



## INVITATION FOR BIDS # 1784-17 TEMPORARY STAFFING SERVICES

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Released April 7, 2017

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HUD Form 5369c: Representations, Certifications and other Statement (*signature required*)  
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Proposal Preference and Certification for Disadvantaged Businesses (*signature required – if applicable*)  
Sample Contract

### SCHEDULE OF EVENTS:

Notice of Impending Solicitation	Friday, April 7, 2017
Solicitation Issuance	Monday, April 17, 2017
Pre-Bid Conference	None Scheduled
Bid Opening	Thursday, May 4, 2017 @ 2:00 pm
Award	Award on or around week of May 8, 2017
Contract Effective Date	June 4, 2017

## SECTION 1

### INSTRUCTIONS TO BIDDERS

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#### 1.1. INTRODUCTION

The Housing Authority of the City of Hartford (the “Authority”) is issuing this Invitation for Bids (“IFB”) seeking to contract with one or more staffing agencies (each a “Contractor”) to provide temporary office workers and laborers on an "as needed, when needed" basis. The Authority reserves the right to make one award or multiple awards under this IFB, whichever is deemed to be in its best interest. Any obligations of those submitting bids in response to this IFB (“Bidders”) continue to be obligations of Contractor(s) when awarded.

*Term Contract.* The term of the contract resulting from this solicitation (the “Contract”) will be for three (3) years commencing on the date of award. Upon satisfactory completion of the initial term of the Contract, the Authority may extend the term of this Contract for two additional one year terms at its sole option at the prices initially bid by each successful Contractor. The Authority shall provide Contractor with written notice of its intent to extend the Contract at least ninety (90) days prior to the expiration of the then current Contract term.

*Quantities.* The Contract is an indefinite delivery, indefinite quantity contract. Services are required as and when needed.

*Non-Exclusive.* The Contract is not an exclusive contract and there is no guarantee as to the amount of work to be assigned for any particular period of time. The Authority reserves the right to go out to separate solicitation for major projects or for assignments not covered by the Scope of Services described in this IFB.

*Funding.* The Contract is contingent upon continued funding availability from one or more sources including the Federal Housing and Urban Development (HUD) Capital Fund Program. In the event that funds are not available at any time during the Contract term, the Authority reserves the right to cancel the Contract. In such event, each Contractor will be paid for satisfactory services provided to date of cancellation.

The Contract is subject to an aggregate annual not to exceed expenditure limit of two hundred forty five thousand dollars (\$245,000.00) across all Contractors (the “Annual Limit”). Annual expenditures may not exceed the Annual Limit without confirmation of funds availability and the prior approval of the Board of Commissioners.

#### 1.2. PRE-BID MEETING

A pre-bid meeting has not been scheduled for this IFB.

#### 1.3 QUESTIONS AND COMMUNICATION

All questions must be put in writing to the Contact named below no later than 5 calendar days before the due date for the submission of bids. The intent of this requirement is to assure that all Bidders are in receipt of

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the same information and to allow the Authority sufficient time to post questions and answers in an Addendum to this IFB. The Authority reserves the right to use its discretion in issuing Addenda for questions and answers; only those questions and answers which might materially affect a vendor's bid will result in an Addendum. It is the responsibility of each Bidder to check the Authority's website: [www.hartfordhousing.org](http://www.hartfordhousing.org) for a copy of all Addenda issued for this IFB.

***NOTE: Any solicitation or lobbying directed to any Authority staff or the Board of Commissioners is prohibited and is a ground for disqualification of Bidder's bid.***

**SOLE CONTACT**

Ben Bare  
General Counsel and Chief Procurement Officer  
180 John D Wardlaw Way  
Hartford, CT 06106  
email: [bids@hartfordhousing.org](mailto:bids@hartfordhousing.org)  
[www.hartfordhousing.org](http://www.hartfordhousing.org)

**1.4. BID DEADLINE AND DELIVERY**

Bidders must deliver in a sealed package one (1) original, and one (1) copy of their bid to the following location no later than **2:00 PM on Thursday May 4, 2017.**

Deliver to:

Housing Authority of the City of Hartford  
Attention: Bid Department  
180 John D Wardlaw Way  
Hartford, CT 06106

To assure proper receipt and handling of bids, the outside of the package must be clearly marked with Bidder's Name and Address, and the words: *Bid for Temporary Staffing Services 1784-17*

**1.5. BID FORMAT**

The following documents must be completed and returned by all Bidders:

- Section 3 – Statement of Qualifications
- Section 4 – Bid Form – Signed and dated by a company official
- Signed HUD Form 5369c
- Signed Proposal Preference and Certification for Disadvantaged Businesses (if applicable)

**1.6. RIGHT TO VERIFY INFORMATION**

The Authority reserves the right to verify any and all information provided in each bid. If there is evidence of misleading or false information, the Authority may, in its discretion, reject the Bidder's submittal.

### **1.7. BID EVALUATION**

The Authority will assign an agent to review each bid to determine if it substantially complies with the requirements and procedures contained in this IFB. Bids that are not in substantial compliance will not be considered further.

Bids will be evaluated in accordance with the terms and provisions of the Authority's procurement policy and as specified in HUD Form 5369b attached hereto. Evaluation will include all costs provided for in each bid, as well as any one or more of the following: operational and financial capacity to perform, demonstrated record of integrity and business ethics, quality of prior performance. In the event of indefinite quantities, the Authority may apply hypothetical or prior year experience to identify the lowest, responsible bidder.

### **1.8. BIDDER QUALIFICATIONS**

Contractors must be properly licensed to do business within the State of Connecticut. Bidders must have been in the temporary staffing business for a minimum of 1 year. Any successful Contractor shall have a person available during normal business working hours to address any problems or complaints of the Authority. The Authority may make such investigations deemed necessary to determine the ability of the Contractor to perform the services outlined in the scope of work. If requested, the Contractor shall provide the Authority with all such information and data for this purpose. The Authority reserves the right to reject any bid if the evidence submitted by or derived from an investigation fails to satisfy the Authority that the Contractor has the capacity to carry out the obligations of the Contract and to complete the work specified in this IFB.

### **1.9. AWARD OF BID**

Award will be made to the lowest responsive and responsible Bidder in accordance with the Authority's Procurement Preference Policy. If a bidder opts to participate in the Authority's Procurement Preference Policy, a 10% downward adjustment will be applied to the prices of bidder(s) that are owned by disadvantaged individuals or hire disadvantaged individuals. Award will be made to the lowest responsible bidder that achieves the lowest evaluation price.

A Bidder will be allowed a downward price evaluation adjustment when:

1. A Bidder completes the Bidder Preference and Bidder agrees that 30% of new hires (those hired to perform the Contract) will be disadvantaged individuals as defined in the attached policy; or
2. A Bidder agrees that at least 20% of the work will be performed by Disadvantaged Businesses as defined in the attached policy.

### **1.10. SOCIO ECONOMIC CONSIDERATION**

The Authority's Affirmative Purchasing Policy also encourages bids from all small businesses including Section 3 companies located in or owned by persons residing in a public housing development, minority and woman owned businesses.

### **1.11. PRICING**

All offers shall be firm for a period of ninety (90) days following the bid opening date.

Pricing shall include all charges necessary to fulfilling the terms of the Contract.

The Contractor warrants that the pricing stated herein shall remain firm for the duration of the initial three (3) year term of the Contract. Upon receipt of notice of the Authority's intent to extend the Contract the Contractor shall have the right to request a price adjustment only during the thirty (30) days immediately following its receipt of notice. During this thirty (30) day period, the Contractor may submit a request in writing to the Authority for a price adjustment that is consistent with and relative to price changes consistent with market trends in the temporary staffing industry and which changes are outside of the Contractor's control. The Contractor must fully document its request, attaching to the request, without limitation, such market data as support the requested adjustment. The Authority may, in its sole discretion, approve or disapprove the requested adjustment, in whole or in part. Any approved adjustment shall be final and shall remain unchanged until the next renewal of the Contract. If approved, price adjustments become effective ten (10) days after the date of the approval. The Contractor shall honor any purchase orders issued prior to the effective date of the approval at the price in effect at the time of the issuance of the purchase order.

#### **1.12. SUBCONTRACTING**

The Contractor shall not have the right or power to assign, subcontract, or transfer interest in this Contract without the prior written consent of the Authority.

#### **1.13. CONDITIONS OF CONTRACT**

This IFB, including all attachments, together with the Contractor's bid will form the entire agreement between the Contractor and the Authority. No exceptions to the Sample Contract attached to this IFB are allowable.

In the event additional services are required that have not been awarded, the Authority will have the sole and exclusive right to seek the services on the open market.

The person signing the bid on behalf of the bidder must be authorized to commit the bidder in contractual matters.

## **SECTION 2**

### **SCOPE OF SERVICES**

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#### **2.1. GENERAL**

Successful Contractors shall provide temporary office workers and laborers as described in detail below section to the Authority on an as needed, when needed basis throughout the term of the Contract. All reporting locations are within the City of Hartford. A listing of properties owned by the Authority can be found on [www.hartfordhousing.org](http://www.hartfordhousing.org) – Offices and Developments.

Positions will be filled on an as needed, when needed basis. The Authority will generally provide a lead time before position need of forty eight (48) hours or more. There may be instances where the Authority may direct the Contractor to fill positions within twelve (12) hours based upon operational needs.

## 2.2. PRICING STRUCTURE

Pricing submitted shall reflect NET pricing PER HOUR. Any payments for benefits, travel time, mileage to and from any jobsite, and/or miscellaneous expenses, will not be allowed.

## 2.3. PAYMENT

Payment will be made for actual hours worked. Holidays and early dismissal for any reason will not be covered.

## 2.4. HOURS

Normal working hours are 8:00 a.m. - 4:30 p.m. with ½ hour for lunch, Monday through Friday, excluding the following Holidays:

1. New Year's Day;
2. Martin Luther King's Day;
3. President's Day;
4. Good Friday;
5. Memorial Day;
6. Independence Day;
7. Labor Day;
8. Columbus Day;
9. Veteran's Day;
10. Thanksgiving Day;
11. Day after Thanksgiving; and
12. Christmas Day

Overtime is not anticipated, however, overtime may be required from time to time at the sole discretion of the Authority. In the event overtime is authorized, overtime will be paid at 1-1/2 times the contracted rate for any time worked over forty (40) hours in one work week.

## 2.5. WAGES

If Contractors propose minimum wage rates for any position, and the minimum wage increases during the Contract period, the Authority will pay current minimum wage rates for services provided.

## 2.6. PERMANENT EMPLOYMENT OF TEMPORARY PERSONNEL

The Authority will not hire any temporary employee for permanent employment with the Authority for a period of ninety (90) calendar days following the placement of an individual. The Authority shall not be held liable for any fee, penalty and liquidated damages, etc., resulting from the hiring of an individual.

## 2.7. RESPONSIBILITY OF PARTIES

A. The Authority will:

- i. Provide all necessary supervision, supplies, equipment and workspace for the temporary personnel, except as otherwise specified in the job requirements.
- ii. Pay the Contractor for hours worked when a Contractor provides personnel on a specified

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date and time, and the Contractor's personnel appears on time to perform the specified services.

**B. The Contractor will:**

- i. Arrange for the Authority to interview potential candidates, if requested, to determine their ability to perform the required services.
- ii. Prescreen and complete background checks on all candidates assigned to the Authority.
- iii. Supply sufficient, competent, reliable, personnel to provide adequate and satisfactory services under this Contract.
- iv. Provide references, resumes, and/or test scores, if requested, for individual temporary service employees.
- v. Provide a replacement for any/all temporary individuals when requested by the Authority. If there are problems with the replacement individual, the Authority has the option to seek services elsewhere.
- vi. Adhere to any/all security standards, requirements and/or regulations of the Authority.

**2.8. INVOICING**

The Contractor shall submit weekly invoices to the Authority and shall include on each invoice:

- A. Contractor's Federal Tax Identification Number
- B. Purchase Order Number
- C. Temporary Services Personnel Name
- D. Actual hours worked/billed

The Contractor is solely responsible for the payment of all salaries, wages, bonuses, social security, workers' compensation, taxes at any level, federal and state unemployment insurance, liability and worker's compensation insurance and employee benefits for its personnel.

The Contractor is solely responsible for compliance with all applicable laws relating to its employees, such as wages and hour laws, safety and health requirements and collective bargaining laws.

**2.9. CONFIDENTIALITY**

In accordance with all applicable laws, regulations, and procedures, the Contractor and the temporary personnel provided by the Contractor shall maintain strict confidentiality of all information and records which the Contractor or the temporary personnel provided by the Contractor may come in contact with or be privy to in the course of providing services.

**2.10. PROPER CONDUCT**

The Contractor's employees shall adhere to proper conduct at all times. Proper conduct includes, but is not limited to the following:

- No weapons, drugs or alcohol are allowed on any Authority premises.
- No smoking is allowed on any Authority premises unless there is a smoking designated area and the smoking is conducted in such area designated as smoking area.

- No exterior doors are to be left opened or unlocked.
- Contractor and personnel are expected to be polite and courteous at all times.

## 2.12. DRUG AND BACKGROUND CHECKS

The Authority currently requires drug testing prior to placement of at least a 5 panel rapid urine drug test inclusive of PCP; THC; Cocaine, OPI; and MET.

The Authority currently requires back ground checks prior to placement which cover the following at a minimum: Social Security Trace; 7 year Criminal Check; Basic Employment Verification; and Multi-State Sex Offender Registry Search.

The Authority reserves the right to make reasonable changes to these testing requirements from time to time. All testing and background check expenses are to be paid by the Contractor and must not be billed to the Authority

## 2.13. PURCHASE ORDERS

No work shall be performed under the Contract until a Purchase Order has been issued by the Authority.

## 2.14. SCOPE OF WORK – JOB DESCRIPTIONS

### **Positions subject to mandatory pre-employment drug testing and background check.**

#### A. OFFICE STAFF

- i. Bookkeeper
- ii. Accountant
- iii. Occupancy Specialist (LIPH)
- iv. Occupancy Specialist (HCV)
- v. Waiting List Specialist
- vi. Tenant File Compliance Specialist
- vii. Tenant Account Receivable Specialist
- viii. Secretary/Clerical
- ix. Receptionist
- x. Customer Service Coordinator
- xi. Management Assistant/ Property Manager Assistant
- xii. Property Manager
- xiii. Resident Services Coordinator

#### BOOKKEEPER

**DUTIES:** Under general supervision, assist in managing our day-to-day accounting and finance requirements. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines. Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures; maintains subsidiary accounts by verifying, allocating, and posting transactions and balances subsidiary accounts by reconciling entries. Performs other related office duties as required.

#### **MINIMUM REQUIREMENTS:**

Bachelor's Degree in Accounting or related field



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Five years' experience working in accounts payable and receivable, general ledger, payroll and payroll reports  
Strong knowledge of generally accepted accounting principles  
Extensive experience with data entry, record keeping and computer operation

**ACCOUNTANT**

**DUTIES:** Under general supervision performs general accounting work in the receiving, recording, and reconciling of Authority revenues, maintaining accounting controls of Authority expenditures, receivables, benefits programs. Plans and organizes work according to fiscal year schedule and established or standard office procedures. Reviews accounting procedures and recommends improved procedures; analyzes accounting and statistical records to prepare accounting reports. Prepares special financial reports and periodic financial statements. Performs other related office duties as required.

**MINIMUM REQUIREMENTS:**

Bachelor's Degree in Accounting  
Graduate training in Accounting and/or Business Administration highly desirable.  
Three years of increasingly responsible accounting experience.  
Demonstrated ability to apply general accounting theories and practices in governmental accounting practice.

**OCCUPANCY SPECIALIST (LIPH)**

**DUTIES:** Works directly with applicants for public housing by interviewing, verifying eligibility, and certifying applicants and/or residents for available housing as expeditiously as possible. Works directly with applicants to facilitate placement into public housing. Also works with residents in the LIPH program. Responsible for the recertifications of all residents. Performs other related office duties as required.

**MINIMUM REQUIREMENTS:**

Associates Degree in Business, Social Work, Counseling, Psychology or some closely related field preferred.  
Minimum of four (4) years work experience is required, with exposure to public agencies preferred, as an interviewer, involving public contact in the social services. Community group work experience desirable.  
General knowledge of the function and organization of a Housing Authority and its various departments strongly preferred.  
Strong customer service skills required.

**OCCUPANCY SPECIALIST (HCV)**

**DUTIES:** Works directly with HCV clients by interviewing, verifying eligibility, and certifying applicants for available housing as expeditiously as possible. Works directly with applicants, clients and landlords in the HCV Program to facilitate placements of applicants. Responsible for an assigned caseload of applicants and/or residents on a continuing basis. Performs other related office duties as required.

**MINIMUM REQUIREMENTS:**

Graduation from high school/GED required. Associates Degree in Business, Social Work, Counseling, Psychology or some closely related field preferred.

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Four (4) years full time work experience is required, with exposure to public agencies preferred, as an interviewer, involving public contact in the social services. Community group work experience desirable.

Knowledge of the function and organization of a public housing authority and its various departments.

**WAITING LIST SPECIALIST**

**DUTIES:** Work involves the intake, data entry, and maintenance of pre-application records and Waiting Lists for the Occupancy Departments. Receives and processes applications for low public housing, LIPH programs. Maintains Waiting Lists for the Authority LIPH program. Maintains the waiting list by bedroom size based on the household composition. Performs other related office duties as required.

**MINIMUM REQUIREMENTS:**

Graduation from high school/GED required. Associates Degree in related field preferred as well as a minimum of three (3) years of full time general office/customer service experience, preferably in the public sector.

An equivalent combination of work and experience may be considered on a case-by-case basis at the sole discretion of the Authority.

**TENANT FILE COMPLIANCE SPECIALIST**

**DUTIES:** Works to ensure compliance of all department files while adhering to regulations and contractual requirements. Responsible for completeness and accuracy of all potential new applicant documentation. Ensures the certification of the tenant files. Audits and ensures that resident files contain required verifications and acceptable documentation which may include verification of family income, family composition, calculation of rent and related information.

Reviews administrative operating efficiency and departmental procedures; recommends improvements to Supervisor, and implements same where appropriate. Performs other related office duties as required.

**MINIMUM REQUIREMENTS:**

Associates Degree in Secretarial Science, Business Administration, or an equivalent combination of work and experience, with a minimum of two years of full time general office experience, preferably in the public sector.

An equivalent combination of work and experience may be considered on a case-by-case basis.

Considerable knowledge of the function and organization of the Authority and its various departments.

**TENANT ACCOUNT RECEIVABLE SPECIALIST**

**DUTIES:** Performs clerical accounting work of moderate difficulty in the Accounts Receivables and Accounts Payables areas. Collects rents from residents; walk up window receipting and drop box Applies payments (individual and batch receipting); Answers telephone inquiries for rent collections and accounting department as needed. Performs other related office duties as required.

**MINIMUM REQUIREMENTS:**

Graduation from high school/GED required; completion of business school Accounting course preferred.

Two (2) years of experience in Accounting or bookkeeping required.

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Proven expertise in computer systems and data processing.  
Proven knowledge of bookkeeping and record keeping procedures, including accounts payable, accounts receivable, accounting terminology and basic accounting procedures.

**SECRETARY/CLERICAL**

**DUTIES:** Receives direction from the Senior Staff and organizes work according to office or standard procedure. Establishes priorities in work assignments; compiles and coordinates data for action by executive staff; transmits and explains executive staff's directions to proper persons and follows up for compliance, completeness and conformance with deadlines; May act as a liaison between executive director's office and executive staff; screens incoming correspondence or calls, refers to appropriate staff members, and follows up to ensure timely response; prepares meeting information as directed, oversees the recording and distribution of meetings to participants, administrators, and others as directed. Performs other related office duties as required.

**MINIMUM REQUIREMENTS:** Knowledge of general office procedures such as filing, recording, maintaining records, copying, posting, and other similar duties. The individual must be computer literate in Microsoft Office, etc. Experience in the position; basic writing skills and bilingual preferred.

**RECEPTIONIST**

**DUTIES:** A diverse, highly responsible position involving the Central Office customer service function with compliance to workplace security procedures in the Central Office. Performs the customer service function in Central Office, ensuring customer satisfaction. Represents the proper, professional image of the Authority to the public. Under supervision, manages the Central Office reception area to facilitate a smooth operation and workplace. Performs other related office duties as required.

**MINIMUM REQUIREMENTS:**

Associates Degree preferred, High School Diploma/GED with equivalent experience considered.  
Five (5) years experience performing a customer service-related/receptionist function  
Demonstrated knowledge of city, state federal and private housing resources available to residents  
Proficiency in communicating this knowledge effectively to clients.

**CUSTOMER SERVICE COORDINATOR**

**DUTIES:** A diverse, highly responsible position primarily involving the coordination and administrative supervision of the work order system, which constitutes a significant and integral part of the customer service of the Authority. Performs various tenant relations functions including, but not limited to, follow up on resident complaints with property maintenance and management personnel. Administers agency-wide work order system, generating and distributing maintenance productivity reports. Performs various functions in order to assist management in its goal to provide excellence in customer service and productivity.

**MINIMUM REQUIREMENTS:**

Bachelors Degree preferred, Associates Degree with equivalent experience may be considered.  
Eight (8) years increasingly responsible experience supervising a customer service department/work order system.  
Proven considerable knowledge of departmental objectives and procedures as well as of the practices, procedures and terminology ordinarily employed in public housing.

MANAGEMENT ASSISTANT/PROPERTY MANAGER

DUTIES: Participation in the recertification of tenant's eligibility for Authority housing which may include verification of family income, family composition, calculation of rent and related information; receives oral or written work assignments from supervisor and plans and organizes work according to established office or standard procedures; establishes priorities within work assignments and employs independent judgment and initiative; processes transfers, move-ins/outs, lease agreements and maintains accurate tenant information files; prepares schedule of apartment inspections, and classifies and files materials such as correspondence, reports, tenant information or technical documents in a centralized filing system; provides information to the public, as authorized, regarding all human services, social or physical housing stock-related programs and procedures, requiring a knowledge of Authority programs and procedures, and makes referrals as appropriate. Performs other related duties as required.

MINIMUM REQUIREMENTS: Bilingual preferred; experience in the position; and ability to read and write English.

PROPERTY MANAGER

DUTIES: Assists in the housing management operations of the Authority's housing programs. Directly responsible for managing day-to-day operational needs for one or more housing developments, to ensure safe, decent and affordable housing standards are met, per PHAS. Responsible for effective lease enforcement and timely responses to legal issues. Responsible for monitoring and coordinating of vacancy control through service delivery to ensure the timely turnover of vacant units according to established MASS and Authority guidelines requiring turnaround units within 20 days. Performs other related duties as required.

MINIMUM REQUIREMENTS:

Associates Degree or equivalent; Bachelors' Degree preferred.

An equivalent combination of education and experience will be considered on a case by case basis.

Public Housing Manager Certification required within six months of date of employment.

Five years of increasingly responsible experience in public housing preferred.

RESIDENT SERVICES COORDINATOR

DUTIES: This is an appointed, highly responsible, confidential position. Coordinates human services for the Authority's residents including our elderly residents. Assists with tenant relations and relevant activities of the Authority. Manages special projects or activities as assigned. Performs other related duties as required.

MINIMUM REQUIREMENTS:

Bachelor's Degree in Social Services or equivalent experience required; MPA/MSW desirable

5+ years work related experience in public housing environment

Demonstrated knowledge of community relations, public housing administration and customer service.

Proven interpersonal, negotiation, project management and communications skills

B. TRADES

Temporary workers must have a current Connecticut Driver's License.

### SKILLED HANDYMAN

DUTIES: Under the supervision of the Field Operations Manager or his designee, performs a variety of skilled tasks which require a journeyman's knowledge. Makes minor repairs and adjustments to electrical facilities, hot water heaters, furnaces, gas ranges, and plumbing facilities; replace broken windows and performs minor carpentry repairs. Directs and participates in cleaning of grounds and incinerators, cutting grass, re-seeding lawns, shoveling snow and pick and shovel work. Performs other related duties as required.

#### MINIMUM REQUIREMENTS:

High School/GED Graduation desired.

Fulfillment of recognized apprenticeship program or technical vocational program.

One year in facilities maintenance experience desired.

Experience in heavy manual work and in the use of hand tools.

Demonstrated basic knowledge of the following skilled trades: carpentry, heating, plumbing, patching and painting.

Demonstrated ability to work independently.

Must have his/her own handyman tools suitable for performing apartment vacancy preparation work such as hammers, screwdrivers, wrenches, cordless drill, hand saw, circular saw, putty knives, tape measure, paper and pencil, safety glasses. (The Authority will supply paint brushes and other expendable materials incidental to the work.)

### GENERAL MAINTENANCE WORKER

DUTIES: Under the supervision of the Field Operations Manager or his designee, performs a variety of unskilled and semi-skilled tasks which do not require a journeyman's knowledge. Directs and/or participates in indoor and outdoor maintenance, cleaning of grounds and incinerators, cutting grass, re-seeding lawns, shoveling snow and pick and shovel work. Performs other duties related to the general upkeep of properties.

#### MINIMUM REQUIREMENTS:

High School/GED Graduation desired.

One year in facilities maintenance experience preferred.

Experience in heavy manual work and in the use of hand tools.

Demonstrated ability to work independently.

### SECTION 3 BID FORM

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Please submit the hourly rate to supply temporary workers on an as needed, when needed basis, in accordance with the corresponding job descriptions included in Section 2. Mark any category you cannot provide as "NO BID".

- |   |          |
|---|----------|
| 1. Bookkeeper                                       | \$ _____ |
| 2. Accountant                                       | \$ _____ |
| 3. Occupancy Specialist (LIPH)                      | \$ _____ |
| 4. Occupancy Specialist (HCV)                       | \$ _____ |
| 5. Waiting List Specialist                          | \$ _____ |
| 6. Tenant File Compliance Specialist                | \$ _____ |
| 7. Account Receivable Specialist                    | \$ _____ |
| 8. Secretary/Clerical                               | \$ _____ |
| 9. Receptionist                                     | \$ _____ |
| 10. Customer Service Coordinator                    | \$ _____ |
| 11. Management Assistant/Property Manager Assistant | \$ _____ |
| 12. Property Manager                                | \$ _____ |
| 13. Resident Services Coordinator                   | \$ _____ |
| 14. Skilled Handyman                                | \$ _____ |
| 15. General Maintenance Worker                      | \$ _____ |

#### CONTRACTOR INFORMATION:

1. Owner of the Company \_\_\_\_\_
2. List the number of years in business \_\_\_\_\_
3. Is your business full or part-time? \_\_\_\_\_
4. List the number of temporary workers and their position titles employed on a regular basis (attach list)
5. Do you maintain an office that is staffed during normal daily working hours? \_\_\_\_\_
6. Who is the Authority's contact person for this Contract?  
Name: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
7. List at least three (3) references of firms to which your company has provided similar services within the past year.

By signing and submitting this bid form, the Contractor certifies the following:

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1. This bid is signed by an authorized representative of the Contractor.
2. The Contractor can obtain insurance certificates as required within 10 calendar days after notice of award.
3. The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost if applicable.
4. All labor costs, direct and indirect, have been determined and included in the proposed cost.
5. The Contractor has attended the pre-bid meeting and site visits (if applicable) and is aware of prevailing conditions associated with performing these services.
6. The Contractor has read and understands the conditions set forth in this bid and agrees to them with no exceptions.

I, THE UNDERSIGNED, CERTIFY THAT THIS BID IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER CONTRACTOR SUBMITTING A BID FOR THE SAME SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS BID AS OR FOR THE CONTRACTOR.

Therefore, in compliance with this IFB and subject to all conditions herein, the undersigned offers and agrees to perform the services or deliver the goods in accordance with the specifications and conditions in this bid at the prices quoted if this bid is accepted within 90 days from the date of the opening.

CONTRACTOR:

\_\_\_\_\_  
ADDRESS:

\_\_\_\_\_  
CITY, STATE, ZIP:

\_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

FEDERAL EMPLOYER IDENTIFICATION NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

BY: \_\_\_\_\_

Signature Typed or printed name

Title:

Date:

**THIS FORM MUST BE SIGNED AND INCLUDED IN YOUR BID.**

## SECTION 4 GENERAL TERMS AND CONDITIONS

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1. **CONTRACT AGREEMENT:** This IFB, the Contractor's bid and the Contract will constitute the entire agreement between the Contractor and the Authority unless mutually amended in writing. In the case of conflict between terms of the Contract, this IFB and/or the Contractor's bid the Contract terms shall prevail followed by the terms of this IFB and then the Contractors bid.
2. **SIGNED BID CONSIDERED AN OFFER:** Receipt of a signed bid is considered a binding offer by the Bidder which shall remain firm for a period of 90 days from the date of bid opening. In the event of withdrawal after bid opening, the Authority may take such action as it deems appropriate including legal action for damages or specific performance.
3. **PAYMENT TERMS:** Payment terms are NET 45 days following receipt of correct invoice. The Authority is responsible for all payments to Contractor under the Contract.
4. **CHANGES:** the Authority shall have the right, at any time, to increase or decrease the scope of work contained in this IFB to meet increased or decreased needs.
5. **AVAILABILITY OF FUNDS:** Any and all payments to the Contractor shall be deemed binding only to the extent of appropriated funds for the purpose set forth in this IFB.
6. **NON-DISCRIMINATION:** The Contractor shall not discriminate against any individuals and will take proactive measures to assure compliance with all Federal and State and Authority requirements concerning fair employment, employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination based upon age, race, color, religion, sex, national origin or disability.
7. **GOVERNING LAWS:** The Contract is made under and shall be governed and construed in accordance with the laws of the State of Connecticut.
8. **ADVERTISING:** In submitting a bid to the Authority, the Bidder agrees not to use the results of their bid as a part of any commercial advertising without prior approval of the Authority.
9. **CONFIDENTIALITY OF BIDS:** In submitting a bid the Bidder agrees not to discuss or otherwise reveal the contents of the bid to any source outside of the Authority until after the award of the Contract. Bidders not in compliance with the provision may, at the option of the Authority, be disqualified from contract award. Only discussions authorized by the issuing agency are exempt from this provision.
10. **ELABORATE BIDS:** Elaborate bids in the form of brochures or other presentations beyond that necessary to present a complete and effective bid are not desired.



11. **COST FOR BID PREPARATION:** Any costs incurred by Bidders in preparing or submitting bids are the Bidders' sole responsibility. The Authority will not reimburse any Bidder for any costs incurred prior to award of the Contract.
12. **RIGHT TO SUBMITTED MATERIAL:** All bids, inquiries, or correspondence relating to or in reference to this IFB, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the Bidders shall become the property of the Authority when received.
13. **COLLUSIVE BIDDING:** The Bidder's signature on the bid is a guarantee that the prices quoted have been arrived at without collusion with other eligible Bidders and without effort to preclude the Authority from obtaining the lowest possible competitive price.
14. **GENERAL INDEMNITY:** The Bidder shall save and hold harmless, pay on behalf of, protect, defend, and indemnify the Authority for the entire responsibility and liability for losses, expenses, demands, actions and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of the Authority or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this IFB, by the Bidder or their employees, including losses, expenses or damages sustained by the Authority officials from any and all such losses, expenses, damages, demands and claims. The Bidder further agrees to defend any suit or action brought against the Authority, (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. The obligations of the Bidder pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Bidder.
15. **CONFLICT OF INTEREST:** All Bidders must disclose in writing with their bid the name of any owner, officer, director, or agent who is also an employee of the Authority. All Bidders must also disclose in writing with their bid the name of any employee of the Authority who owns, directly or indirectly, an interest of five percent (5%) or more in the Bidder's firm or any of its branches or subsidiaries. By submitting a bid, the Bidder certifies that there is no relationship between the Bidder and any person or entity which is or gives the appearance of a conflict of interest related to this IFB.
16. **ERRORS AND OMISSIONS:** The Bidder shall not take advantage of any errors or omissions in this IFB. The Bidder shall promptly notify the Authority of any omissions or errors found in this document.
17. **INDEPENDENT INVESTIGATIONS:** The Authority reserves the right to make independent investigations as to the qualifications of the Bidder. Such investigations may include contacting existing customers. The Authority reserves the unqualified right to accept or reject any and all bids, and to waive any irregularities or deficiencies as may be permitted by law when it is deemed that such action will be in the best interest of the Authority.

**HOUSING AUTHORITY OF THE CITY OF HARTFORD, 180 John D Wardlaw Way, HARTFORD CT 06106**  
**INVITATION TO BID # 1784-17 Temporary Staffing Services**

18. **REFERENCE TO OTHER DATA:** Only information which is received in response to this IFB will be evaluated. Reference to information previously submitted shall not be evaluated.
19. **BID OPENING:** On the date and time set forth in this IFB, the package containing the bids from each responding Contractor will be publicly opened. At that time the name of the Contractor and the bid prices will be announced. Bid opening is an open and public meeting. Any interested parties may attend. Prices and their components are subject to further evaluation for completeness and correctness following the formal bid opening. Therefore, the prices announced during the bid opening may not be an exact indicator of the Contractor's actual pricing position. Neither can the assumption be made that the Contractor with the lowest price offered will be awarded the Contract. See "BID EVALUATION" and "AWARD OF BID" for further explanation on the components involved with the award of the Contract.
20. **NOTIFICATION OF AWARD:** After all prerequisites and specifications have been met by the Bidder and the award has been made, the successful Bidder will be notified within ten (10) working days of this award. The Authority will notify the successful Bidder in writing, either by a Letter of Award or a Purchase Order or both. **VERBAL NOTIFICATION OF THE AWARD OF THE CONTRACT IS NOT CONSIDERED A RELIABLE MODE OF NOTIFICATION AND, THEREFORE, WILL NOT BE RECOGNIZED AS AN OFFICIAL NOTIFICATION.**
21. **TERMINATION FOR CAUSE:** The Authority reserves the right to terminate the Contract at any time for cause. The violation of any provision or condition contained in the Contract, or the refusal, failure, or inability to carry out any provisions of the Contract shall constitute sufficient grounds to terminate the Contract for cause. Should the Authority elect to terminate the Contract for cause, the Authority will notify the Contractor 30 days prior to the termination date and shall specify the cause for termination as well as the date the termination shall be effective. This termination notice will be issued via a written letter sent by certified U.S. mail. Immediate dismissals may be executed if deemed necessary by the Authority.
22. **TERMINATION WITHOUT CAUSE:** The Authority may terminate the Contract without cause. Written notice of termination must be sent via certified U.S. mail no later than thirty (30) days prior to the termination date.
23. **DRUG POLICY:** The Bidder certifies that it maintains a drug-free work place environment to ensure worker safety and workplace integrity. The Bidder further agrees their employees shall comply with the City of Hartford's Drug-Free Workplace Policy.
24. **AUTHORIZED PERSONNEL:** While engaged in the performance of the services described herein, only authorized employees of the Contractor are allowed at the Authority locations where the work is being performed. During the performance of these services, the Contractor employees are not to be accompanied in the work area by acquaintances, family members, associates or any other person(s) who are not a current, authorized employee(s) of the Contractor.

**HOUSING AUTHORITY OF THE CITY OF HARTFORD, 180 John D Wardlaw Way, HARTFORD CT 06106**  
**INVITATION TO BID # 1784-17 Temporary Staffing Services**

25. **EMPLOYEE GUIDELINES:** The Contractor shall use only qualified personnel to provide the required services. The Contractor shall be responsible for insuring that employees abide by all rules and regulations set forth for the buildings and grounds.
26. **DRUG POLICY:** The Contractor certifies that it maintains a drug-free work place environment to ensure worker safety and workplace integrity. The Contractor further agrees their employees shall comply with the Authority's Drug-Free Workplace Policy.
27. **SAFETY:** Contractor's employees shall be required to adhere to all OSHA requirements and regulations that apply while performing their job duties.
28. **INSURANCE COVERAGE:** During the term of the Contract, the Contractor and the Contractor's subcontractors at their sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. The Authority will require proof of such insurance prior to Contract execution and during the term of the Contract.
29. **CONTINUANCE OF WORK:** In the event Contract term expires and Contractor has not completed assignments that are underway, the Authority may, at its discretion, allow Contractor to complete those assignments if the following conditions are met:
  - a. Contractor requests to complete the assignments that are underway.
  - b. The prices in Contract remain in effect until all work is completed.
  - c. All other contractual obligations and conditions remain the same, including insurance requirements.

This provision does not apply to any continuance of work which would extend the Contract term (inclusive of any extensions by the Authority) beyond five years from the date of Contract award.

# Instructions to Offerors Non-Construction

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



- 03291 -

## 1. Preparation of Offers

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

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

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

## 2. Submission of Offers

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

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

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

## 3. Amendments to Solicitations

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

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

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

## 4. Explanation to Prospective Offerors

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

## 5. Responsibility of Prospective Contractor

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **7. Contract Award**

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

(b) The HA may

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

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

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

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

## **8. Service of Protest**

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

## **9. Offer Submission**

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

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

[Describe bid or proposal preparation instructions here:]

# Certifications and Representations of Offerors

## Non-Construction Contract

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

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

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

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

### 1. Contingent Fee Representation and Agreement

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

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

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

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

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

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

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

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

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

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

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

(Check the block applicable to you)

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

### 3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Signature & Date:

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Typed or Printed Name:

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Title:

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# General Conditions for Non-Construction Contracts

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

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

Office of Public and Indian Housing

Office of Labor Relations

OMB Approval No. 2577-0157 (exp. 1/31/2017)

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.**

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

#### 1. Definitions

The following definitions are applicable to this contract:

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

#### 2. Changes

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

proposal submitted before final payment of the contract.

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

#### 3. Termination for Convenience and Default

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

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

- (a) The HA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until 3 years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.



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

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

The HA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials and documents discovered or produced by Contractor pursuant to the terms of this Contract, including but not limited to reports, memoranda or letters concerning the research and reporting tasks of this Contract.

#### **6. Energy Efficiency**

The contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this contract is performed.

#### **7. Disputes**

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

#### **8. Contract Termination; Debarment**

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

#### **9. Assignment of Contract**

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

#### **10. Certificate and Release**

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

#### **11. Organizational Conflicts of Interest**

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under this contract and a contractor's organizational, financial, contractual or other interests are such that:
  - (i) Award of the contract may result in an unfair competitive advantage; or
  - (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 therefrom, 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:

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(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.

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## 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

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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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Housing Authority of the  
City of Harford

Office of Development and Capital Improvements

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Proposal Preference for  
Disadvantaged Businesses and  
Offeror Certification

Public Housing Programs

# Proposal Preference for Disadvantaged Businesses and Offeror Certification

Housing Authority of the City of Hartford  
Public Housing Programs

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## General

### 1. Overview

The Housing Authority of the City of Hartford ("HACH") wants Disadvantaged Businesses to:

- benefit from HACH's procurement; and
- participate meaningfully in HACH's contracted work.

To achieve this goal, HACH adopted a Procurement Preference policy in August, 2014, to encourage each Offeror to commit to engaging Disadvantaged Businesses to perform some of the proposed work. HACH's Procurement Preference policy rewards willing Offerors with an evaluation scoring advantage.

### 2. Offeror Certification is Optional

Offeror is *not required* to participate in HACH's Disadvantaged Business Participation Preference program. Only Offerors that meet the program's requirements and that certify to that fact by signing below will benefit from the program's evaluation scoring advantage.

### 3. Definitions

#### (a) *Disadvantaged Business* means a:

- Minority Business Enterprise (MBE); *or*
- Women's Business Enterprise (WBE); *or*
- Section 3 Business; *or*
- HACH-resident-owned Business.

*Note: HACH does not consider a Small Business a Disadvantaged Business, per se, though it does require that all Disadvantaged Businesses be Small Businesses.*

#### (b) *HACH-resident-owned Business* means one or more HACH residents:

- Owns The Business; *and*
- operates the business on a daily basis;

- may be a sole-proprietorship (owned and run by one individual); *and*
- has received HACH certification as a HACH-resident-owned Business.

#### (c) *Minority Business Enterprise* (MBE) means:

- a Small Business; *and*
- one or more Minority Group members Owns The Business; *and*
- it is certified as an MBE by a reliable source such as the City of Hartford or the State of Connecticut.

#### (d) *Minority Group* means:

- Black Americans;
- Hispanic Americans; and
- Puerto Ricans.

#### (e) *Owns The Business* means a person (or persons):

- is a U.S. citizens;
  - is unconditional owner of greater than 50% of the business or, if publicly-owned, is owner of more than 50% of its voting stock;
  - is in control of the business; and
  - manages the business on a day-to-day basis.
- and is a business that:*

- is 51% or more owned by *Section 3* Residents;
- currently has at least 30% of permanent, full-time employees that are either now *Section 3* Residents or that within the past three years were *Section 3* Residents; *or*
- provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the other qualifications in this definition.

#### (f) *Section 3 Business* means a business that is:

- formed in accordance with Connecticut State law;
- properly licensed to engage in its business activity; responsible and able to perform successfully under the terms and conditions of the proposed contract; and
- certified as a *Section 3* Business by HACH.

#### (g) *Section 3 Resident* means:

- a low-income individual or a very-low-income individual; and
- a public housing resident or located in Hartford.

#### (h) *Small Business* means a business that:

- is independently owned;
- is not dominant in its field of operation;
- is not an affiliate or subsidiary of a business dominant in its field of operation; and
- satisfies the size standards of the federal Small Business Administration found in 13 CFR 121.

#### (i) *Total Contract Value* means the proposal price at time of proposal, the contract price at time of contract execution, and the total amount paid to Offeror at the end of the contract's term.

#### (j) *Women's Business Enterprise* (WBE) means:

- a Small Business; *and*

- one or more woman Owns The Business; *and*
  - it is certified as a WBE by a reliable source such as the City of Hartford or the State of Connecticut.
4. Sham Disadvantaged Businesses
- (a) HACH does not tolerate the use of “pass-through” businesses acting as though they are Disadvantaged Businesses. The ownership of participating Disadvantaged Businesses must be real, continuing, and not created solely to meet the preference offered by HACH’s policy. HACH expects that that the Offeror or the Offeror’s participating Disadvantaged Businesses will perform significant work or will provide supplies under contract, and not act as a mere conduit.
- (b) HACH shall only count the portion of Total Contract Value:
- performed by Disadvantage Businesses; or
  - supplied by Disadvantaged Businesses.

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#### Participation Preference

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5. Disadvantaged Business Participation Preference
- (a) HACH prefers proposals in which *one or more Disadvantaged Business performs or supplies at least 20% of Total Contract Value.*
- (b) For Offerors that meet or exceed the above Participation Preference in its proposal and sign the certification below, HACH will, when evaluating the Offeror’s proposal, award all Disadvantaged Business Preference scoring factor points.

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#### Offeror’s Certification

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*Offerors are not required to sign this certification. Offerors should only sign this certification if participating in the Disadvantaged Business Procurement Preferences program and if seeking Disadvantaged Business Participation Preference scoring advantages.*

6. Certification
- (a) Offeror represents that the participating Disadvantaged Businesses listed in Schedule A is accurate and that each is certified as a Disadvantaged Business by a reliable source.
- (b) Offeror agrees that Disadvantaged Businesses will comprise 20% of Total Contract Value.
- (c) Offeror agrees that HACH’s contract may require Offeror to perform in accordance with this certification.
- (d) Offeror agrees that HACH’s contract may require Offeror to use its best effort to ensure that Disadvantage Business participation remains at or above 20% of Total Contract Value for the duration of the contract, even in the event of extensions or changes in scope.
- (e) Offeror agrees that HACH’s contract may include provisions for future proposal ineligibility, liquidated damages, or contract termination if Offeror fails to use

its best effort to engage Disadvantaged Businesses for at least 20% of Total Contract Value.

7. Reporting
- (a) Offeror agrees to provide HACH Participation Preference Implementation reports (in a HACH-specified form), indicating actual and expected Disadvantaged Business participation:
- ten days after contract execution; and
  - when requested by HACH.
8. Notification
- (a) Offeror agrees to notify HACH (in a HACH-specified form) each time it engages or releases a subcontractor and, if it is engaging a new subcontractor, whether that subcontractor is a Disadvantaged Business.

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Offeror’s Signature

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Offeror’s Firm Name

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Authorized Signature

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Printed Name

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Title

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Date

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Schedule A  
Disadvantaged Business Participation  
[This is not the Pricing Form]

For each Disadvantaged Business participating in this proposal, please list:

- its name and home city (and state if not from Connecticut), including the Offeror, if the Offeror qualifies as a Disadvantaged Business;
- the nature of its participation (service or supply);
- the certifying agency; and
- the dollar value of the Disadvantaged Business's participation (which in the case of a proposal from a Disadvantaged Business is the Total Contract Value minus all subcontracting or supplies provided by other sources).

<u>PARTICIPATING DISADVANTAGED BUSINESS'S NAME &amp; CITY</u>	<u>NATURE OF PARTICIPATION</u>	<u>CERTIFYING AGENCY</u>	<u>DOLLAR VALUE OF PARTICIPATION</u>
Name: _____ City: _____	_____	_____	\$ _____
Name: _____ City: _____	_____	_____	\$ _____
Name: _____ City: _____	_____	_____	\$ _____
Name: _____ City: _____	_____	_____	\$ _____
Name: _____ City: _____	_____	_____	\$ _____
Name: _____ City: _____	_____	_____	\$ _____
Name: _____ City: _____	_____	_____	\$ _____

Disadvantaged Business Participation Percentage (should be at least 20%): \_\_\_\_\_%



**Housing Authority of the  
City of Hartford**

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# **Standard Form for Non-Construction Contracts**

**[Greater than \$100,000, *without* maintenance]**

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**STANDARD FORM FOR NON-CONSTRUCTION CONTRACT**  
**[Greater than \$100,000, *without* maintenance]**

**HOUSING AUTHORITY OF THE CITY OF HARTFORD**  
**FOR PROJECT NO: 1784-17**  
**Temporary Staffing Services**

This contract is dated {DATE}, and is between {CONTRACTOR-IN-ALL-CAPS}, a {STATE} {ENTITY-TYPE}, ("Contractor") and HOUSING AUTHORITY OF THE CITY OF HARTFORD, a public body corporate and politic organized and existing pursuant to Conn. Gen. Stat. §8-40, et seq. ("HA").

The parties agree as follows:

1. CONTRACT DOCUMENTS. In addition to this document, the following documents constitute part of this contract:

- (i) HUD Form HUD-5370-C, Section I, *General Conditions for Non-Construction Contracts* ("HUD-5370-C");
- (ii) HA's *Special Conditions for Non-Construction Contracts*;
- (iii) HA's *Invitation for Bids* for this service, with amendments, #1784-17 ("IFB"); and
- (iv) Contractor's *Bid* for this service, dated {RFP-RESPONSE-DATE} ("Bid").

2. SCOPE OF SERVICES. Contractor shall perform all work {specified in the IFB's *Scope of Services* OR in accordance with Exhibit A, *Scope of Services* and all other requirements stated in the IFB's *Scope of Services*}.

3. TERM. The term of this contract is three years ("Term"). HA may extend this contract two times, for one year each.

4. COMPENSATION. HA shall pay Contractor in accordance with the rates set forth in {Contractor's Bid OR Exhibit B, *Pricing & Compensation Plan*}.

5. AUTHORITY. The person signing this contract is authorized by the Contractor to enter into this contract on behalf of the Contractor.

The parties are signing this contract as of the date stated in the introductory clause.

**{CONTRACTOR}**

**HOUSING AUTHORITY OF THE CITY OF HARTFORD**

By \_\_\_\_\_  
{Name}  
{Title}

By \_\_\_\_\_  
Annette Sanderson  
Executive Director



**Housing Authority of the  
City of Hartford**

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# **Special Conditions for Non-Construction Contracts**

**[Greater than \$100,000, *without* maintenance]**

Housing Authority of the City of Hartford

# Special Conditions for Non-Construction Contracts

[Greater than \$100,000, *without* maintenance]

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## General

### 1. Contract

- (a) The Housing Authority of the City of Hartford ("HA") uses these special conditions in contracts for professional services that are fully or partially funded by the U.S. Department of Housing and Urban Development (HUD).
- (b) HUD Form HUD-5370-C, Section I, *General Conditions for Non-Construction Contracts* ("HUD-5370-C") constitutes part of this contract.
- (c) If there is a conflict between any two provisions in the documents that constitute this contract, the provision

that first appears in the documents listed below, governs:

- (i) the main contract document incorporating these special conditions;
- (ii) HUD-5370-C;
- (iii) these special conditions;
- (iv) any HA *Request for Proposals*, with amendments ("RFP"); then
- (v) Contractor's proposal response to the RFP.

### 2. Definitions

- (a) Terms not defined in these special conditions are found in the HUD-5370-C or the main contract document incorporating these special conditions.
- (b) "Contractor" includes contractor's officers, employees, agents, and subcontractors.

## Term and Termination

### 3. Contract Term

- (a) Contractor shall begin performance on the date of this contract.
- (b) HA may extend the term of this contract at its sole discretion if Contractor's service is essential to a project's completion.

## Compensation

### 4. Performance Standard

Contractor shall make its best effort to provide its service using the highest professional skill and competence.

### 5. Payments

HA shall pay Contractor for invoices submitted to HA, for service done to HA's satisfaction, within 60 days.

## Recordkeeping & Reports

### 6. Establishment and Maintenance of Records

Contractor shall establish and maintain fiscal control and accounting procedures that assure proper accounting for all funds paid by HA to Contractor.

### 7. Status Reports

Contractor shall furnish HA with such information and reports concerning the progress and management of this contract as HA may require from time to time.

## Insurance

### 8. Liability Coverage

Contractor shall have the follow insurance:

- (i) *Comprehensive General Liability Insurance*, (including contractual liability insurance). Limits not less than \$1,000,000 for all damages for any bodily injury sustained as the result of any occurrence, and \$1,000,000 for all damages of property sustained by each person as the result

of any one occurrence, and \$1,000,000 for all property damage sustained as a result of any one occurrence, or a limit of not less than \$3,000,000 Combined Single Limit (CSL).

- (ii) *Fidelity/Crime Insurance*. Limits of not less than \$1,000,000 per occurrence, which covers claims incurred as a result of Contractor's employees' dishonesty, burglary, theft, fraud, or destruction of property.
- (iii) *Automobile Liability Insurance*. Limits not less than \$1,000,000 for all damages for any bodily injury sustained by each person as a result of any occurrence, and \$1,000,000 for damage because of bodily injury sustained by two or more persons as the result of any occurrence, and \$100,000 for property damage sustained as the result of any one occurrence, or a limit of not less than \$1,250,000 Combined Single Limit (CSL).

#### 9. Worker's Compensation Insurance

Contractor shall maintain Worker's Compensation Insurance for its employees in accordance with Connecticut's General Statutes or in accordance with the statutes of Contractor's home state.

#### 10. Insurance Conditions

- (a) Contractor shall purchase insurance coverage from an insurance company licensed to conduct business in Connecticut or a company approved by HA.
- (b) Contractor shall ensure all required insurance policies provide occurrence-based coverage.
- (c) HA may review the insurance requirements and coverages from time to time. Contractor agrees to comply with HA's reasonable new or modified insurance requirements.
- (d) Contractor shall pay all insurance deductibles, if any, or indemnify HA from paying Contractor's insurance deductibles, or both.
- (e) Contractor agrees that the amount of insurance required does not, in any way, limit the liability of Contractor by virtue of its obligation to indemnify HA, so that all claims resulting in a settlement or judgment or other claim-related payment in excess of the coverage amounts required, if any, are the sole responsibility of Contractor to pay, to indemnify HA from paying, or both.
- (f) Contractor shall ensure that following phrase is placed by its insurer in the ACORD Certificate of Insurance form's comments section: "The Housing Authority of the City of Hartford is named as an Additional Insured."
- (g) Contractor shall furnish HA all insurance renewal certificates at least thirty (30) days prior to policy expiration.
- (h) Contractor shall maintain insurance coverage in full force for the duration of this contract, including extensions or renewals. Contractor's cancellation or

termination of insurance policies required by this contract without immediate replacement is a default. HA may cure such a default by procuring insurance on behalf of Contractor, at Contractor's expense.

- (i) Contractor shall ensure that Contractor's insurer will provide HA 30-days' notice before cancellation or decrease in coverage, of any insurance policy required.

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#### General Indemnity

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##### 11. HA Indemnification

- (a) In this section, the following definitions apply:
  - "Litigation Expense" means any reasonable out-of-pocket expense incurred in defending a Proceeding or in any related investigation or negotiation, including court filing fees, court costs, arbitration fees, witness fees, and attorneys' and other professionals' fees and disbursements.
  - "Losses" means any amount awarded in, or paid in settlement of, any Proceeding, including any interest and any Litigation Expenses.
  - "Proceeding" means any judicial, administrative, or arbitration action, suit, claim, investigation, or proceeding.
- (b) Contractor shall indemnify HA against all Losses arising out of a Proceeding against HA by a non-party to this contract ("Claim"), except to the extent that HA negligently or intentionally caused those Losses.
- (c) HA must promptly notify Contractor of that Claim and deliver to Contractor a copy of all legal pleadings with respect to the Claim.
- (d) To assume the defense of a Claim, Contractor must notify HA that it is doing so. Promptly thereafter, Contractor shall retain to represent it in the Claim, independent legal counsel that is reasonably acceptable to HA.
- (e) HA is entitled to participate in the defense of a Claim. HA may defend a Claim with counsel of its own choosing and without Contractor participating if (1) Contractor notifies HA that it does not wish to defend the Claim, (2) by midnight at the end of the tenth business day after HA notifies Contractor of the Claim Contractor fails to notify HA that it wishes to defend the Claim, or (3) representation of Contractor and HA by the same counsel would, in the opinion of that counsel, constitute a conflict of interest.
- (f) Contractor shall pay any Litigation Expenses that HA incurs in connection with defense of the Claim before Contractor assumes the defense of that Claim, except with respect to any period during which HA fails to timely notify Contractor of that Claim. Contractor will not be liable for any Litigation Expenses that HA incurs in connection with defense of a Claim after Contractor assumes the defense of that Claim, other than Litigation Expenses that HA incurs in employing counsel in accordance with subsection (d), which

- Litigation Expenses Contractor shall pay promptly as they are incurred.
- (g) After Contractor assumes the defense of a Claim, Contractor may contest, pay, settle, or compromise the Claim at its discretion, except that it may not compromise or settle the Claim without the consent of HA unless that compromise or settlement (1) does not entail any admission on the part of HA that it violated any law or infringed the rights of any Person, (2) has no effect on any other claim that may be brought against HA, (3) provides as the claimant's sole relief monetary damages that are paid in full by Contractor, and (4) requires that the claimant release HA from all liability in respect of the Claim.

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## Default and Remedies

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### 12. Additional Defaults

- (a) Default includes, in addition to those stated elsewhere in this contract:
- (i) a competent authority, such as a government official or a Certified Public Accountant, determines that Contractor's management of, or any accounting for, its funding, as relates to this contract, is improper, inadequate, or illegal; and
  - (ii) a court having jurisdiction enters a decree or order adjudging Contractor bankrupt or insolvent, or approving as properly filed Contractor's petition seeking reorganization, readjustment, arrangement, composition, or similar relief for Contractor under federal bankruptcy laws, or any other similar applicable law.
- (b) HA may waive any default. HA's waiver as to a particular default does not constitute a waiver of any other default, whether of the same or different type, and whether preceding or succeeding the waived default. HA's waiver of a default is not effective unless written and signed by HA's Executive Director.

### 13. Remedies

- (a) HA may elect to pursue any one or more of the following remedies, in any combination or sequence, for any default not waived by HA:
- (i) any action as HA deems necessary, including the temporary withholding or reduction of payment;
  - (ii) suspend program operation;
  - (iii) require Contractor to cure such default to HA's satisfaction; and
  - (iv) terminate this contract.
- (b) HA's selected remedy does not prohibit HA from pursuing any other remedy and does not constitute a waiver by HA of any other right or remedy.

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## Hiring

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### 14. Disadvantaged Business Preference

- (a) This subsection 14 applies only to a Contractor that signed an *Offeror's Certification* to receive Disadvantaged Business Preference scoring factor points.
- (b) Terms used in this subsection not defined in these special conditions are found in HA's *Proposal Preferences for Disadvantaged Businesses and Offeror Certification*.
- (c) Contractor shall, to the greatest extent feasible, use Disadvantage Businesses to perform or to supply, at least 20% of Total Contract Value.
- (d) If Contractor fails to meet the requirements of this subsection, HA may do one or more of the following:
- terminate this contract;
  - suspend Contractor from participating in HA contracts; and
  - pursue any other legal action.
- (e) Contractor shall provide HA with Participation Preference Implementation reports (in an HA-specified form), indicating actual and expected Disadvantaged Business participation when requested by HA.
- (f) Contractor shall notify HA (in an HA-specified form) each time it engages or releases a subcontractor and, if it is engaging a new subcontractor, whether that subcontractor is a Disadvantaged Business.

### 15. Disadvantaged Individual (New Hire) Preference

- (a) This subsection 15 applies only to a Contractor that signed an *Offeror's Certification* to receive a Disadvantaged Individual scoring factor points.
- (b) Terms used in this subsection not defined in these special conditions are found in HA's *Proposal Preferences for Disadvantaged Individuals and Offeror Certification*.
- (c) Contractor shall hire, to the greatest extent feasible, Disadvantaged Individuals so that they comprise 30% of New Hires, employed directly by Contractor, or indirectly by Contractor through its subcontractors.
- (d) Contractor shall engage, to the greatest extent feasible, subcontractors, if any, that will agree that, to the greatest extent feasible, Disadvantaged Individuals will comprise 30% of New Hires.
- (e) If Contractor fails to meet the requirements of this subsection, HA may do one or more of the following:
- terminate this contract;
  - suspend Contractor from participating in HA contracts; and
  - pursue any other legal action.
- (f) Contractor shall provide HA with an updated statement of work-force needs as Contractor's and Contractor's subcontractors' work-force needs change.
- (g) Contractor shall notify HA, on an HA form, when it or one of subcontractors has engaged a New Hire and whether that New Hire is a Disadvantaged Individual.

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**16. Youth and Resident Contact**

- (a) Contractor represents that it has appropriate hiring policies and screening procedures for employees who will be working with youths and public housing residents.
- (b) Contractor shall permit HA to review Contractor's hiring policies and screening procedures for employees who will be working with youths and public housing residents.
- (c) HA may terminate this agreement if (i) Contractor's performance includes working with youths and public housing residents; (ii) HA determines that Contractor's hiring policy is not appropriate; and (iii) Contractor fails to promptly modify its hiring policy.

**17. Hiring Indemnity**

Contractor shall indemnify HA for any failure of Contractor's hiring policies and screening procedures.

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**Conflicts of Interest****18. Family Conflicts**

- (a) Contractor represents that it has disclosed to HA any immediate family member (parent, parent-in-law, spouse, child, brother, sister, brother-in-law, sister-in-law, or stepparent) of any of its employees, agents, or subcontractors, who is employed by HA.

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**Miscellaneous****19. Communications**

- (a) Both parties agree to write all notices, including demands, requests, instructions, approvals, proposals, and claims.
- (b) HA will deliver all notices to Contractor by delivering them to Contractor's registered business address or by mailing them in sealed, postage-paid envelopes, addressed to Contractor's registered mailing address.
- (c) Contractor may specify a different address for notices by delivering an address change notice to HA.
- (d) Contractor will deliver all notices to HA by delivering them to Contracting Officer at HA's main office or by mailing them in sealed, postage-paid envelopes, addressed to Contracting Officer at HA's main office.
- (e) HA may specify a different address for notices by delivering an address change notice to Contractor.

**20. Licenses**

Contractor and all subcontractors shall hold, at all times, all licenses required by the State of Connecticut and the City of Hartford, if any.

**21. Sales Tax**

HA shall provide Contractor the necessary tax-exempt information when required.

**22. Entire Agreement**

- (a) This contract constitutes the final agreement between the parties. It is the complete and exclusive expression of the parties' agreement on the matters contained in

this contract. All prior and contemporaneous negotiations and agreements between the parties on matters contained in this contract are expressly merged into and superseded by this contract. The provisions of this contract may not be explained, supplemented, or qualified through evidence of trade usage or a prior course of dealings.

- (b) In entering into this contract, neither party has relied upon any statement, representation, or agreement of the other party, except for those expressly contained in this contract.

**23. Choice of Law**

- (a) The laws of the State of Connecticut, without giving effect to its conflicts of law principles, govern all matters arising out of or relating to the contract, including its validity, interpretation, construction, performance, and enforcement.

**24. Forum & Venue**

- (a) Any party bringing a legal action or proceeding against any other party arising out of or relating to this contract may bring the legal action or proceeding in the United States District Court for the District of Connecticut or in any court of the State of Connecticut sitting in Hartford.
- (b) Each party waives, to the fullest extent permitted by law:
  - (i) any objection which it may now or later have to the laying of venue of any legal action or proceeding arising out of or relating to this contract brought in the United States District Court for the District of Connecticut or in any court of the State of Connecticut sitting in Hartford; and
  - (ii) any claim that any action or proceeding brought in any such court has been brought in an inconvenient forum.
- (c) For the purposes of all legal actions and proceedings arising out of or relating to this contract, each party to this contract submits to the nonexclusive jurisdiction of any court of:
  - (i) the United States District Court for the District of Connecticut and its appellate courts; and
  - (ii) the State of Connecticut sitting in Hartford and its appellate courts.