



BID SUBMISSION DOCUMENTS FOR PARTREA SITE IMPROVEMENTS

Please read carefully all information contained in the Project Manual and follow instructions for completion of each document required. Documents must be properly completed and submitted in a sealed envelope which is clearly marked with the bidder's name, the project title, and the time and date for receipt of bids.

THE REQUIRED BID DOCUMENTS ARE PRESENTED IN THE FOLLOWING ORDER:

- _____ 1. Form of Bid
- _____ 2. Bid Bond
- _____ 3. Representations, Certifications, and other Statements of Bidders Public and Indian Housing Programs (HUD-5369-A)
- _____ 4. Statement of Bidder's Qualifications
- _____ 5. Affidavit – Non-Collusion Affidavit of Prime Bidder
- _____ 6. Certificate of Compliance – Section 3
- _____ 7. Certification Regarding Debarment, Suspension, Proposed Debarment

I hereby certify that I have read the individual specification for “**Partrea Site Improvements**” and have prepared this bid based on that information; and that, I am aware that **Item #12 Previous Participation Certificate** (applicable to construction and equipment contracts exceeding \$50,000.00), of the **Representations, Certifications, and Other Statements of Bidders - Public and Indian Housing Programs**, is no longer required as determined by a Final Rule issued by HUD, effective August 10, 1995.

COMPANY _____ DATE _____

TYPE OR PRINT NAME OF AUTHORIZED SIGNATORY: _____

SIGNATURE: _____ TITLE: _____

Questions concerning submission of this bid package should be submitted to David Heim, NRHA Contracting Officer at dheim@nrha.us

Technical questions shall be submitted to Russell Carlock, Senior Architect at rcarlock@nrha.us.

FORM OF BID

BID FOR: PARTREA SITE IMPROVEMENTS

SUBMITTED TO: NORFOLK REDEVELOPMENT AND HOUSING AUTHORITY
910 BALLENTINE BOULEVARD, NORFOLK, VIRGINIA 23504

NAME OF BIDDER: _____ **DATE:** _____

ADDRESS: _____

CONTACT: _____ **TITLE:** _____

OFFICE PHONE: _____ **FAX:** _____

CELL PHONE: _____ **E-MAIL:** _____

WEB SITE: _____

1. The undersigned, having familiarized (himself)(themselves) (itself) with the existing conditions of the project area affecting the cost of the work, and with the Contract Documents which include the Invitation for Bids, Instructions to Bidders, Form of Bid, Form of Contract (or agreement), form of Non-Collusion Affidavit, Addenda (if any), General Conditions, Supplemental Conditions, Technical Specifications, and Drawings; that are on file in the offices of NRHA, hereby proposes to furnish all supervision and technical personnel, labor, materials and equipment, necessary permits, and transportation services required to complete the, "PARTREA SITE IMPROVEMENTS" all in accordance with the above listed Documents for all work in place for the following Lump Sum Total:

LUMP SUM TOTAL \$ _____

No. Of Addenda Acknowledged _____ **Signature** _____ **Date** _____

PROCEDURE FOR DETERMINING LOWEST BID:

NRHA may elect to award a contract to the apparent low bidder, provided the bid is within the allocated budget for this job. The apparent low bidder will be determined by the lowest Lump Sum Total. If the Lump Sum Total exceeds budget limitations, NRHA reserves the right to take action in accordance with Instructions to Bidders for Contracts, HUD-5369, Clause 8 (Specification Section 00100-2). NRHA reserves the right to reject all bids.

2. In submitting these Bids, the Bidder understands that the right is reserved by the Norfolk Redevelopment and Housing Authority to reject any and all Bids. If written notice of the acceptance of this Bid is mailed, telegraphed or delivered to the undersigned within forty-five (45) days after the opening thereof, or at any time thereafter before this Bid is withdrawn, the undersigned agrees to execute and deliver an Agreement in the prescribed form and furnish the required bond within ten (10) days after the Agreement is presented to him for signature.
3. Security in the sum of _____ dollars (\$_____) in the form of, _____ is submitted herewith in accordance with the INSTRUCTIONS TO BIDDERS.
4. Attached hereto is an affidavit in proof that the undersigned has not colluded with any person in respect to this Bid or any other Bid or the submitting of Bids for the Contract for which the Bid is submitted.
5. The Bidder is prepared to submit a financial and experience statement upon request.
6. Compliance with Immigration Laws: Contractor covenants that he does not and shall not, during the performance of this contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
7. Certification of Non-Segregated Facilities. The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishment, and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity Clause in any contract resulting from acceptance of this bid. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex or national origin, because of habit, local custom, or otherwise. The bidder agrees that (except where he has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause, and that he will retain such certifications in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. pg. 1001.

8. Each Bidder shall include the following information below signature:

Principals - Names, and Home Addresses
(Including City, State and Zip Code)

Firm: Name, Treasury Number, Address, City, State and Zip Code.

DATE: _____ **20** _____

NAME OF BIDDER: _____

FEDERAL I.D. NUMBER _____

LICENSED CLASS (A) VIRGINIA CONTRACTOR NUMBER _____

LICENSED CLASS (B) VIRGINIA CONTRACTOR NUMBER _____

OFFICIAL ADDRESS:

_____ By _____
_____ Title _____

PRINCIPALS:

NAME _____
ADDRESS _____

NAME _____
ADDRESS _____

FIRM:

NAME _____
FEDERAL TAXPAYER ID NUMBER: _____
ADDRESS _____

BID BOND
(5% OF TOTAL BID)

KNOW ALL MEN BY THESE PRESENTS, that we the undersigned, _____
_____ as PRINCIPAL, and, _____
_____ as SURETY are held and firmly bound unto NORFOLK
REDEVELOPMENT AND HOUSING AUTHORITY, hereinafter, called the "Local Public Agency," in
the penal sum of _____ Dollars
(\$ _____) lawful money of the United States, for the payment of which sum well
and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns,
jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has submitted the
Accompanying Bid, dated _____ 20____, for _____

NOW, THEREFORE, if the Principal shall not withdraw said Bid within the period specified therein after
the opening of the same, and written notice of the acceptance of this Bid is mailed, telegraphed or
delivered to the undersigned within forty-five (45) days after the opening thereof, or at any time thereafter
before this Bid is withdrawn, the undersigned agrees to execute and deliver an Agreement in the
prescribed form and furnish the required bond within ten (10) days after the Agreement is presented to
him for signature and enter into a written Contract with the Local Public Agency in accordance with the
Bid as accepted, and give bond with good and sufficient surety or sureties, as may be required, for the
faithful performance and proper fulfillment of such Contract; or in the event of the withdrawal of said Bid
within the period specified or the failure to enter into such Contract and give such bond within the time
specified, if the Principal shall pay the Local Public Agency the difference between the amount specified
in said Bid and the amount of which the Local Public Agency may procure the required work or supplies
or both, if the latter be in excess of the former, then the above obligation shall be void and of no effect,
otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above-bounded parties have executed this instrument under their several seals this _____ day of _____, 20____, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to the authority of its governing body.

IN PRESENCE OF:

Name: _____ (Corporate Seal)

Address: _____

Attest By: _____ (Corporate Seal)

Address: _____

Name: _____ (Corporate Seal)

Address: _____

Attest By: _____ (Corporate Seal)

Address: _____

BONDING COMPANY CONTACT:

Name _____ TITLE _____

Business Address _____

City _____ State _____ Zip _____

Telephone _____ Cell _____ e-mail _____

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

**Representations, Certifications,
and Other Statements of Bidders
Public and Indian Housing Programs**

**Representations, Certifications,
and Other Statements of Bidders**
Public and Indian Housing Programs

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1. Certificate of Independent Price Determination

(a) The bidder certifies that--

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

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

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

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

(1) Is the person in the bidder'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's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder'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 deletes or modifies subparagraph (a)2 above, the bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

[] [Contracting Officer check if following paragraph is applicable]

(d) Non-collusive affidavit. (applicable to contracts for construction and equipment exceeding \$50,000)

(1) Each bidder shall execute, in the form provided by the PHA/IHA, an affidavit to the effect that he/she has not colluded with any other person, firm or corporation in regard to any bid submitted in response to this solicitation. If the successful bidder did not submit the affidavit with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the affidavit by that date may render the bid nonresponsive. No contract award will be made without a properly executed affidavit.

(2) A fully executed "Non-collusive Affidavit" [] is, [] is not included with the bid.

2. Contingent Fee Representation and Agreement

(a) Definitions. As used in this provision:

"Bona fide employee" means a person, employed by a bidder and subject to the bidder's supervision and control as to time, place, and manner of performance, who neither exerts, nor proposes to exert improper influence to solicit or obtain contracts nor holds out as being able to obtain any contract(s) through improper influence.

"Improper influence" means any influence that induces or tends to induce a PHA/IHA employee or officer to give consideration or to act regarding a PHA/IHA contract on any basis other than the merits of the matter.

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

(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.

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

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

3. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (applicable to contracts exceeding \$100,000)

(a) The definitions and prohibitions contained in Section 1352 of title 31, United States Code, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The bidder, by signing its bid, hereby certifies to the best of his or her knowledge and belief as of December 23, 1989 that:

(1) No Federal appropriated funds have been paid or will be paid to 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 on his or her behalf in connection with the awarding of a contract resulting from this solicitation;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to 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 on his or her behalf in connection with this solicitation, the bidder shall complete and submit, with its bid, OMB standard form LLL, "Disclosure of Lobbying Activities;" and

(3) He or she will include the language of this certification in all subcontracts at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(d) Indian tribes (except those chartered by States) and Indian organizations as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B) are exempt from the requirements of this provision.

4. Organizational Conflicts of Interest Certification

The bidder certifies that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed under this proposed contract and the bidder's organizational, financial, contractual, or other interests may, without some restriction on future activities:

- (a) Result in an unfair competitive advantage to the bidder; or,
- (b) Impair the bidder's objectivity in performing the contract work.

[] In the absence of any actual or apparent conflict, I hereby certify that to the best of my knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement.

5. Bidder's Certification of Eligibility

(a) By the submission of this bid, the bidder certifies that to the best of its knowledge and belief, neither it, nor any person or firm which has an interest in the bidder's firm, nor any of the bidder's subcontractors, is ineligible to:

(1) Be awarded contracts by any agency of the United States Government, HUD, or the State in which this contract is to be performed; or,

(2) Participate in HUD programs pursuant to 24 CFR Part 24. (b) The certification in paragraph (a) above is a material representation of fact upon which reliance was placed when making award. If it is later determined that the bidder knowingly rendered an erroneous certification, the contract may be terminated for default, and the bidder may be debarred or suspended from participation in HUD programs and other Federal contract programs.

6. Minimum Bid Acceptance Period

(a) "Acceptance period," as used in this provision, means the number of calendar days available to the PHA/IHA for awarding a contract from the date specified in this solicitation for receipt of bids.

(b) This provision supersedes any language pertaining to the acceptance period that may appear elsewhere in this solicitation.

(c) The PHA/IHA requires a minimum acceptance period of [forty-five (45)] calendar days.

(d) In the space provided immediately below, bidders may specify a longer acceptance period than the PHA's/IHA's minimum requirement. The bidder allows the following acceptance period: calendar days.

(e) A bid allowing less than the PHA's/IHA's minimum acceptance period will be rejected.

(f) The bidder agrees to execute all that it has undertaken to do, in compliance with its bid, if that bid is accepted in writing within (1) the acceptance period stated in paragraph (c) above or (2) any longer acceptance period stated in paragraph (d) above.

7. Small, Minority, Women-Owned Business Concern Representation

The bidder 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 business enterprise. "Women-owned business enterprise," as used in this provision, means a 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 business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least 51 percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:
(Check the block applicable to you)

- | | |
|---------------------------|--------------------------|
| [] Black Americans[] | Asian Pacific Americans |
| [] Hispanic Americans[] | Asian Indian Americans |
| [] Native Americans[] | Hasidic Jewish Americans |

8. Indian-Owned Economic Enterprise and Indian Organization Representation (applicable only if this solicitation is for a contract to be performed on a project for an Indian Housing Authority)

The bidder represents and certifies that it:

(a) [] is, [] is not an Indian-owned economic enterprise. "Economic enterprise," as used in this provision, means any commercial, industrial, or business activity established or organized for the purpose of profit, which is at least 51 percent Indian owned. "Indian," as used in this provision, means any person who is a member of any tribe, band, group, pueblo, or community which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs and any "Native" as defined in the Alaska Native Claims Settlement Act.

(b) [] is, [] is not an Indian organization. "Indian organization," as used in this provision, means the governing body of any Indian tribe or entity established or recognized by such governing body. Indian "tribe" means any Indian tribe, band, group, pueblo, or Page 2 of 3. form HUD-5369-A (11/92) Previous edition is obsolete community including Native villages and Native groups (including corporations organized by Kenai, Juneau, Sitka, and Kodiak) as defined in the Alaska Native Claims Settlement Act, which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs.

9. Certification of Eligibility Under the Davis-Bacon Act (applicable to construction contracts exceeding \$2,000)

(a) By the submission of this bid, the bidder certifies that neither it nor any person or firm who has an interest in the bidder's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(b) No part of the contract resulting from this solicitation shall be subcontracted to any person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(c) The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.

10. Certification of Nonsegregated Facilities (applicable to contracts exceeding \$10,000)

(a) The bidder's attention is called to the clause entitled **Equal Employment Opportunity** of the General Conditions of the Contract for Construction.

(b) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(c) By the submission of this bid, the bidder certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Employment Opportunity clause in the contract.

(d) The bidder further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) prior to entering into subcontracts which exceed \$10,000 and are not exempt from the requirements of the Equal Employment Opportunity clause, it will:

- (1) Obtain identical certifications from the proposed subcontractors;
- (2) Retain the certifications in its files; and
- (3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

Notice to Prospective Subcontractors of Requirement for Certifications of Nonsegregated Facilities

A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Employment Opportunity clause of the prime contract. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in bids is prescribed in 18 U.S.C. 1001.

11. Clean Air and Water Certification (applicable to con-tracts exceeding \$100,000)

The bidder certifies that:

(a) Any facility to be used in the performance of this contract [] is, [] is not listed on the Environmental Protection Agency List of Violating Facilities:

(b) The bidder will immediately notify the PHA/IHA Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the bidder proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and,

(c) The bidder will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

12. Previous Participation Certificate (applicable to construction and equipment contracts exceeding \$50,000)

(a) The bidder shall complete and submit with his/her bid the Form HUD-2530, "Previous Participation Certificate." If the successful bidder does not submit the certificate with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the certificate by that date may render the bid nonresponsive. No contract award will be made without a properly executed certificate.

(b) A fully executed "Previous Participation Certificate"

[] is, [] is not included with the bid.

13. Bidder's Signature

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

(Signature and Date)

(Typed or Printed Name)

(Company Name)

(Company Address)

STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate sheets. The Bidder may submit any additional information he desires.

1. Name of Bidder _____
2. Contact _____ Title _____
3. Permanent Main Office Address _____
Office Phone _____ FAX _____ Cell _____
4. Date organized _____ If a corporation, where incorporated _____
5. Number of years engaged in the contracting business under your present firm / trade name _____
6. **FEDERAL I.D. NUMBER** _____ **DUNS NUMBER** _____
7. **CAGE CODE (if applicable)** _____
8. **LICENSED CLASS (A) VIRGINIA CONTRACTOR NUMBER** _____
9. **LICENSED CLASS (B) VIRGINIA CONTRACTOR NUMBER** _____
10. Is this organization a Woman-owned Business YES _____ NO _____
11. Is this organization a Section 3 Business YES _____ NO _____
(See Section 00900 for an explanation of Section 3 Business)
12. Is this organization a Minority Business Enterprise YES _____ NO _____
A "Minority Business Enterprise as defined in HUD Notice PIH 88-11 Paragraph (3) "Minority Business Enterprise" means a business enterprise that is 51 percent or more owned, controlled, and actively operated by one or more persons who are classified as part of a racial or ethnic minority group. Such groups may include, but are not limited to Black Americans, Hispanic Americans, Asian Pacific Americans and Native Americans.
13. Minority Code (check all that apply)
 Veteran Service-Disabled Veteran Small Disadvantaged Business
 HUBZone Certified
14. Business Type:
 Sole-Proprietor Corporation LLC Joint Venture Other _____
15. Contracts on hand: (Schedule these showing gross amounts of each contract and the appropriate anticipated dates of completion.) _____
16. General character of work performed by your company? _____

17. Have you ever failed to complete any work awarded to you? _____
If so, where and why? _____
18. Have you ever defaulted on a contract? _____ If so, where and why _____

19. List the more important projects recently completed by your company, stating the approximate gross cost for each, and the month and year completed _____

20. List your major equipment available for this Contract _____

21. Experience in construction work similar in importance to this project _____

22. Background and experience of the principal members of your organization including the officers.

23. Credit available: \$ _____
24. Bank Reference _____
25. Will you, upon request, fill out a detailed financial statement and furnish any requested information that may be required by the Norfolk Redevelopment and Housing Authority? _____
26. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Norfolk Redevelopment and Housing Authority in verification of the recitals comprising this Statement of Bidder's Qualifications.

Dated at _____ this _____ day of _____ 20 ____.

By (Print or Type) _____

Signature _____ Title _____

State of (_____) County/City of (_____)

_____ being duly sworn deposes and says that he/she is
_____ of _____

and that the answers to the following questions and all statements therein contained are true and correct.

Subscribed and sworn to before me this _____ day of _____ 20 ____.

Notary Public _____

My Commission expires _____

AFFIDAVIT

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____ County/City of _____

_____, being first duly sworn, deposes and says that:

- (1) He is _____ of _____ the bidder that has submitted the attached bid;
- (2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Norfolk Redevelopment and Housing Authority or any person interested in the proposed Contract; and,
- (5) The Price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

NAME: _____
(Print or Type)

TITLE _____

(Signature) _____ (Date) _____

Subscribed and sworn to before me this _____ day of _____, 20____.

My commission expires _____

CERTIFICATE OF COMPLIANCE - SECTION 3

Certification of Compliance with Regulations to Section 3 of Housing and Urban Development Act of 1968 as required for participation in (name of project)

PURPOSE, AUTHORITY AND RESPONSIBILITY

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U. S. C., 1731u (hereinafter Section 3) requires that to the greatest extent feasible, employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall be directed to low-income and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

_____ (hereinafter called the Company), **CERTIFIES** that upon being awarded a contract to _____ in the municipality of the City of Norfolk, Virginia, that the Company:

- a) is under no contractual or other impediment that would prevent it from complying with requirements of Section 3 as set forth in 24 CFR part 135; and
- b) will comply with HUD's regulations in 24 CFR Part 135; and
- c) will send to each labor organization or representative of workers with which the Company has a collective bargaining agreement or other understanding, a notice advising the labor organization or the representative or workers of the Company's commitments under Section 3; and
- d) will include this Section 3 Certification of Compliance in every subcontract subject to compliance with the regulations found in 24 CR Part 135 and further agrees to take the appropriate action pursuant to those regulations in the event the subcontractor is found to be in violation of 24 CFR Part 135; and
- e) will not subcontract with any subcontractor where the Company has notice or knowledge that the subcontractor has been found in violation of any provision of 24 CFR Part 135; and
- f) will not fill any vacant employment positions, including training positions, (1) after the Company is selected but before the contract is executed, and (2) with persons other than those to who the regulations in 24 CFR Part 135 require employment opportunities to be directed, in order to circumvent the Company's obligations under 24 CFR Part 135; and
- g) will, to the extent feasible, make a good faith effort to utilize the services of businesses located in or substantially owned by persons who live within the project boundaries.

Company Name

Name and Title

Signature

Date

**CERTIFICATION REGARDING DEBARMENT,
SUSPENSION, PROPOSED DEBARMENT**

- I. The officer certifies, to the best of its knowledge and belief that:
- A. The offeror and/or any of its Principals:
1. Are _____ Are not _____ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any agency using Federal funds:
 2. Have _____ Have not _____, within a three-year period preceding this offer, been convicted of or had a civil judgement rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
 3. Are _____ Are not _____ presently indicted for, or otherwise criminally or civilly charged by a government entity with, commission of any of the offenses enumerated above.
- B. The Officer has _____ has not _____, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal, state, or local agency.

II. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions.)

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF ANY AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

- A. The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- B. A certification that any of the items in Section I of this provision exists will not necessarily result in withholding award under this proposal. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsive.
- C. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by Section I of this provision. The knowledge and information of an Offeror are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- D. The certification in Section I of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to NRHA, the Contracting Office may terminate the contracting resulting from this proposal for default.

Company Name

Name and Title

Signature

Date