiarized itself with the extent and scope of work to be performed and certifies that its insurance policies provide coverage for losses that might arise from the types of hazards to be found herein.
 - A. Proposers' insurance coverage shall be primary and non-contributory with respect to THA, its officials, employees and volunteers.
 - B. To the extent that subcontractors may be used, Proposer shall include all subcontractors as Additional Insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.
 - C. Certificates of insurance and endorsements shall be furnished to THA and approved by THA before services are furnished. THA must be named as an "Additional Insured".
 - D. The following standard insurance policies shall be required:
 - i. Commercial General Liability Policy
 - ii. Worker's Compensation Policy

iii. Professional Liability

- E. Approval, disapproval or failure to act by THA regarding any insurance supplied by Proposer shall not relieve Proposer of full responsibility or liability for damages and accident as set forth in the contract documents. Neither shall the bankruptcy, insolvency, or denial of liability by the insurance company exonerate Proposer from liability.
2. The following requirements are applicable to all policies:
- A. A carrier with an A-VIII or better rating in accordance with current A.M. Best Key Rating Guide shall write Commercial General Liability and Workers Compensation insurance.
 - B. Only insurance carriers licensed or duly authorized to do business in the State of Florida will be accepted.
 - C. Only deductibles applicable to property damage are acceptable; if applicable they must be shown on the certificate of insurance and approved by THA.
 - D. "Claims made" policies will not be accepted.
 - E. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled, non-renewed or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested has been given to THA.
 - F. Upon request, certified copies of all insurance policies shall be furnished to THA.
3. **COMMERCIAL GENERAL LIABILITY INSURANCE:** The following Commercial General Liability Insurance is required:
- A. Minimum Limits of \$500,000 per Occurrence with an annual Aggregate of \$5,000,000 for Bodily Injury, Personal Injury and Property Damage.
 - B. Coverage shall be provided for premises/operations and product/completed operations hazards.
 - C. The ISO Commercial General Liability Policy form ("Occurrence" form CG 0001 I Ed. 11/80) or broader with no deletions of coverage. Any exclusions, changes or limitations of coverage must be submitted with Contractor's written proposal and must be approved by the THA risk manager.
4. **WORKERS' COMPENSATION INSURANCE:** The following Worker's Compensation is required:
- A. Minimum Employer's Liability limits of:

- i. By Accident - Florida Statutory Limit.
 - ii. By Disease - Florida Statutory Limit.
 - B. A waiver of subrogation in favor of THA must be endorsed to the policy.
 - C. "Florida", must appear in item 3A of the declarations page of item 3C must contain the following: "All states except those in Item 3A and the state of NV, NO, OH, WA, WV and WY.
5. **PROFESSIONAL LIABILITY INSURANCE:** \$1,000,000 in Professional Liability Insurance with coverage terms and conditions consistent with the services contemplated by the Scope of Services. Coverage extension shall enable the Authority to make claims under such policy for the term provided by law following discovery or the termination of this Agreement. When the policies are renewed or replaced, the policies retroactive date must coincide with or precede the start of work under this Agreement. A policy, which is not renewed or is not replaced, must have and extended reporting period of one (1) year.
6. **CERTIFICATES OF INSURANCE:** All Certificates of Insurance shall have the following:
- A. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions warranting the following:
 - i. The company is authorized to do business in the State of Florida.
 - ii. The insurance set forth by the insurance company is written on forms, which have been approved by the Florida State Board of Insurance or ISO.
 - iii. Sets forth all endorsement and insurance coverage's according to requirements and instructions contained herein.
 - iv. Shall specifically set forth the notice of cancellation, termination, or change in coverage provisions to THA.
 - v. Original endorsements affecting coverage required by this section shall be furnished with the certificates of insurance.
7. **VERIFICATION OF COVERAGE:** The following requirement pertains to all Certificates of Insurance. Proposer shall furnish THA with certificate of insurance and with original endorsements affecting coverage by this clause. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf and written on forms, which have been approved, by the Florida Department of Insurance or Insurance Services Office. They must set forth all coverage and deductibles as well as the notice of cancellation, termination or change in coverage provisions to THA according to requirements and instructions contained herein. Certificates of Insurance (or certified copies of policies) and any required endorsements

should be furnished to and approved by THA before work commences. THA reserves the rights to require complete, certified copies of all required insurance policies at any time.

D9: INDEMNIFICATION

The successful Proposer will be required to protect, defend, indemnify, keep, save, and hold THA, 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, obligations, actions, suits, judgments of settlements, proceedings of 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 Proposer, its officers, officials, agents, employees, and subcontractors, including, but not limit to, the enforcement of, the indemnification provision. The successful Proposer 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.

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

Each Respondent is required to provide a written history of litigations that their firm has been involved in for the past 5 years.

D10: LICENSING REQUIREMENTS

Each Respondent and its staff must possess all of the required State of Florida Licenses, as well as all other licenses required by the City of Tampa to perform in accordance with the contract scope of services herein. In addition, the Respondent shall comply with all laws, ordinances and regulations applicable to the scope of services contemplated herein. The successful Respondent is presumed to be familiar with all Federal, State and Local laws, ordinances, codes rules and regulations that may in any way affect performance on the proposed management services contract.



End of Solicitation



FORMS

HUD-5369-B Instructions to Offerors, Non-Construction
HUD-5370-C General Contract Conditions
HUD-5369-C Certification and Representations of Offerors, Non-Construction
Non-Collusive Affidavit
Section 3/MBE Compliance Certification Form
Section 3 Certification of Efforts to Comply
Sworn Statement Pursuant to Florida Statutes on Public Entity Crimes

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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:]

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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 (exp. 1/01/2014)

Public Reporting Burden for this collection of information is estimated to average 0.08 hours 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600; and to the Office of Management and Budget, Paperwork Reduction Project (2577-0157), Washington, D.C. 20503. Do not send this completed form to either of these addressees.

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 \$100,000 - use Section I;**
- 2) **Maintenance contracts** (including nonroutine maintenance as defined at 24 CFR 968.105) **greater than \$2,000 but not more than \$100,000 - use Section II;** and
- 3) **Maintenance contracts** (including nonroutine maintenance), **greater than \$100,000 – use Sections I and II.**

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Section I - Clauses for All Non-Construction Contracts greater than \$100,000
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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.

- (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 III, Labor Standards Provisions, including any claims for damages for the alleged breach there of 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
 - (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.

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.
- (ii) 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.

(ii) 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 agrees as follows:

- (a) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
- (b) The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to (1) employment; (2) upgrading; (3) demotion; (4) transfer; (5) recruitment or recruitment advertising; (6) layoff or termination; (7) rates of pay or other forms of compensation; and (8) selection for training, including apprenticeship.
- (c) The Contractor shall post in conspicuous places available to employees and applicants for employment the notices to be provided by the Contracting Officer that explain this clause.
- (d) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- (e) The Contractor shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice to be provided by the Contracting Officer advising the labor union or workers' representative of the Contractor's commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.
- (f) The Contractor shall comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor.
- (g) The Contractor shall furnish all information and reports required by Executive Order 11246, as amended and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto. The Contractor shall permit access to its books, records, and accounts by the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (h) In the event of a determination that the Contractor is not in compliance with this clause or any rule, regulation, or order of the Secretary of Labor, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further Government contracts, or federally assisted construction contracts under the procedures authorized in Executive Order 11246, as amended. In addition, sanctions may be imposed and remedies invoked against the Contractor as provided in Executive Order 11246, as amended, the rules, regulations, and orders of the Secretary of Labor, or as otherwise provided by law.
- (i) The Contractor shall include the terms and conditions of this clause in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued under Executive Order 11246, as amended, so that these terms and conditions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the Secretary of Housing and Urban Development or the Secretary of Labor may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided that if the

Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

17. 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.

18. 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.

19. 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.

20. Liens

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

21. 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 135, 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 135 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 135, 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 135. 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 135.
- (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 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- (f) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

22. 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.

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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)

- Black Americans Asian Pacific Americans
- Hispanic Americans Asian Indian Americans
- Native Americans 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:

NON-COLLUSIVE AFFIDAVIT

State of _____

County of _____

Being first duly sworn, deposes and says that he/she is

_____ the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder had not colluded, conspired, connived or agreed, directly and indirectly, with any bidder or person to put in a sham bid or to refrain from bidding, and had 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 bidder, or to fix an overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Housing Authority of the City of Tampa or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

SIGNATURE _____

TITLE _____

COMPANY NAME _____

Bidder, if the Bidder is an individual
Partner, if the Bidder is a Partnership
Officer, if the Bidder is a Corporation

Subscribed and sworn to before me

This _____ day of _____, 20_____.

My Commission expires _____, 20_____.

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Contractor Certification of Efforts to Fully Comply with Contracting, Employment and Training Provisions of Section 3

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

Is a Section 3 Business concern.

A Section 3 Business concern means a business concern:

1. That is 51% or more owned by Section 3 Resident(s); or
2. Whose permanent, full-time employees include person at least 30% of whom are current Section 3 residents, or within the last three years of the date of first employment with the business concern were Section 3 residents; or
3. That provides evidence of a commitment to subcontract in excess of 25% of the dollar value of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraph 1 or 2 herein.

Is Not a Section 3 Business concern but who has and/or will continue to seek compliance with Section 3 by certifying to the following efforts as being undertaken.

EFFORTS TO AWARD SUBCONTRACTS TO SECTION 3 BUSINESS CONCERNS: (Check all that apply)

- By contacting business assistance agencies, minority contractors associations and community organizations to inform them of the contracting opportunities and requesting their assistance in identifying Section 3 businesses which may solicit bids for a portion of the work.
- By advertising contracting opportunities by posting notices, which provide general information about the work to be contracted and where to obtain additional information, the common areas of the applicable development(s) owned and managed by the Housing Authority.
- By providing written notice to all known Section 3 business concerns of contracting opportunities. This notice should be in sufficient time to allow the Section 3 business concerns to respond to bid invitations.
- By following up with Section 3 business concerns that have expressed interest in the contracting opportunities.

By coordinating meetings at which Section 3 business concerns could be informed of specific elements of the work for which subcontract bids are being sought.

By conducting workshops on contracting procedures and specific contracting opportunities in a timely manner so that Section 3 business concerns can take advantage of contracting opportunities.

By advising Section 3 business concerns as to where they may seek assistance to overcome barriers such as inability to obtain bonding, lines of credit, financing, or insurance, and aiding Section 3 businesses in qualifying for such bonding, financing, insurance, etc.

Where appropriate, by breaking out contract work into economically feasible units to facilitate participation by Section 3 business concerns.

By developing and utilizing a list of eligible Section 3 business concerns.

By actively supporting and undertaking joint ventures with Section 3 businesses

EFFORTS TO PROVIDE TRAINING AND EMPLOYMENT TO SECTION 3 RESIDENTS (Check all that apply)

By entering into a "first source" hiring agreements with organizations representing Section 3 residents.

By establishing training programs, which are consistent with the requirements of the Department of Labor, specifically for Section 3 residents in the building trades.

By advertising employment and training positions to dwelling units occupied by Category 1 and 2 Section 3 residents.

By contacting resident councils and other resident organizations in the affected housing development to request assistance in notifying residents of the training and employment positions to be filled.

By arranging interviews and conducting interviews on the job site.

By undertaking such continued job training efforts as may be necessary to ensure the continued employment of Section 3 residents previously hired for employment opportunities.

Authorized Signature of the Bidder & Date

**SECTION 3 AND MBE
PRE-AWARD COMPLIANCE CERTIFICATION**

Housing Authority of the City of Tampa
Contracting & Procurement
5301 W. Cypress St.
Tampa, Florida 33607

1. Contractor Name & Address (street, city, state, zip):	2. Contract Number and Description:	3. Dollar Amount of Contract:
	4. Contact Person:	5. Phone Number:
	6. Contracting Period:	7. Date Report Submitted:

Part I: Employment and Training of Section 3 Residents (If Prime Contractor is Section 3 Owned Check Here)

The employment and training component of section 3 applies to the prime contractor and all sub-contractors providing construction services and professional services to the Tampa Housing Authority. It is the responsibility of the Prime Contractor to enforce these same requirements within any sub-contracts.

Instructions: Complete items A, B and C and adjoining worksheet

- A. Total Number of Current Employees? _____
- B. Total Number of Anticipated New Hires & Trainees? _____
- C. Total Number of Section 3 New Hires & Trainees? _____
(the established goal is 30% of Line B)

Adjoining worksheet		
(A) Job Category	(B) Number of anticipated new hires and trainees	(C) Number of column (B) that will be Section 3 residents
Professional		
Technical		
Office/Clerical		
Construction by Trade (list)		
Other (List)		
Total		

Part II: Subcontract awards – Section 3 and MBE (If Prime Contractor is Section 3 Owned Check Here)

The contracting component of section 3 and minority-owned business participation apply to all prime contractors and sub-contractors providing construction services, professional services, and supplies to the Tampa Housing Authority’s project. It is the responsibility of the prime contractor to enforce the same requirements within any sub-contracts.

Instructions: All contractors must complete item D. Complete item E for construction contracts only. Complete item F for professional service and supplier contracts only. All contractors must complete item G.

D. Total dollar amount of all sub-contracts anticipated for this project? \$ _____

Applies to construction contracts only:

E. Total amount of anticipated Section 3 sub-contract awards? \$ _____
(The established goal is 10% of Line D)

Applies to professional service contracts and suppliers:

F. Total amount of anticipated section 3 sub-contract awards? \$ _____
(The established goal is 3% of Line D)

Applies to all contracts:

G. Total amount of anticipated minority-owned business contract awards? \$ _____
(The established goal is 20% of Line D) **A minority-owned business is an entity that is 51% owned or controlled by one or more of the following minority group members: Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans and Hasidic Jewish Americans.**

Part III: Certification

As a duly authorized representative of the prime contractor, it is hereby agreed that the prime contractor and all sub-contractors will make every effort to achieve at least the minimum levels for compliance with Section 3 and Minority- Owned Business participation goals. It is further understood that the undersigned will enforce and ensure compliance within all sub-contracts.

Signature:	Print Name and Title	Date
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**SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA
STATUTES, ON PUBLIC ENTITY CRIMES**

(To be signed in the presence of notary public or other officer authorized to administer oaths.)

Before me, the undersigned authority, personally appeared _____
who, being by me first duly sworn, made the following statement:

1. The business address of
(name of Offeror or business) is.
2. My relationship to _____ (name of Offeror or business) is
_____(Relationship such as sole proprietor, partner, president,
vice president).
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined by the Florida Statutes to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or no contest.
5. I understand that "affiliate" is defined by the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. Neither the Offeror or contractor, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or contractor, nor any affiliate of the Offeror or contractor has been convicted of a public entity crime subsequent to July 1, 1989. (Draw a line through paragraph 6 if paragraph 7 below applies.)

7. There has been a conviction of a public entity crime by the Offeror or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Offeror or contractor who is active in the management of the Offeror or contractor or an affiliate of the Offeror or contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____ a copy of the order of the Division of Administrative Hearings is attached to this statement. (Draw a line through paragraph 7 if paragraph 6 above applies.)

(Signature)

(Print name)

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me this _____ day of, by, who is personally known to me or who has produced _____ as identification and who did take an oath.

_____ Notary Public

My Commission Expires: