

REQUEST FOR PROPOSAL

HYDRONIC HEATING RECIRCULATION PIPING REPLACEMENT (1ST FLOOR)

FOR THE

**HOUSING AUTHORITY OF THE
CITY OF COLLEGE
PARK**



**9014 RHODE ISLAND AVE.
COLLEGE PARK MD, 20740**

Issued: August 31, 2026

RFP 2026-03

Deadline Oct 01, 2026 3:30PM EST

Comment Deadline: September 09, 2026

4:00 PM EST

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INTRODUCTION

INVITATION TO BID

The Housing Authority of the City of College Park ("HACCP") requests written proposals from licensed and qualified contractors with offices in the State of Maryland area. The Housing Authority for the City of College is soliciting proposals for the HYDRONIC HEATING RECIRCULATION PIPING REPLACEMENT (1ST FLOOR) at Attick Towers Public Housing Development located at 9014 Rhode Island, College Park 20740. This project constitutes the second and final phase of the comprehensive Building Hydronic System Replacement. The objective of this concluding phase is to complete the system overhaul by removing and replacing the remaining original infrastructure on the first floor.

HACCP will not reimburse for any expenses incurred in connection with this Request for Proposals ("RFP") including, but not limited to, the cost of site visit attendance, preparing the initial response and any additional information requested or travel expenses relating to any oral presentation. Please be advised that responses will be considered property of HACCP, are matters of public record, and may be disclosed by HACCP after the awarding of a contract.

The HACCP enters into and executes contracts and other instruments that are necessary and convenient to the exercise of its powers. The HACCP maintains contractual arrangements with the United States Department of Housing and Urban Development (HUD) to manage and operate its low-income public housing program. The HACCP operates and manages its housing developments to provide decent, safe, sanitary, and affordable housing to low-income families, the elderly, and the disabled, and implements various programs designed and funded by HUD.

The HACCP will make every effort to administer the proposal process in accordance with the terms and dates outlined in this Request for Proposals (RFP). However, the HACCP reserves the right to modify the timeline or any other aspect of the process at any time and as deemed necessary by HACCP staff. By requesting proposals, the HACCP is in no way obligated to award a contract or pay the expenses in connection with the preparation of submission of a proposal. The awarding of a contract shall be contingent on the availability of funds and the requisite staff and HACCP Board approval.

Interested parties should go to the Housing Authority website at haccpmd.agency, to obtain a copy of the Request for Proposal.

Deadline for submission of proposals is Oct 01, 2026 3:30PM EST

I. NOTICE OF PROPOSAL REQUEST

NOTICE IS GIVEN that the Housing Authority of the City of College Park (HACCP), , is requesting proposals from qualified firms (hereafter referred to as “Proposer/s”) to provide services for the installation of the HYDRONIC HEATING RECIRCULATION PIPING REPLACEMENT (1ST FLOOR) at Attick Towers Public Housing Development located at 9014 Rhode Island, College Park 20740. This project constitutes the second and final phase of the comprehensive Building Hydronic System Replacement. The objective of this concluding phase is to complete the system overhaul by removing and replacing the remaining original infrastructure on the first floor.

.All proposals shall be submitted in response to the conditions of this “REQUEST FOR PROPOSALS” (hereinafter referred to as RFP),” dated August 31, 2026, said RFP being on file in the offices of HACCP located at 9014 Rhode Island Ave. College Park, MD 20740.

Proposals must be submitted and appropriately labeled as described in the Section entitled Schedule and Submittal Instructions. Proposals must be received at the offices of HACCP, on or before Oct 01, 2026, 3:30 p.m. Eastern Standard Time (EST) Proposals received after Oct 01, 2026 3:30 p.m. EST may be returned unopened.

A. OBTAINING DOCUMENTS

The RFP documentation may be obtained electronically online at: [@haccpmd.agency](#), left side bottom of the home page.

B. VALIDITY OF PROPOSALS

Proposals and subsequent offers shall be valid for a period of not less than one hundred twenty (120) days after the proposal deadline.

C. NON-MANDATORY PRE-PROPOSAL CONFERENCE/WALKTHROUGH

A MANDATORY SITE VISIT WILL BE HELD ON Sept. 04, 2026 1:00 P.M. at Attick Towers 9014 Rhode Island Ave. College Park, Md 20740 Please email Michael Jackson, Contract Manager at mjackson@haccp.agency no later than Sept. 03, 2026, to indicate that you will be attending.

Only questions and answers issued in writing and/or posted on the HACCP website by HACCP will be binding on HACCP. Oral and other interpretations or clarifications, including those provided at the pre-proposal conference/walkthrough (if one is scheduled) will be without legal effect.

It is the responsibility of the Proposer to review all information provided in the RFP

documents, including all appendices, attachments, and addenda. It is HACCP's expectation that all scope of work elements identified in this RFP will be addressed.

D. PROPOSAL INQUIRIES AND CONTACTS

Inquiries may be submitted via email, personal delivery, by mail (return receipt requested). Proposal inquiries submitted by personal delivery shall be deemed received at the date and time of delivery. HACCP is under no obligation to consider any proposal inquiries that are not submitted as provided herein.

More information, and all communications regarding this Request for Proposal, including those seeking clarification of the RFP documents, must be submitted via email and directed to:

Michael Jackson,
Contract Manager
9014 Rhode Island Ave.
College Park, MD 20740
mjackson@haccp.agency
(443) 995-1092

All emails sent to HACCP and/or the Chief Executive Officer are the sole responsibility of the PROPOSER to confirm receipt and must include the solicitation number in the subject line.

E. EQUAL EMPLOYMENT OPPORTUNITY AND DBE/SBE/M/WBE REQUIREMENTS

It is HACCPs' policy to ensure that Contractors shall not discriminate based on race, color, religious creed, national origin, ancestry, sex, physical disability or other protected class in the performance of HACCP contracts.

Although there is no specific goal or requirement to include Disadvantage Business Enterprises (DBE) and Minority/ Women Business Enterprise (M/WBE) for this project, HACCP highly encourages the participation of Disadvantaged Business Enterprises (DBE) and Minority/ Women Business Enterprise. HACCP encourages all prime Contractors to utilize qualified Small Business Enterprise (SBE) sub-Contractors on HACCP projects and promotes the direct purchase of goods from qualified SBEs by utilizing SBE vendors when such vendors are available, and the price of the goods or services sought is reasonable.

SECTION 1. GENERAL INFORMATION AND CONDITIONS

1.1 INTRODUCTION

HACCP is issuing this Request for Proposals (RFP) to select a firm using Best Value Procurement Guidelines for a Building Pipe Replacement project. The goal of this solicitation is to enter into a Contract with the firm that will be able to best meet HACCP's requirements and deliver the project successfully.

HACCP has prepared a Scope of Services (see Section 7) and a Sample Contract (see Appendix B) that define the scope of services, performance standards, term, compensation mechanism, insurance requirements, and other contractual requirements. Proposers shall provide a clear, concise explanation of the proposer's capability to satisfy the requirements of this RFP and the attached Sample Contract. Each proposal shall be submitted in the requested format and shall provide all pertinent information, including but not limited to, information relating to the contractor's capability, experience, financial resources, management structure and key personnel, and other information as specified in Section Four (4) or as required elsewhere in this RFP. Housing Authority of the City of College Park is referred to as "HACCP". Proposers are referred to as the "PROPOSER" or "Bidder" or "Contractor" or "CONTRACTOR".

1.2 ORGANIZATION OF THE RFP

The RFP is organized into seven (7) sections and Appendices.

Section 1 consists of information regarding the introduction and purpose, RFP organization, HACCPs' rights, PROPOSER responsibilities, contact restrictions, consequence of proposal submission, and cost of submitting proposals.

Section 2 contains background information, including relevant project and other related information.

Section 3 identifies the procurement schedule and proposal for submittal instructions.

Section 4 provides instructions on the required content of the proposals.

Section 5 describes the evaluation and selection process and criteria.

Section 6 identifies the protest procedures.

Section 7 describes the scope of services HACCPs is requesting to be performed. The appendices contain additional information required for proposal preparation including the Required Forms, and the Sample Contract.

1.3 HACCP' RIGHTS

HACCPs' rights include, but are not limited to, the following:

- ☐ Issuing addenda to the RFP, including extending or revising the timeline for submittals.
- ☐ Withdrawing, reissuing, or modifying the RFP.
- ☐ Request clarification and/or additional information from any PROPOSER at any point in the procurement process.
- ☐ Executing a Contract with a PROPOSER on the basis of the original written proposal (without conducting interviews) and/or any other information submitted by the PROPOSER during the procurement process.
- ☐ Rejecting any or all proposals, waiving irregularities in any proposals, accepting or rejecting all or any part of any proposals, waiving any requirements of the RFP, as may be deemed to be in the best interest of HACCPs'.
- ☐ Proposals shall be evaluated on a "Best Value" basis, as follows:

A determination that follows from a procurement process in which a competitive proposal is evaluated for price and qualitative factors such as quality and performance, as judged against the solicitation's evaluation criteria, and award selection is based upon the proposal that offers the most advantageous value to HACCP.

☐ HACCPs' may, but is not bound to, commence negotiations with selected PROPOSERS deemed by HACCPs' to be within the "competitive range". The "competitive range" will consist of those proposals which have a reasonable chance, following committee evaluation of proposals in accordance with the published RFP evaluation criteria, of being selected for award. The competitive range may be selected and refined by the selection committee at any time following initial review of the written proposals.

☐ HACCPs' reserves the right to audio and video record any and all live meetings, including conferences and interviews, with potential and actual PROPOSERS' and staff during any and all phases of this RFP process. All recordings shall be deemed confidential until after the notice of intent to award is issued with the exception of open public meetings.

1.4 PROPOSERS' RESPONSIBILITIES

It is the responsibility of each PROPOSER to:

- ☐ Examine this RFP, including all appendices and the attached Sample Contract, thoroughly. The PROPOSER's failure or neglect to receive and/or examine any of the contract documents contained in this RFP shall in no way relieve them of any obligation with respect to their proposal or to the contract. No claim for additional compensation will be allowed which is based upon a lack of knowledge of any of the contract documents.
- ☐ Become familiar with local conditions that may affect cost, permitting, progress, performance, or services described in this RFP.
- ☐ Consider all federal, state and local laws, statutes, ordinances, regulations and other applicable laws, rules and regulations that may affect costs, permitting, progress, performance, or services.
- ☐ Clarify, with HACCPs, any conflicts, errors, or discrepancies in this RFP prior to the Proposer Questions/Clarifications submission deadline as provided in the RFP Schedule.
- ☐ Agree not to collaborate or discuss with other PROPOSERS the content of the proposal or service fees proposed.
- ☐ Prior to submitting a proposal, each PROPOSER will, at his/her own expense, make or obtain any additional examinations, investigations, and studies; and obtain any additional information and data that may affect costs, permitting, progress, performance or furnishing of the project that PROPOSER deems necessary to determine its proposal.
- ☐ Each PROPOSER shall use mail, fax email or other delivery method or mechanism at its own risk, and HACCP shall not be obligated to accept or respond to any submission that is delayed due to delivery failures.
- ☐ PROPOSERS must submit its proposal for the entire scope of services.

1.5 CONSEQUENCE OF SUBMISSION OF PROPOSAL

The submission of a proposal will constitute a binding representation and warranty by the PROPOSER that the PROPOSER has reviewed all aspects of the RFP and its proposal; that the PROPOSER is aware of the applicable facts pertaining to the RFP process, its procedures and requirements; that the PROPOSER has read and understands the RFP and has complied with every requirement; that without exception, the proposal is premised upon performing and furnishing the services and equipment required by this RFP and the attached Contract and such means, methods, techniques, sequences or procedures as may be indicated in or required by this RFP and the Contract; and that the RFP is sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance and furnishing of the project.

The submission of a proposal shall not be deemed an agreement between the PROPOSER and HACCP. The proposal is a contractual offer by the PROPOSER to perform services in accord with the proposal. Specifically, the following provisions apply:

- ☐ HACCP shall not be obligated to respond to any proposal submitted nor be bound in any manner by the submission of a proposal.
- ☐ Acceptance of a proposal by HACCP obligates the PROPOSER to enter into a Contract with HACCP for the performance of the services chosen by HACCP at its sole discretion.
- ☐ The Contract shall not be binding or valid against HACCP unless and until it is executed by HACCP and the selected PROPOSER, and any required bonding, insurance, or other surety guarantee has been accepted by HACCP.
- ☐ The proposals received shall become the exclusive property of HACCP. At such time as a Notice of Intent to Award is issued, all proposals submitted in response to this RFP shall become a matter of public record and shall be regarded as public record, with the exception of those elements in each proposal which are trade secrets as that term is defined in Government Code section 6254.7 and which are so marked as "TRADE SECRET", "CONFIDENTIAL" or "PROPRIETARY". Every page of the proposal containing such information shall be clearly marked as such on the top of each page containing information corresponding to the designation. However, proposals that indiscriminately identify all or most of the proposal as exempt from disclosure with justification may be found technically unacceptable. HACCP shall not in any way be liable or responsible to any PROPOSER or other person for any disclosure of any such records or portions thereof, whether the disclosure is deemed to be required by law, by an order of a court, or occurs through inadvertence, mistake, or negligence on the part of HACCP or its officers, agents or employees.

1.6 COST OF SUBMITTING PROPOSALS

- ☐ The cost of investigating, preparing, and submitting a proposal is the sole responsibility of the PROPOSER and shall not be chargeable in any manner to HACCP. HACCP will not reimburse any PROPOSER for any costs associated with the preparation and submission of a proposal, including but not limited to, expenses incurred in making an oral presentation, participating in an interview, or negotiating a Contract with HACCP.

1.7 MARYLAND PREVAILING WAGE

Prior to submitting a proposal, the Contractor and subcontractors must follow all Maryland prevailing wage laws pursuant Maryland code §17-201.

If awarded a contract, the successful Proposer and its subcontractors of any tier shall maintain active registration with the Department of Labor Prevailing Wage - Division of Labor and Industry.

The successful Proposer and all subcontractor(s) under him, shall comply with all applicable Labor Code provisions, which include, but are not limited to the payment of not less than the required prevailing rates to all workers employed by them in the execution of the Contract, the employment of apprentices, the hours of labor and the debarment of contractors and subcontractors.

SECTION 2. BACKGROUND

This section includes background information relevant to the scope of services. Please note that the descriptions provided are for informational purposes only. HACCP does not certify the accuracy of the information provided. PROPOSER should not rely on this section for developing proposals and service costs.

The existing property located at located in College Park, MD is an eight-story high-rise with 108 units originally constructed in 1971. The units consist of fifty-eight (58) efficiency units with 384 square feet, and fifty (50) one-bedroom units measuring 404 square feet.

The building was constructed using minimalistic design features within industry standards in force at the time of construction, and contains small living areas and bathrooms, compared to modern standards. The building underwent a major renovation in 1994, however some of the building components are original to the date of construction.

2.2 PROJECT DESCRIPTION

The Housing Authority for the City of College is soliciting proposals for the HYDRONIC HEATING RECIRCULATION PIPING REPLACEMENT (1ST FLOOR) at Attick Towers Public Housing Development located at 9014 Rhode Island, College Park 20740. This project constitutes the second and final phase of the comprehensive Building Hydronic System Replacement. The objective of this concluding phase is to complete the system overhaul by removing and replacing the remaining original piping on the first floor.

The purpose of this RFP is to select a qualified vendor to provide Design, Engineering and Construction and commissioning **all plumbing and fuel gas installations** for the Attick Towers development as required by the 2024 Washington Suburban Sanitary Commission (WSSC) Plumbing and Fuel Gas Code, including Amendment #1, (effective February 2, 2026) The controlling authority for pipe replacement, new installations, repairs, inspections, and permitting.

- [2024 WSSC Plumbing and Fuel Gas Code \(Amendment 1\)](#)
(PDF 1.77 MB), Effective February 2, 2026
 - [2024 WSSC Plumbing and Fuel Gas Code Amendment #1 \(Summary of Amendment\)](#)
(PDF 182 KB)
- [Guide to Code Consistency for 2018 Plumbing and Fuel Gas Code](#)
(PDF 4.48 MB)

If Contractor is or becomes aware of any code or standard that conflicts with any other code, standard, or recognized practice, the Contractor shall utilize the prevailing code and or standard

SECTION 3. SCHEDULE & SUBMITTAL INSTRUCTIONS

3.1 SCHEDULE

HACCP will attempt to adhere to the following schedule. This schedule may change due to unforeseen circumstances and at HACCPs' sole discretion. Changes will be conveyed to PROPOSERS at the earliest opportunity possible through written addendum.

PROJECT SCHEDULE

Activity	Date	TIME (EST)
Request For Proposal Release Date	August 31, 2026	N/A
Mandatory Pre-Proposal Conference/Walkthrough	Sept. 04, 2026	1:00 PM
Deadline for written Technical Clarifications/Questions	Sept. 09, 2026	4:00 PM
Proposals Due from PROPOSERS	Oct 01, 2026	3:30 PM
Proposal Evaluation	Oct 05, 2026	N/A
Notice of Intent to Award	Oct 06, 2026	N/A
Projected Contract Award Date	Oct 08, 2026	N/A
Contract Start Date	Oct 12, 2026	N/A

NOTE: All dates following proposal submission date are estimated and are subject to change.

3.2 DUE DATE AND PROPOSAL SUBMISSION

Intent to Propose: PROPOSER's must submit an email to Michael Jackson, to mjackson@haccp.agency, indicating their intent to propose to include: contact name(s), phone number(s), and email address of the individual(s) to which RFP Question/Answer detail.

Proposals must be received by HACCP no later than **3:30 p.m. EST on Oct 01, 2026.**

Proposals shall be submitted in sealed packaging marked **"RFP 2026-3**

HYDRONIC HEATING RECIRCULATION PIPING REPLACEMENT (1ST FLOOR)

for THE HOUSING AUTHORITY OF THE CITY OF COLLEGE PARK" and addressed to:

Attn: Michelle Johnson, Chief Executive Officer
Housing Authority of the City of College Park
Office
9014 Rhode Island Ave. Office
College Park, MD 20740

ELECTRONIC SUBMISSION OF PROPOSALS WILL NOT BE ACCEPTED FOR THIS PROCUREMENT.

Proposals and subsequent offers shall be valid for a period of one hundred and twenty (120) days.

3.3 NON-MANDATORY PRE-PROPOSAL CONFERENCE

A Mandatory pre-proposal conference/walkthrough will be held on Sept. 04, 2026, 1:00 P.M. at Attick Towers 9014 Rhode Island Ave. College Park, Md 20740 Please email Michael Jackson at mjackson@haccp.agency no later than Sept. 03, 2026 to indicate that you will be attending.

It is the responsibility of the Proposer to review all information provided in the RFP documents, including all appendices, attachments, and addenda. It is HACCPs' expectation that all scope of work elements identified in this RFP will be addressed.

3.4 WRITTEN QUESTIONS & CLARIFICATIONS

PROPOSERS may submit written questions and requests for clarification or additional information regarding the meaning or intent of the RFP content, its process and appendices. All written questions and requests for clarification must be received no later than 3:30 p.m. on the date listed in the RFP Schedule.

The preference for method of submission of written questions is via email and addressed to:

Michael Jackson
Contract Manager
mjackson@haccp.agency

HACCP will not respond to questions received after the time and date listed in the RFP Schedule. Due consideration will be given to the time it may take to respond to HACCP' final responses to questions. All written questions and any changes, interpretations, or clarifications considered necessary by HACCP in response to PROPOSER questions will be posted online as addenda at the following website address: haccpmd.agency

Only answers issued in writing and/or posted on the HACCP website by HACCP will be binding on HACCP. Oral and other interpretations or clarifications, including those provided at the pre-proposal conference/walkthrough (if one is scheduled) will be without legal effect.

3.5 INTERVIEWS

HACCP reserves the right to base its decision solely on the written proposals without performing interviews. PROPOSER may be asked to clarify proposal information through writing or interviews. The clarification period will begin when the proposals are submitted. PROPOSERS shall be prepared to attend an interview with the Evaluation Committee, ONLY if one is required. The PROPOSER's selected team or individual must be available to answer questions at the interview and may be questioned individually. All interviews (ONLY if required) will be conducted via a virtual meeting.

HACCP reserves the right to audio and/or video record for any and all live meetings, including conferences and interviews, with potential and actual PROPOSERS and staff during any and all phases of this RFP process.

The interview, only if interviews are required, will occur in accordance with the RFP Schedule. The PROPOSER will be advised of the specific time and place. PROPOSERS will be provided information with regard to specific accommodations that will be made when they are provided the specific place and time of interviews. Submission of a proposal does not guarantee the Proposer an interview.

3.6 ACCURACY IN REPORTING REQUESTED INFORMATION

Information submitted as part of the proposal will be subject to verification. Inaccurate information or information that is misleading will, at the sole discretion of HACCP, be grounds for removal of a proposal from further consideration. Should a PROPOSER be awarded a Contract as a result of this RFP, inaccurate or misleading information included in the proposal and subsequently discovered by HACCP will be, at HACCP's sole discretion, grounds for default.

SECTION 4. PROPOSAL REQUIREMENTS

4.1 PERFORMANCE REQUIREMENT

The successful PROPOSER (hereafter "CONTRACTOR") will be required, at all times during the term of the Contract, to perform all services diligently, carefully, and in a professional manner; and to furnish all labor and supervision, as required under the Contract. Any proposal submitted must be for the entire scope of services. The CONTRACTOR shall conduct all work in the Contractor's own name and as an independent contractor, and not in the name of, or as an agent for HACCP.

4.2 PROPOSAL FORMAT, PAGE LIMITATION, AND CONTENT

Proposals shall be formatted on 8.5" by 11" letter-size paper, bound lengthwise, with tabs to separate sections. Comb Coil or Spiral Binding shall not be used. Proposals must include each item in the order outlined below. Each sub-section must be separated by tabs with sub-section headings. **Technical Proposals are limited to sixty (60) pages excluding the Price Proposal, exhibits, and supporting documentation** referenced and shall be paginated and organized as described below.

Any proposal that fails to include any of the elements described in this Section 4, or as required elsewhere in the RFP, is subject to being deemed technically unacceptable and non-responsive and may be eliminated from further consideration. However, HACCP also reserves the right to waive any immaterial technical variations in its sole discretion.

4.3 TECHNICAL PROPOSAL REQUIREMENTS AND CONTENT

To be considered, the PROPOSER's technical proposal must address the requirements of the scope of services and shall include the following items for it to be considered complete and responsive.

A. Cover Letter that provides the following information:

- a. Identification of the offering firm that would sign a Contract if one is negotiated for this project, including name, address and telephone number;
- b. Description of type of business organization (e.g., corporation, partnership, limited liability company, including joint venture teams and subcontractors) submitting proposal;
- c. Proposed working relationship among offering firms (e.g., prime/sub), if applicable;
- d. Name, title, address and telephone number of main contact person during the period of proposal evaluation;
- e. A written statement warranting that the requirements of the project as described in this RFP, its appendices and all addenda, by listing all addenda and dates received hereto, have been reviewed and the PROPOSER has conducted all necessary due diligence to confirm material facts upon which the proposal is based.
- f. A statement to the effect acknowledging the proposal and all its contents, costs, and services fees shall remain valid for a period of not less than 120 days from the date of submittal; and

g. Signature of a person authorized to bind the offering firm to the terms of the proposal.

B. Technical Proposal

The proposal responses shall be organized in identifiable sections as outlined below so that all requested information can be readily found.

a. **Company Information:** Description of firm, size, and years in business.

b. **Qualifications and Experience:** A statement that the firm is properly qualified to perform the work described in this RFP. This section should describe the in this RFP. This section should describe the PROPOSER's background and experience in providing the services required in this RFP for a public transit agency. Include any competitive advantages over other firms in the same industry; strength and financial stability.

Provide a list of at least three (3) projects of relevance or similar work currently being performed or recently completed within the last three (3) years, and should include the following information:

- i. Name, address, and telephone number of the responsible contact person of the organization.
- ii. Cost of the contract
- iii. Contract dates
- iv. Types of services provided.
- v. Status of the contract

c. **Work Plan:** This section should include a complete work plan that describes the methods and processes used by the PROPOSER to provide the services described in the Scope of Services contained in this RFP. The PROPOSER's work plan shall include the following information:

- i. Name, title, telephone number and years of experience of the proposed Project Manager and Site Supervisor, and other staff to be assigned to this contract.
- ii. Description of the PROPOSER's Quality Control Program.
- iii. Proposed solution, products, parts, materials, and equipment
- iv. Project installation schedule

C. Completion and Inclusion of All Required Forms

- a. Acknowledgement of receipt of RFP addenda (if any);
- b. Complete the Non-Collusion Affidavit (Appendix B – Required Forms)
- c. Complete the Certification of Primary Participant Regarding Responsibility

Matters (Appendix B – Required Forms)

d. Complete the Listing of Subcontractors/DBE-SBE Utilization Form (Appendix B – Required Forms)

4.4 PRICE PROPOSAL REQUIREMENTS AND CONTENT

The following items must be included in the PROPOSER's price proposal for it to be considered complete and responsive.

A. PRICE PROPOSAL

PROPOSER shall provide Price proposals which shall include a proposed not-to exceed amount for the scope of work as described in this RFP. Prices shall include all labor, overhead, materials, city permits, profits, taxes, travel, and insurance, etc. All cost elements that make up the total price must be itemized by equipment, documentation and training, support/maintenance, installation/engineering, and misc./other. Price proposals shall be submitted as per the instructions in Section 3.2.

4.5 INSURANCE

HACCP requires the successful Contractor to obtain and maintain insurance throughout the contract term, as described in the attached Sample Contract in Appendix. The required insurance certificates must be provided in accordance with all requirements described in the Sample Contract and shall be furnished prior to the execution of a Contract. Proposer must have the ability to add the State of Maryland as along with HACCP to the insurance certificate.

4.6 WILLINGNESS TO ACCEPT PROPOSED ARRANGEMENTS

Submission of a proposal constitutes an offer to enter into a binding legal contract with HACCP on all of the terms specified in this RFP, including all Addenda and Appendices.

SECTION 5. EVALUATION AND SELECTION

5.1 EVALUATION AND SELECTION PROCESS

Proposals submitted in response to this RFP will be evaluated by the Evaluation Committee established by HACCP, in accordance with the criteria and procedures set forth in this Request for Proposals. This section incorporates those rights and procedures noted in RFP Section 1.3 - HACCPs' Rights.

The primary desire of HACCP for this procurement is to ensure an award will be made based on the highest quality of service that best matches HACCP' requirements using the Best Value methodology.

The Evaluation Committee will submit its recommendation to the Chief Executive Officer or HACCP Board of Directors for an award to be made based upon the Evaluation Committees' determination of the responsive and responsible Proposer whose proposal is most advantageous to HACCP.

5.2 EVALUATION CRITERIA

The following items constitute the evaluation criteria (and their respective weights), which HACCP will use in evaluating proposals submitted in response to this RFP.

Responsiveness to the RFP (5 Points)

Completeness of responses in accordance with the RFP instructions and requirements.

Qualifications, Experience and Past Performance (25 Points)

Qualifications and experience of the Proposer, including appropriate licensing and suitable references.;

Applicant's ability to complete the requested services by (25 Point)

Understanding of Scope and Approach to Providing Services (20 Points)

Understanding of the Agency's requirements and all critical elements of the work described in the scope of services, overall approach, quality, clarity and specificity of work plan for the proposed services and materials.

Price Proposal (25 Points)

Energy Efficiency

The HACCP is looking for ways to cut cost and our carbon footprint, energy efficiency products are a bonus. **(Bonus Points 15)**

Business Enterprise

Minority/ Women Business Enterprise (M/WBE) **(Bonus Points 15)**

Reasonableness of pricing; Competitiveness of price proposal with other offers received.

*NOTE: PROPOSERS who remain in the competitive range following the initial evaluation of written proposals may be invited (only if interviews are required) to demonstrate their qualifications, experience and project approach before the Evaluation Committee. There will not be a separate "interview" score. The Evaluation Committee may raise or lower

criteria scores based on information and clarifications gained during the interview process. Reasons for such changes will be documented.

HACCP reserves the right to make an award solely on a PROPOSER's written proposal alone, and is not required to conduct interviews or negotiations.

5.3 NOTIFICATION TO UNSUCCESSFUL PROPOSERS

All PROPOSERS shall be notified of HACCP Evaluation Committee's recommendations by way of a Notice of Award (this will serve as the final committee recommendation) within five (5) working days of said recommendation.

SECTION 6. PROTEST PROCEDURES

6.1 DEFINITIONS

The following terms, as may be used in this section, are defined below:

- a. "Proposal" refers to an offer or proposal as used in the context of this Request for Proposals.
- b. "Day" refers to the working day of HACCP, where HACCP Administrative Office, located at 9014 Rhode Island Ave.
- c. "Date of Notification of Intent to Award" refers to the calendar date that HACCP communicates to PROPOSERS which proposing firms, corporation, partnership or individual are recommended for award.
- d. "File" or "Submit" refers to date and time of receipt by HACCP of protest materials.
- e. "Interested Party" means an actual or prospective PROPOSER whose direct economic interest would be affected by the award of Contract or by failure to award Contract.
- f. "Protester" refers to interested party filing a protest or appeal.
- g. "Contracting Officer (Chief Executive Officer)". The person within HACCP or HACCP duly authorized by the governing body thereof to administer contracts for, and in the name of, HACCP or HACCP as applicable.
- h. "Chief Executive Officer." The Chief Executive Officer of the Housing Authority of the City of College Park.

I. "Federal Agency." Unless otherwise defined, the United States Department of Housing and Urban Development (HUD).

6.2 PROTEST PROCEDURES

Filing Procedure:

Any party involved in a dispute with HACCP related to any procurement decision that has unfavorably affected the aggrieved party is entitled to a resolution of the dispute in a timely manner and in accordance with applicable local or Federal law. The protestor, as defined below, in all instances, must pursue a remedy through the established administrative procedures of HACCP prior to pursuing protest with the Federal agency, defined below. Guidelines and procedures that must be followed are presented herein.

PROCEDURES

1. Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days of contract award by the Contracting Officer on behalf of HACCP, or the protest will not be considered, unless a different time period has been established, if applicable. In such cases, the time-period set forth in the solicitation and/or contract prevails. The complaint must be in writing, and at a minimum must identify the name, address and phone number of the Protestor; Solicitation number and project title; a detailed statement of the basis for the protest; supporting evidence or documents to substantiate any arguments; form of relief requested.
2. The Contracting Officer may suspend the procurement pending resolution of the protest, if warranted by the facts presented.
3. The Contracting Officer shall issue a written decision to the Protestor within ninety (90) days of its receipt by certified mail with return receipt requested. The written decision shall state a description of the claim; a reference to the pertinent clause; a statement of the factual areas of agreement or disagreement; a statement of the Contracting Officer's decision with supporting rationale; and a statement referencing appeal rights.
4. The Contracting Officer's Final Decision may be appealed to the HACCP Chief Executive Officer. Such request must be in writing and made within ten (10) calendar days of receipt of the Contracting Officer's decision.
5. The HACCP Chief Executive Officer's decision may be appealed to the Maryland Board of Contract Appeals) or other court of competent jurisdiction as determined and agreed to by

the Parties. The appeal must be filed within thirty (30) days of receipt of the decision rendered by the HACCP Chief Executive Officer, or other time period required by the selected court of competent jurisdiction, as applicable.

6. The HACCP Board or Commissioners has no jurisdiction over Bid Protests.

7. All protests, except those directed to the Chief Executive Officer, shall be addressed to the administrative offices of HACCP. The address of the administrative offices of HACCP is as follows:

Housing Authority of the City of College Park
9014 Rhode Island Ave.
College Park, MD 20740
Attn: Michelle Johnson, Chief Executive
Officer Email: Mcjohnson@haccp.agency

Confidentiality:

Materials submitted by a protester will not be withheld from any interested party, except to the extent that the withholding of information is permitted or required by law or regulation. If the protest contains proprietary material, a statement advising of this fact may be affixed to the front page of the protest document and the alleged proprietary information must be so identified wherever it appears.

Withholding of Award:

When a protest is filed before opening of bids or closing date of proposals, the bids will not be opened prior to resolution of the protest, and when the protest is filed before award, the award will not be made prior to resolution of the protest, unless the Awarding Authority determines that:

- a. Items to be procured are urgently needed, or delivery or performance will be unduly delayed by failure to make award promptly; or
- b. Failure to make award will cause undue harm to HACCP.

In the event an award is to be made while a protest is pending, the Federal Transit Administration shall be notified if Federal funding is involved.

Processing the Request:

- b. The Chief Executive Officer shall respond to the protestor within five (5) working days of receiving the protest. A conference on the merits of the protest may be held with the protester.

- c. Any additional information required by HACCP from the protester shall be submitted as expeditiously as possible, but no later than three (3) days after receipt of such request.

Notification:

The Chief Executive Officer shall notify the protester of a decision regarding the protest no later than ten (10) days following receipt of all relevant information.

SECTION 7. SCOPE OF WORK

NOTE: For the purposes of Section 7 “Scope of Services,” the term “Contractor” or “Consultant” represents the successful PROPOSER(S).

Please note all scopes of work are suggested but not required, you will be able to evaluate all equipment during the non-mandatory meeting September 4, 2026 and make recommendations in the RFP response.

7.1 OVERVIEW

SCOPE OF SERVICES

The scope of services in this Section 7 describes the required services to be provided by the Contractor during the term of the Contract. The Contractor shall supply all labor, materials, tools, equipment to perform and deliver the services required under this contract.

The Housing Authority for the City of College is soliciting proposals for the HYDRONIC HEATING RECIRCULATION PIPING REPLACEMENT (1ST FLOOR) at Attick Towers Public Housing Development located at 9014 Rhode Island, College Park 00000. This project constitutes the second and final phase of the comprehensive Building Hydronic System Replacement. The objective of this concluding phase is to complete the system overhaul by removing and replacing the remaining original infrastructure on the first floor.

Scope of Work: First-Floor Hydronic Pipe Replacement

1. Project Overview & Objective

The contractor shall furnish all labor, materials, equipment, and supervision required to safely remove and replace the existing, failing hydronic heating supply and return piping on the main floor level. The objective is to deliver a fully operational, pressure-tested, and insulated system, including the complete restoration of all interior surfaces disrupted during construction.

2. Detailed Phases of Work

Phase I: Mobilization & Pre-Construction

Site Protection: Furnish and install dust barriers, drop cloths, and floor protection along all work paths and staging areas to isolate construction debris.

Utility Isolation: Safely drain the existing hydronic system to a proper drainage point. Coordinate temporary shutdown of the boiler system as required.

Permits & Compliance: Secure any necessary local permits and ensure all planned work adheres to applicable mechanical and building codes.

Phase II: Demolition & Piping Removal

Drywall Access: Perform selective demolition of existing drywall to access the piping network.

Piping Disassembly: Cut, remove, and safely extract approximately 280 linear feet of existing 3-inch boiler supply and return piping from the main floor level.

Disposal: Promptly haul away and legally dispose of all demolished piping, old insulation, and drywall debris off-site.

Phase III: New Pipe Installation & Infrastructure

Piping Assembly: Furnish and install approximately 280 linear feet of new 3-inch hydronic piping (supply and return lines).

Fittings & Hardware: Install all necessary new 3-inch fittings, couplings, valves, and joint components required for a seamless connection to the existing boiler loop.

Structural Supports: Furnish and install new heavy-duty pipe hangers and structural supports. All piping must be properly anchored, aligned, and secured to eliminate vibration, sag, and stress on joints.

Phase IV: System Testing & Insulation

Pressure & Leak Testing: Prior to sealing any walls or applying insulation, perform a hydrostatic pressure test on the newly installed lines to ensure structural integrity.

Quality Hold Point: System must successfully hold the minimum required operating pressure without variance before proceeding.

System Balancing & Verification: Refill, vent air from the lines, and fire up the system to verify proper thermodynamic operation and fluid circulation.

Thermal Insulation: Furnish and install high-grade thermal insulation over all newly installed 3-inch piping to maximize energy efficiency and prevent ambient heat loss.

Phase V: Architectural Restoration (Wall Closure)

Drywall Hanging: Install new drywall over open framing where access was created, ensuring correct thickness matches adjacent surfaces. Secure with approved fasteners.

Finishing: Tape, mud (minimum 3 coats), and sand all new drywall joints to achieve a smooth, uniform Level 4 finish.

Paint Preparation: Wipe down walls to remove residual dust, leaving the restored surface completely primed, seamless, and ready for final paint application.

Phase VI: Final Cleanup & Handover

Site Remediation: Remove all tools, staging equipment, and protective coverings. Perform a detailed sweep and HEPA-vacuuming of the entire work zone.

Documentation: Provide the client with any manufacturer warranties for materials used and a final sign-off sheet certifying a successful pressure test.

3. Terms, Conditions, and Exclusions

Inclusions: Total pricing is comprehensive of all labor, materials, equipment, disposal fees, and daily cleanup.

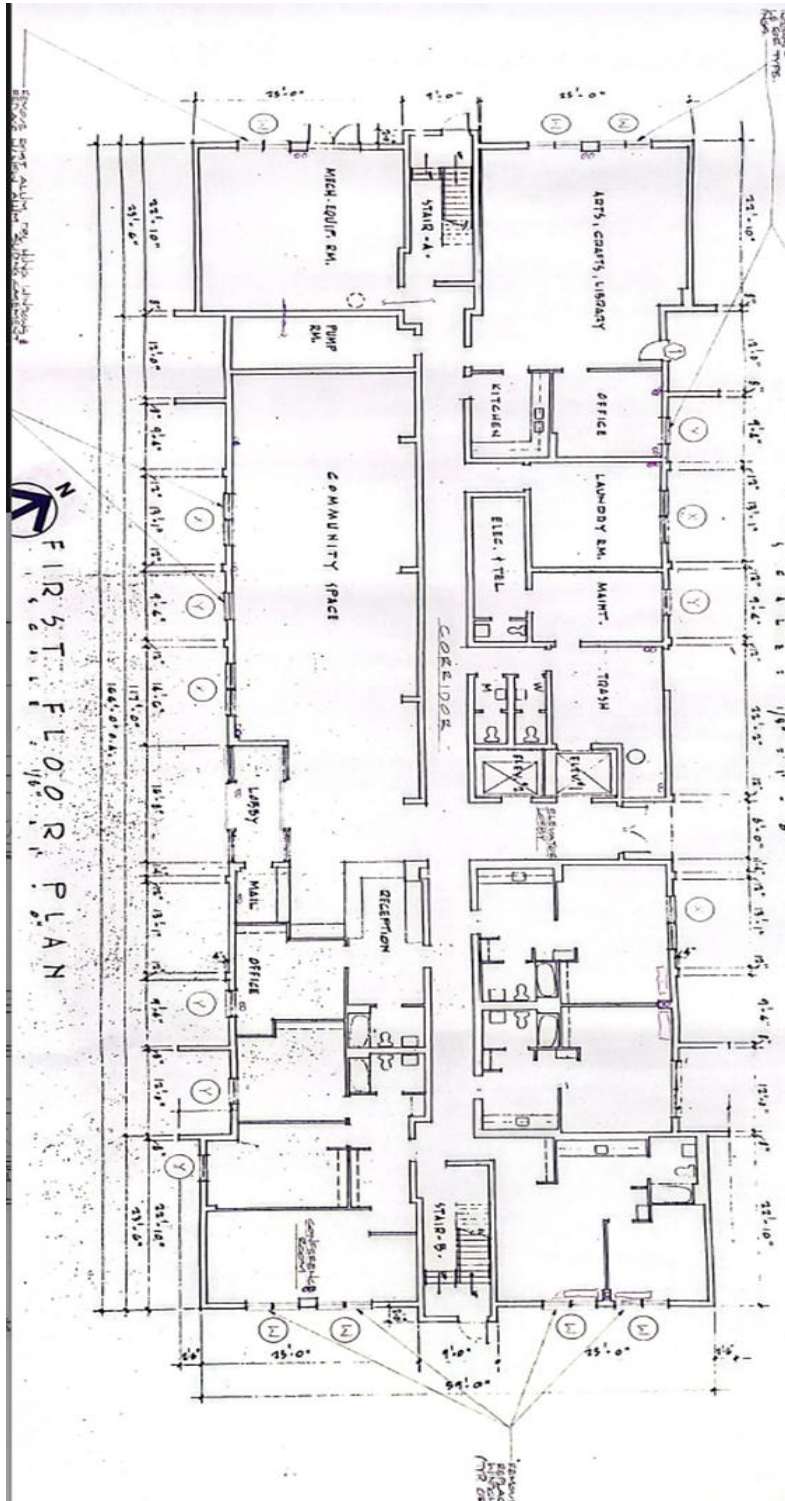
Unforeseen Conditions Clause: Any additional mechanical repairs, structural modifications, or hidden defects (e.g., rotted framing, hazardous materials, or unmapped utilities) not visible at the time of the initial estimate are explicitly excluded. If discovered, work will cease in that immediate area, and the contractor will submit a formal Change Order for customer review and written approval prior to proceeding.

Paint Exclusion: This scope includes preparing the drywall surface for paint (sanding and priming/smoothing) but excludes the final finish coat of paint unless explicitly added via rider.

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APPENDIX A- PLANS

APPENDIX A
ATTICK TOWERS
Plans - First
Floor,



APPENDIX B

REQUIRED FORMS

FORM 3 – CERTIFICATION OF PRIMARY PARTICIPANT REGARDING RESPONSIBILITY MATTERS

The Primary Participant_____ (Name of CONTRACTOR) certifies to the best of its knowledge and belief, that it and its principals:

- a. Have not within a three-year period preceding this proposal been convicted or had a civil judgment 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) transaction or contract under a public transaction; violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- b. Are not presently under indictment for or otherwise criminally or civilly charged by a governmental entity (Federal, state or local) with commission of any of the offenses enumerated in paragraph (a) of this certification; and
- c. Have not within a three year period preceding this proposal had one or more public transactions or contracts (Federal, state or local) terminated for default.

If the primary participant is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.

THE PRIMARY PARTICIPANT,_____ (Name of CONTRACTOR) CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 USC SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

Signature of Authorized Official_____

Title_____

The undersigned chief legal counsel (or corporate secretary) for the _____ certifies that the _____ has authority under state and local law to comply with the subject assurances and that the certification above has been legally made.

Signature of Attorney/Sec

APPENDIX C

REQUIRED FORMS

FORM 4 – LISTING OF SUBCONTRACTORS

The CONTRACTOR declares that it has contacted the subcontractors listed below, and has made arrangements covering hourly rates and other terms which may materially affect the Contract, contingent upon successfully entering into a contract with HACCP, with the following subcontractors:

	Name/Address of Subcontractor	DBE? yes/no	Amount of Subcontract	Description of Work
1.				
2.				
3.				
4.				
5.				
6.				

NOTE: The above DBE/EEO Affidavit is part of CONTRACTOR'S Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this DBE/EEO Affidavit.

SIGNATURE _____ DATE _____

APPENDIX D – SAMPLE CONTRACT

Building Improvements Contract

PROJECT: Attick Towers Apartments



Sample Contract # 2024-2

AGREEMENT

THIS AGREEMENT made _____ (day) of in the year 2024 by and between _____ (Contractor), a business entity authorized to do business in the State of Maryland, hereinafter called the "Contractor," and the Housing Authority of the City of College Park hereinafter called the "HACCP."

WITNESSETH, that the Contractor and the HACCP for the consideration stated herein mutually agreed as follows:

ARTICLE

1. Statement of Work. The Contractor shall furnish all labor, material, equipment and services, and perform and complete all work required for Dual Pipe System Replacement, in strict accordance with the Scope of Work referred to herein, which said Scope of Work and any Addenda are incorporated herein by reference and made a part hereof.

ARTICLE

2. The Contract Price. The HACCP shall pay the Contractor for the performance of the Contract, in current funds, subject to additions and deductions as provided in the Scope of Work, as a sum not to exceed (\$ _____).

ARTICLE 3. Contract Dates. The following critical dates are hereby set for the Dual Pipe System Replacement, Time is of the essence.

START DATE: _____

FINAL COMPLETION DATE: _____

ARTICLE 4. Contract Documents. The Contract shall consist of the following component parts:

1. This Agreement
2. Bid Documents
3. HUD General Conditions
4. Addendum(s), if any
5. Special Conditions
6. Scope of Work

This instrument, together with the other documents enumerated in this Article 4, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract. In the event that any provision in any component part of this

The various provisions in Addenda shall be construed in the order of preference of the component part of the Contract which each modifies.

ARTICLE 5. Responsibility for Damages/Indemnity. Contractor shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay that may be caused by, or result from, the carrying out of the Work to be done under the Contract, or from any act, omission or neglect of the Contractor, its subcontractors, employees, guests, visitors, invitees and agents.

To the fullest extent permitted by law, Contractor shall indemnify, defend (with counsel approved by PHA) and hold harmless the HACCP and its elected officials, officers, directors, agents, and employees (collectively "Indemnitees") from and against all liabilities, damages, losses, claims, expenses, demands and actions of any nature whatsoever which arise out of, result from or are related to: (a) any damage, injury, loss, expense, inconvenience or delay

described in this Article 5; (b) any accident or occurrence which happens or is alleged to have happened in or about the project site or any place where the Work is being performed, or in the vicinity of either, at any time prior to the time the Work is fully completed in all respects;

(c) any failure of the Contractor to observe or perform any duty or obligation under the Contract Documents which is to be observed or performed by the Contractor, or any breach of any agreement, representation or warranty of the Contractor contained in the Contract Documents or in any subcontract; (d) the negligent acts or omissions of the Contractor, a subcontractor or anyone directly or indirectly employed by them or any one of them or

anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder; and

(e) any lien filed upon the project or bond claim in connection with the Work. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Article.

In claims against any person or entity indemnified under this Article 5 by an employee of the Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Article 5 shall not be limited on amount or type of damages, compensation or benefits payable by or for the

Contractor or a subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

ARTICLE 6. No person shall be employed for more than 8 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency, or where the public policy absolutely requires it the employee shall be paid at least time and a half pay for

(1) all overtime in excess of eight hours in any one day or 40 hours in any one week if the work week is five consecutive days, Monday through Friday or (2) all overtime in excess of 10 hours in any one day or 40 hours in any one week if the work week is four

connection with this contract as the claim becomes due, the proper officer representing the HACCP may pay such claim to the person furnishing the labor or services and charge the amount of the payment against the funds due or to become due the Contractor by reason of the contract. If the Contractor or a first-tier subcontractor fails, neglects or refuses to pay a person that provides labor or materials in connection with the public improvement contract within 30 days after receiving payment from the contracting agency or a contractor, the Contractor or first-tier subcontractor owes the person the amount due plus interest charges that begin at the end of the 10-day period within which payment is due and that end upon final payment, unless payment is subject to a good faith dispute. The rate of interest on the amount due is nine percent per annum. The amount of interest may not be waived. If the Contractor or a subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with the public contract, the person may file a complaint with the Maryland Department of Labor, Licensing and Regulations unless payment is subject to a good faith dispute.

ARTICLE 8. The Contractor agrees to pay daily, weekly, weekend and holiday overtime as required by law.

ARTICLE 9. The Contractor agrees that all employees/workers working on this project, whether employed by the Contractor or any subcontractor, shall be given written notice of the number of hours per day and days per week they may be required to work.

ARTICLE 10. The Contractors agrees to pay no less than the applicable state or federal prevailing wage rate, whichever is higher.

ARTICLE 11. The Contractor agrees to have a performance bond and payment bond in place before starting any work on the project.

ARTICLE 12. Contractor certifies that both it and any of its subcontractors are (1) Registered to conduct business in the state of Maryland; (2) are actively licensed with the Maryland Department of Labor, Licensing and Regulations; (3) are bonded and insured in amounts that meet or exceed the Housing Authority's minimal requirements.

ARTICLE 13. CONTRACTOR shall: (1) Make payment promptly, as due, to all persons supplying to such contractor labor or material for the prosecution of the work provided for in such contract. (2) Not permit any lien or claim to be filed or prosecuted against the Housing Authority, on account of any labor or material furnished

ARTICLE 14. Liquidated damages The Contractor acknowledges that HACCP will sustain damages as a result of the Contractor's failure to substantially complete the work authorized under this Contract and in accordance with the Contract Documents. These damages may include, but are not limited to delays in completion, use of the project, and costs associated with Contract administration and use of temporary facilities.

- Liquidated Damages shall be as follows if the actual Final Completion exceeds the required date of Final Completion:
 - \$500.00 per each Calendar Day after the set Final Completion date.

Notices: All notices or other communications required or permitted hereunder shall be in writing and delivered either (a) by hand or (b) by fax and by mail, postage prepaid, certified or registered

return receipt requested, addressed as follows:

To the Housing Authority: **Michelle Johnson**

9014 Rhode Island Ave College Park Md, 20740 301-345-3600

mcjohnson@haccp.agen

[cy](#) To: Contractor:

Address

Phone Email

ARTICLE 15. Additional Terms

1. Execution and Counterparts. This Contract may be executed in several counterparts, each of which shall be an original, all of which shall constitute one and the same instrument.
2. Integration. The Contract Documents constitute the entire agreement between the Parties. There are no other understandings, agreements or representations, oral or written, not specified herein regarding this Contract. Contractor, by the signature below of its authorized representative, hereby acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms and conditions.
3. Governing Law. This Contract shall be governed and construed in accordance with the laws of the State of Maryland without regard to principles of conflicts of law. Any claim, action, or suit between Housing Authority and Contractor that arises out of or relates to the performance of this Contract shall be brought and conducted solely and exclusively within a court of competent jurisdiction in Prince George's County, Maryland.
4. No attorney fees. No attorney fees shall be paid for or awarded to either party in the course of any dispute, indemnification, or other recovery. It is the intent of the parties that each shall bear the costs of its own legal counsel.
5. Severability. If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms

APPENDIX E

CERTIFICATE OF SECTION 3 COMPLIANCE

I certify that I have reviewed and fully understand the attached Section 3 Specification Clause and program and will demonstrate compliance to the "greatest extent feasible", to meet the numerical goal of 30% new hires. I further certify that I have and will make every reasonable effort to purchase from those small businesses located within the boundaries of the Section 3 covered project area and further, will take concrete steps to expand resident training and employment opportunities such as, asking if residents are aware of available training and employment positions, encouraging residents to participate in the job application process, and actually employing Section 3 area residents. Furthermore, I will contact the Housing Authority to obtain listings of available individuals to fill my labor needs, if any such needs arise, for the duration of this contract.

Principal Officer of Bidding Company

Date

APPENDIX F

SECTION 3 SPECIFICATION CLAUSE

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

- a. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- b. The parties of this contract agree to comply with HUD's regulations in 24 CFR parts 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 Section 3 clause, and will post copies of the notice in conspicuous places at the work sit where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking application 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 parts 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 the regulations in 24 CFR parts 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 parts 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 contractor is executed, and (2) with persons other than those to whom the

regulations 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 parts 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- g. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7 (b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

APPENDIX G

MBE PARTICIPATION CERTIFICATION

I certify that I have reviewed and fully understand the Housing Authority of the City of College Park MBE requirements and will take the five affirmative steps listed and make a GOOD FAITH EFFORT to achieve the MBE participation goal.

Principal Officer of Bidding Company

Date

APPENDIX H

FORM OF NON-COLLUSIVE AFFIDAVIT AFFIDAVIT (Prime Bidder)

State of (_____). County of (_____) being first duly sworn deposes and says:

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

The party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of: _____

Bidder, if the bidder is an individual _____

Partner, if the bidder is a partnership _____

Officer, if the bidder is a corporation _____

Subscribed and sworn to before me _____

this _____ day of _____ 202. My

Commission expires _____, 202

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

**Instructions to Bidders for Contracts
Public and Indian Housing Programs**

Instructions to Bidders for Contracts

Public and Indian Housing Programs

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1. Bid Preparation and Submission

(a) Bidders are expected to examine the specifications, drawings, all instructions, and, if applicable, the construction site (see also the contract clause entitled **Site Investigation and Conditions Affecting the Work** of the *General Conditions of the Contract for Construction*). Failure to do so will be at the bidders' risk.

(b) All bids must be submitted on the forms provided by the Public Housing Agency/Indian Housing Authority (PHA/IHA). Bidders shall furnish all the information required by the solicitation. Bids must be signed and the bidder's name typed or printed on the bid sheet and each continuation sheet which requires the entry of information by the bidder. Erasures or other changes must be initialed by the person signing the bid. Bids signed by an agent shall be accompanied by evidence of that agent's authority. (Bidders should retain a copy of their bid for their records.)

(c) Bidders must submit as part of their bid a completed form HUD-5369-A, "Representations, Certifications, and Other Statements of Bidders."

(d) All bid documents shall be sealed in an envelope which shall be clearly marked with the words "Bid Documents," the Invitation for Bids (IFB) number, any project or other identifying number, the bidder's name, and the date and time for receipt of bids.

(e) If this solicitation requires bidding on all items, failure to do so will disqualify the bid. If bidding on all items is not required, bidders should insert the words "No Bid" in the space provided for any item on which no price is submitted.

(f) Unless expressly authorized elsewhere in this solicitation, alternate bids will not be considered.

(g) Unless expressly authorized elsewhere in this solicitation, bids submitted by telegraph or facsimile (fax) machines will not be considered.

(h) If the proposed contract is for a Mutual Help project (as described in 24 CFR Part 905, Subpart E) that involves Mutual Help contributions of work, material, or equipment, supplemental information regarding the bid advertisement is provided as an attachment to this solicitation.

2. Explanations and Interpretations to Prospective Bidders

(a) Any prospective bidder desiring an explanation or interpretation of the solicitation, specifications, drawings, etc., must request it at least 7 days before the scheduled time for bid opening. Requests may be oral or written. Oral requests must be confirmed in writing. The only oral clarifications that will be provided will be those clearly related to solicitation procedures, i.e., not substantive technical information. No other oral explanation or interpretation will be provided. Any information given a prospective bidder concerning this solicitation will be furnished promptly to all other prospective bidders as a written amendment to the solicitation, if that information is necessary in submitting bids, or if the lack of it would be prejudicial to other prospective bidders.

(b) Any information obtained by, or provided to, a bidder other than by formal amendment to the solicitation shall not constitute a change to the solicitation.

3. Amendments to Invitations for Bids

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

(b) Bidders shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date on the bid form, or (3) by letter, telegram, or facsimile, if those methods are authorized in the solicitation. The PHA/IHA must receive acknowledgement by the time and at the place specified for receipt of bids. Bids which fail to acknowledge the bidder's receipt of any amendment will result in the rejection of the bid if the amendment(s) contained information which substantively changed the PHA's/IHA's requirements.

(c) Amendments will be on file in the offices of the PHA/IHA and the Architect at least 7 days before bid opening.

4. Responsibility of Prospective Contractor

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

- (1) Integrity;
- (2) Compliance with public policy;
- (3) Record of past performance; and
- (4) Financial and technical resources (including construction and technical equipment).

(b) Before a bid is considered for award, the bidder may be requested by the PHA/IHA to submit a statement or other documentation regarding any of the items in paragraph (a) above. Failure by the bidder to provide such additional information shall render the bidder nonresponsible and ineligible for award.

5. Late Submissions, Modifications, and Withdrawal of Bids

(a) Any bid 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 PHA/IHA that the late receipt was due solely to mishandling by the PHA/IHA after receipt at the PHA/IHA; or

(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 observed holidays.

(b) Any modification or withdrawal of a bid is subject to the same conditions as in paragraph (a) of this provision.

(c) The only acceptable evidence to establish the date of mailing of a late bid, 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 bid, 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, bidders should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(d) The only acceptable evidence to establish the time of receipt at the PHA/IHA is the time/date stamp of PHA/IHA on the proposal wrapper or other documentary evidence of receipt maintained by the PHA/IHA.

(e) The only acceptable evidence to establish the date of mailing of a late bid, 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, bidders should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and Failure by a bidder to acknowledge receipt of the envelope or wrapper.

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

(g) Bids 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 the exact time set for opening of bids; provided that written confirmation of telegraphic or facsimile withdrawals over the signature of the bidder is mailed and postmarked prior to the specified bid opening time. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening of bids, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid.

6. Bid Opening

All bids received by the date and time of receipt specified in the solicitation will be publicly opened and read. The time and place of opening will be as specified in the solicitation. Bidders and other interested persons may be present.

7. Service of Protest

(a) Definitions. As used in this provision:

"Interested party" means an actual or prospective bidder whose direct economic interest would be affected by the award of the contract.

"Protest" means a written objection by an interested party to this solicitation or to a proposed or actual award of a contract pursuant to this solicitation.

(b) Protests shall be served on the Contracting Officer by obtaining written and dated acknowledgement from —

[Contracting Officer designate the official or location where a protest may be served on the Contracting Officer]

(c) All protests shall be resolved in accordance with the PHA's/IHA's protest policy and procedures, copies of which are maintained at the PHA/IHA.

8. Contract Award

(a) The PHA/IHA will evaluate bids in response to this solicitation without discussions and will award a contract to the responsible bidder whose bid, conforming to the solicitation, will be most advantageous to the PHA/IHA considering only price and any price-related factors specified in the solicitation.

(b) If the apparent low bid received in response to this solicitation exceeds the PHA's/IHA's available funding for the proposed contract work, the PHA/IHA may either accept separately priced items (see 8(e) below) or use the following procedure to determine contract award. The PHA/IHA shall apply in turn to each bid (proceeding in order from the apparent low bid to the high bid) each of the separately priced bid deductible items, if any, in their priority order set forth in this solicitation. If upon the application of the first deductible item to all initial bids, a new low bid is within the PHA's/IHA's available funding, then award shall be made to that bidder. If no bid is within the available funding amount, then the PHA/IHA shall apply the second deductible item. The PHA/IHA shall continue this process until an evaluated low bid, if any, is within the PHA's/IHA's available funding. If upon the application of all deductibles, no bid is within the PHA's/IHA's available funding, or if the solicitation does not request separately priced deductibles, the PHA/IHA shall follow its written policy and procedures in making any award under this solicitation.

(c) In the case of tie low bids, award shall be made in accordance with the PHA's/IHA's written policy and procedures.

(d) The PHA/IHA may reject any and all bids, accept other than the lowest bid (e.g., the apparent low bid is unreasonably low), and waive informalities or minor irregularities in bids received, in accordance with the PHA's/IHA's written policy and procedures.

(e) Unless precluded elsewhere in the solicitation, the PHA/IHA may accept any item or combination of items bid.

(f) The PHA/IHA may reject any bid as nonresponsive if it is materially unbalanced as to the prices for the various items of work to be performed. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated for other work.

(g) A written award shall be furnished to the successful bidder within the period for acceptance specified in the bid and shall result in a binding contract without further action by either party.

9. Bid Guarantee (applicable to construction and equipment contracts exceeding \$25,000)

All bids must be accompanied by a negotiable bid guarantee which shall not be less than five percent (5%) of the amount of the bid. The bid guarantee may be a certified check, bank draft, U.S. Government Bonds at par value, or a bid bond secured by a surety company acceptable to the U.S. Government and authorized to do business in the state where the work is to be performed. In the case where the work under the contract will be performed on an Indian reservation area, the bid guarantee may also be an irrevocable Letter of Credit (see provision 10, Assurance of Completion, below). Certified checks and bank drafts must be made payable to the order of the PHA/IHA. The bid guarantee shall insure the execution of the contract and the furnishing of a method of assurance of completion by the successful bidder as required by the solicitation. Failure to submit a bid guarantee with the bid shall result in the rejection of the bid. Bid guarantees submitted by unsuccessful bidders will be returned as soon as practicable after bid opening.

10. Assurance of Completion

(a) Unless otherwise provided in State law, the successful bidder shall furnish an assurance of completion prior to the execution of any contract under this solicitation. This assurance may be [Contracting Officer check applicable items] —

[] (1) a performance and payment bond in a penal sum of 100 percent of the contract price; or, as may be required or permitted by State law;

[] (2) separate performance and payment bonds, each for 50 percent or more of the contract price;

[] (3) a 20 percent cash escrow;

[] (4) a 25 percent irrevocable letter of credit; or,

[] (5) an irrevocable letter of credit for 10 percent of the total contract price with a monitoring and disbursements agreement with the IHA (applicable only to contracts awarded by an IHA under the Indian Housing Program).

(b) Bonds must be obtained from guarantee or surety companies acceptable to the U.S. Government and authorized to do business in the state where the work is to be performed. Individual sureties will not be considered. U.S. Treasury Circular Number 570, published annually in the Federal Register, lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies listed in this circular is mandatory. Copies of the circular may be downloaded on the U.S. Department of Treasury website <http://www.fms.treas.gov/c570/index.html>, or ordered for a minimum fee by contacting the Government Printing Office at (202) 512-2168.

(c) Each bond shall clearly state the rate of premium and the total amount of premium charged. The current power of attorney for the person who signs for the surety company must be attached to the bond. The effective date of the power of attorney shall not precede the date of the bond. The effective date of the bond shall be on or after the execution date of the contract.

(d) Failure by the successful bidder to obtain the required assurance of completion within the time specified, or within such extended period as the PHA/IHA may grant based upon reasons determined adequate by the PHA/IHA, shall render the bidder ineligible for award. The PHA/IHA may then either award the contract to the next lowest responsible bidder or solicit new bids. The PHA/IHA may retain the ineligible bidder's bid guarantee.

11. Preconstruction Conference (applicable to construction contracts)

After award of a contract under this solicitation and prior to the start of work, the successful bidder will be required to attend a preconstruction conference with representatives of the PHA/IHA and its architect/engineer, and other interested parties convened by the PHA/IHA. The conference will serve to acquaint the participants with the general plan of the construction operation and all other requirements of the contract (e.g., Equal Employment Opportunity, Labor Standards). The PHA/IHA will provide the successful bidder with the date, time, and place of the conference.

12. Indian Preference Requirements (applicable only if this solicitation is for a contract to be performed on a project for an Indian Housing Authority)

(a) HUD has determined that the contract awarded under this solicitation is subject to the requirements of section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e(b)). Section 7(b) requires that any contract or subcontract entered into for the benefit of Indians shall require that, to the greatest extent feasible

(1) Preferences and opportunities for training and employment (other than core crew positions; see paragraph (h) below) in connection with the administration of such contracts or subcontracts be given to qualified "Indians." The Act defines "Indians" to mean persons who are members of an Indian tribe and defines "Indian tribe" to mean any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians; and,

(2) Preference in the award of contracts or subcontracts in connection with the administration of contracts be given to Indian organizations and to Indian-owned economic enterprises, as defined in section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452). That Act defines "economic enterprise" to mean any Indian-owned commercial, industrial, or business activity established or organized for the purpose of profit, except that the Indian ownership must constitute not less than 51 percent of the enterprise; "Indian organization" to mean the governing body of any Indian tribe or entity established or recognized by such governing body; "Indian" to mean 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; and Indian "tribe" to mean any Indian tribe, band, group, pueblo, or 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.

(b) (1) The successful Contractor under this solicitation shall comply with the requirements of this provision in awarding all subcontracts under the contract and in providing training and employment opportunities.

(2) A finding by the IHA that the contractor, either (i) awarded a subcontract without using the procedure required by the IHA, (ii) falsely represented that subcontracts would be awarded to Indian enterprises or organizations; or, (iii) failed to comply with the contractor's employment and training preference bid statement shall be grounds for termination of the contract or for the assessment of penalties or other remedies.

(c) If specified elsewhere in this solicitation, the IHA may restrict the solicitation to qualified Indian-owned enterprises and Indian organizations. If two or more (or a greater number as specified elsewhere in the solicitation) qualified Indian-owned enterprises or organizations submit responsive bids, award shall be made to the qualified enterprise or organization with the lowest responsive bid. If fewer than the minimum required number of qualified Indian-owned enterprises or organizations submit responsive bids, the IHA shall reject all bids and readvertise the solicitation in accordance with paragraph (d) below.

(d) If the IHA prefers not to restrict the solicitation as described in paragraph (c) above, or if after having restricted a solicitation an insufficient number of qualified Indian enterprises or organizations submit bids, the IHA may advertise for bids from non-Indian as well as Indian-owned enterprises and Indian organizations. Award shall be made to the qualified Indian enterprise or organization with the lowest responsive bid if that bid is -

(1) Within the maximum HUD-approved budget amount established for the specific project or activity for which bids are being solicited; and

(2) No more than the percentage specified in 24 CFR 905.175(c) higher than the total bid price of the lowest responsive bid from any qualified bidder. If no responsive bid by a qualified Indian-owned economic enterprise or organization is within the stated range of the total bid price of the lowest responsive bid from any qualified enterprise, award shall be made to the bidder with the lowest bid.

(e) Bidders seeking to qualify for preference in contracting or subcontracting shall submit proof of Indian ownership with their bids. Proof of Indian ownership shall include but not be limited to:

(1) Certification by a tribe or other evidence that the bidder is an Indian. The IHA shall accept the certification of a tribe that an individual is a member.

(2) Evidence such as stock ownership, structure, management, control, financing and salary or profit sharing arrangements of the enterprise.

(f) (1) All bidders must submit with their bids a statement describing how they will provide Indian preference in the award of subcontracts. The specific requirements of that statement and the factors to be used by the IHA in determining the statement's adequacy are included as an attachment to this solicitation. Any bid that fails to include the required statement shall be rejected as nonresponsive. The IHA may require that comparable statements be provided by subcontractors to the successful Contractor, and may require the Contractor to reject any bid or proposal by a subcontractor that fails to include the statement.

(2) Bidders and prospective subcontractors shall submit a certification (supported by credible evidence) to the IHA in any instance where the bidder or subcontractor believes it is infeasible to provide Indian preference in subcontracting. The acceptance or rejection by the IHA of the certification shall be final. Rejection shall disqualify the bid from further consideration.

(g) All bidders must submit with their bids a statement detailing their employment and training opportunities and their plans to provide preference to Indians in implementing the contract; and the number or percentage of Indians anticipated to be employed and trained. Comparable statements from all proposed subcontractors must be submitted. The criteria to be used by the IHA in determining the statement(s)'s adequacy are included as an attachment to this solicitation. Any bid that fails to include the required statement(s), or that includes a statement that does not meet minimum standards required by the IHA shall be rejected as nonresponsive.

(h) Core crew employees. A core crew employee is an individual who is a bona fide employee of the contractor at the time the bid is submitted; or an individual who was not employed by the bidder at the time the bid was submitted, but who is regularly employed by the bidder in a supervisory or other key skilled position when work is available. Bidders shall submit with their bids a list of all core crew employees.

(i) Preference in contracting, subcontracting, employment, and training shall apply not only on-site, on the reservation, or within the IHA's jurisdiction, but also to contracts with firms that operate outside these areas (e.g., employment in modular or manufactured housing construction facilities).

(j) Bidders should contact the IHA to determine if any additional local preference requirements are applicable to this solicitation.

(k) The IHA [] does [] does not [Contracting Officer check applicable box] maintain lists of Indian-owned economic enterprises and Indian organizations by specialty (e.g., plumbing, electrical, foundations), which are available to bidders to assist them in meeting their responsibility to provide preference in connection with the administration of contracts and subcontracts.