REQUEST FOR PROPOSALS

PROFESSIONAL SERVICES FOR GRANT ADMINISTRATION OF SERVICES AND ACTIVITIES RELATED TO COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME), EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM, AND NEIGHBORHOOD STABILIZATION PROGRAM (NSP)

Release Date: September 26, 2022
Submittal Deadline: 5:00 PM, Monday, October 17, 2022

Submit Proposals to: City Clerk’s Office
Location: 8650 California Avenue, South Gate, CA 90280
Email: YGlaze@sogate.org
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Schedule, Conference, Overview, Proposal Content, Proposer Qualifications

I. Tentative Schedule of Important Dates

This section provides a tentative schedule of the important milestone dates. Examine these dates carefully and plan accordingly.

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Monday, September 26, 2022</td>
<td>Request for Proposals (RFP) issue date</td>
</tr>
<tr>
<td>2 Monday, October 10, 2022</td>
<td>Deadline to submit questions</td>
</tr>
<tr>
<td></td>
<td><em>Submit to: Meredith T. Elguira</em></td>
</tr>
<tr>
<td></td>
<td><em><a href="mailto:Melguira@sogate.org">Melguira@sogate.org</a></em></td>
</tr>
<tr>
<td>3 5:00 PM, Monday, October 17, 2022</td>
<td>Proposal due date (postmark not accepted)</td>
</tr>
<tr>
<td>4 Wednesday, November 10, 2022</td>
<td>City Council Presentation</td>
</tr>
<tr>
<td>5 Thursday, December 1, 2022</td>
<td>Start of Service</td>
</tr>
</tbody>
</table>

Overview and Background

I. Overview of Requirements

A. The City of South Gate has identified the need to seek the expertise of qualified individuals or organizations ("Consultant") to assist as needed in the administration of the City's Federal Housing and Urban Development (HUD) programs, services, and activities. The City is seeking responses from individuals and organizations with recent experience in providing similar services for municipalities. A list of qualified Consultants shall be identified through this process, with specific projects/scope of service to be identified as needed throughout the year.

B. City requires the following services to help meet the aforementioned need: In general, the selected consultant will be responsible for assisting staff in managing the City's CDBG, HOME, ESG, and NSP annual programs administered through HUD, plus any carryover; grant administration; preparation of HUD documents and federal reports; preparation of the 5-Year Consolidated Plan, Annual Action Plans, Consolidated Annual Performance and Evaluation Report (CAPER), amendments and other related studies; management of the Integrated Disbursement Information System (IDIS), HUD Environmental Review Online System (HEROS), and Disaster Recovery Grant Reporting System (DRGR); monitoring of sub-recipients and their programs including various City Departments; environmental review records; maintenance of all associated records; determination of compliance with the HUD Code of Federal Regulations (CFR); and assisting with the implementation of new grants and/or programs at the City of South Gate. Scope of Services detailed in the section below.

C. These services will require assistance on administration of HUD Programs.
   
a) Assist in managing the grant application cycle
b) Prepare environmental review records for all activities and enter in HEROS,
c) Manage DRGR and IDIS: set-up activities, revise and fund activities, update accomplishments and beneficiary information,
Professional Services for Grant Administration

d) Prepare agreements, including subrecipient agreements, MOUs and housing agreements,

e) Assist in the implementation of new Property Rehabilitation Programs,

f) Financial management responsibilities, including preparing draw requests,

g) Reviewing and approving payment requests in accordance with HUD guidelines,

h) Monitoring grant expenditures and program accomplishments,

i) Contract administration and monitoring of subrecipients and housing projects

j) Provide technical assistance to subrecipients

D. These services will be used to (1) Develop and maintain Policies and Procedure Manuals as needed, (2) Maintain Project Filing System and Documentation Checklist, (3) Prepare 5-Year Consolidated Plan, Annual Action Plan, CAPER, and all related HUD reports, forms, and documents, (4) Respond to public inquiries regarding HUD programs, (5) Respond to HUD letters and/or memorandums as needed, and (6) Development projects.

E. Therefore, City requires the services of a well-qualified professional services providers (Provider) to provide the services of Project Management duties on a variety of projects as assigned by the Director of Community Development Department detailed in the Scope of Services section. The amount and scope of work will vary depending on City staff's capacity and availability of funds. The City is currently filling its vacant positions and thus, could impact the consultant’s scope of work.

F. City is seeking to establish an agreement for two (2) years, with an option to extend an additional one (1) year for a total of three (3) years at the request of the City and per written acceptance of the extension request by the Consultant. Extension to the Contract will be made at the City's discretion and contingent upon the availability of funds, the Consultant's continued compliance with Federal, State, and local government legislation, and an evaluation of the Consultant's performance.

II. Background and Current Needs Information

A. City has met its past aforementioned needs by retaining the services of a consulting firm to assist staff in the administration of HUD related programs, services and activities. The City believes program capacity and continuity will be enhanced by continuing to contract for services to assist staff in managing the grant and programs. The City will retain consulting services to assist staff in administration of HUD related programs, services, and activities. By contracting with an outside consultant for these services, it is expected that the selected consultant will assist in improving the efficiency of the City's HUD administration, thereby enabling the City to better serve the community.

B. City is currently meeting its needs based on current staffing levels and consulting contracts currently in effect.
I. General
A. Proposal Format: A proposer must follow the instructions for preparing the proposal in the prescribed format. Section tabs must be utilized in the proposal following the same order of the RFP.

B. General Terms and Conditions: Except as otherwise indicated herein, City’s General Terms and Conditions govern rules and definitions of this RFP.

C. Right to Reject Proposals: City reserves the right to reject any and all proposals, to waive any non-material irregularities or informalities in any proposal, and to accept or reject any item or combination of items.

D. Execution of Agreement: If a Proposer is not able to execute an agreement within 10 days after being notified of selection, City reserves the right to select the next most qualified proposer or call for new proposals, whichever City deems most appropriate. (Sample template of agreement is attached).

E. Incorporation of RFP/Proposal: This RFP and the firm’s response, including all promises, warranties, commitments, and representations made in the successful proposal will become binding contractual obligations and will be incorporated by reference in any agreement between City and Proposer.

F. Authorized Signatories: Company personnel signing the cover letter of the proposal or any other related forms submitted must be authorized signers with the requisite authority to represent their firm and to enter into binding contracts.

G. Validity of Proposals: Proposed services and related pricing contained in the proposal must be valid for a period of 180 days after the due date.

II. Proposal Content and Format

Include the following sections containing the information requested below in your proposal. To enable ease of evaluation, please follow the sequence shown and upload the required documents into the vendor portal in the appropriate sections.

A. Section 1: Executive Summary

1. Provide a cover letter of your company’s information including:
   a) Company’s full legal name, address, phone, fax, email, website;
   b) Organizational structure (corp., LLC, etc.);
   c) Names and titles of the principal owner(s);
   d) Person(s) authorized to make commitments for your company;
   e) Company history, experience (brief), and years in business;
   f) Current number of employees, key personnel;

2. Limit this section to a maximum of one page.

B. Section 2: Professional Team Assignments

1. Note any key personnel who are expected to remain in service until completion of the project.
Professional Services for Grant Administration

2. Provide detail regarding the team to be assigned for these services.
3. Provide resumes of all team members.
4. Provide an organizational chart of all team members, titles, and a very brief
description of their relevant responsibilities.
   *Limit this section to a maximum of two pages plus resumes and org chart.

C. Section 3: Proposal Costs
1. Submit all pricing on *Exhibit B using the form provided.
2. Provide pricing for each of the required line items.
3. Provide pricing for optional proposer recommendations.
4. See payment terms in Exhibit B for additional details.
   *These forms are provided by City in the submittal forms section.

D. Section 4: Response Template
1. Complete City-provided Response Template with your answers to City’s
questions. Provide thorough responses with sufficient detail to enable City
to evaluate your understanding of City’s requirements, the suitability of
your services and/or product(s) to meet City’s requirements, the strength
of your work plan, previous experience, and available resources.
2. Note these responses carry significant weight in City’s evaluation of your
proposal to provide and implement requested services.
3. Limit this section to a maximum of eight pages.

E. Section 5: Required Forms and Samples
1. Special Provisions Form*
2. Client Reference List*
3. Non-Collusion Affidavit*
   * Note these forms are provided by City in the submittal forms section.

F. Section 6: Work Samples
1. Samples of work, queries, reports, and forms**
2. Sample of ongoing support and services agreements**
   **Note that these documents will not be returned to proposer.
3. Limit this section to a maximum of five pages.

G. Inadequate Content
1. Note that a proposal is non-responsive if the proposal does not contain all
proposal requirements, is not complete, is not received at the right
location, and is not received by the proposal deadline, has exceptional or
excessive exceptions City may, at its sole discretion, waive minor non-
material irregularities and informalities.
Proposer Qualifications, Evaluation Criteria, and Award Process

I. Proposer Qualifications
The intent of this RFP is to evaluate the proposals, determine the Proposers that are in the competitive range, and select Proposers that will provide the most cost-effective and professional services for City.

A. Minimum Qualifications:
1. Have at least five years of experience conducting the specific type of services required herein and have experience with at least three other clients performing like services as described herein or have performed satisfactory work for City within the past three years.
2. Be capable of providing the required services beginning on December 1, 2022, work will be conducted during normal work hours, Monday to Thursday 8:00 am to 6:00 pm.
3. Have the necessary resources, knowledge, skills, experience, and the like to provide the required services.
4. Have financial stability and the necessary financial resources to provide the required services.
5. Demonstrate the requisite technical proficiency. Only Providers with verifiable HUD award and administration experience will be considered for award.

II. Evaluation Criteria
A. Minimum qualifications, Competitive Range, and Award Consideration
The minimum qualifications, competitive range, and award consideration based upon the following criteria
1. City will review the Proposers Qualifications to determine if the Proposer meets or betters the minimum requirements as detailed above.
2. Only Proposers that meet or better the minimum requirements will have their Proposals reviewed for consideration.
3. Only Proposers that are deemed in the competitive range will be considered for presentation, interview, and Best and Final Offer (BAFO) if so requested by City.
4. Only the best-qualified Proposer will be considered for final negotiations of fee/price, scope of services, contract, and award recommendation.
B. Evaluation Criteria

- **Responsiveness (10%)**
  Quality of the information submitted in the proposal based on completeness, relevance, conciseness, and organization of the material presented.

- **Demonstrated Experience and Capacity (40%)**
  - Ability to perform the specific tasks outlined in the RFP.
  - Qualifications of specific individuals who will work on the project.
  - Amount of time and involvement of key personnel who will be involved in respective portions of the project.
  - Reasonableness of the fee requested to do the work.

- **References (20%)**
  Demonstrated record of success on work previously performed.

- **Cost (30%)**
  Reasonableness of the fee requested to do the work.

C. Fee/Price Evaluation

1. Reasonableness of fee requested to do the work, as originally proposed.
2. Reasonableness of any BAFO requests.
3. Final negotiations.

III. Award

A. After conclusion of the above Evaluations, a Notification of Intent to Award may be sent to any Proposer selected. City may make multiple awards.

B. Award is contingent upon the successful negotiation of final contract terms and the approval of City. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully, City may negotiate a contract with the next best qualified Proposer or withdraw the RFP. In the event City does not approve the recommendation to award, the RFP may be cancelled without any cost or obligation of City.

C. The initial contract period shall be two (2) years, with an option to extend for an additional (1) one year, for a total of three (3) years, at the request of the City and per written acceptance of the extension request by the Consultant. Extension to the Contract will be made at the City's discretion and contingent upon the availability of funds, the Consultant's continued compliance with Federal, State, and local government legislation, and an evaluation of the Consultant's performance.

D. Prices are firm fixed prices during each contract period.

(CONTINUED ON NEXT PAGE)
Special Terms and Conditions

I. Audit Requirements
   A. City reserves the right to periodically inspect and audit Provider’s accounting procedures and supporting documentation in conjunction with the performance of the required services.
   B. City will notify Provider in writing of any such requested audit.
   C. City will inspect and audit in a reasonable manner and at City’s expense.
   D. Provider must fully cooperate with any such audit(s).
   E. City will notify Provider in writing of any exception taken as a result of an audit.
   F. If an audit, in accordance with this article, discloses overcharges (of any nature) by Provider to City of the value of that portion of the Agreement that was audited, the actual cost of City’s audit must be reimbursed to City by the Provider.

II. Termination
   A. If, in the opinion of City, Provider fails to perform or provide prompt, efficient service, City must have the right to terminate or cancel the Agreement upon 5-day’s written notice and pay Provider for the value of the actual work satisfactorily performed to the date of termination.
   B. City must have the right to terminate or cancel the Agreement upon 30-day’s written notice without cause and pay Provider for the value of actual work satisfactorily performed to the date of termination.
   C. These rights are in addition to any other rights that City may have available.

(CONTINUED ON NEXT PAGE)
Exhibit A: Scope of Services

I. General

A. The Consultant shall demonstrate exceptional administrative aptitude with specialization and expertise in the area of HUD related programs, services, activities and regulations in addition to proven capability in managing projects and programs with multiple funding sources. The outcome of these services will be used to seek one or more individuals or firms qualified to provide all services (described in this Scope of Work), in accordance with the City's goals and objectives, however, the City reserves the right to accept or reject a proposal in whole or in part, and to award portions of the contract to varied Consultants based on phases.

II. Ongoing Administration of HUD Programs

A. Assist City staff with accurately managing the City’s CDBG, HOME, ESG, and NSP annual programs administered though HUD, plus any carryover from prior years.

B. Assist City staff with carrying out the grant application cycle including but not limited to participating in Public Hearings, holding an application workshop, and accurately reviewing applications to assist with the department budget preparation.

C. Produce and provide the City with the 5-Year Consolidated Plan, Annual Action Plan, CAPER, and any amendments as needed, in accordance with HUD deadlines.

D. Conduct research and analysis of housing issues to produce the Analysis of Impediments (AI) to Fair Housing Choice as a part of the City’s obligation to affirmatively further fair housing (AFFH). The AI includes a recommended five-year Fair Housing Action Plan to help address barriers and improve access to housing.

E. Prepare agreements, including subrecipient agreements, MOUs and housing agreements.

F. Manage the Integrated Dispersal Disbursement Information System (IDIS), HUD Environmental Review Online System (HEROS), and Disaster Recovery Grant Reporting System (DRGR) including, but not limited to, set-up of activities, revise and fund activities, update accomplishments and beneficiary information, and clear flags.

G. Prepare and route environmental review records to be fully executed and entered in HEROS for all activities.

H. Prepare and submit all required federal reporting in accordance with HUD deadlines. This includes, but is not limited to, Section 3, Semi-Annual Labor Standards Enforcement Report, Minority Business Enterprise and Women Business Enterprise Reporting.

I. Conduct research as needed to accurately provide technical assistance to City staff and subrecipients.

J. Assist executive team with the implementation of new grants, programs, and property rehabilitation.

K. Review and approve reimbursement requests in accordance with HUD guidelines and subrecipient agreements.
Professional Services for Grant Administration

L. Accurately apply various Code of Federal Regulations (CFR) and requirements to determine whether a program/project is in compliance.

M. Maintain and monitor City and subrecipient fund expenditures program accomplishments.

N. Conduct required monitoring of sub-recipients and their programs including various City Departments

End of Scope of Services

(CONTINUED ON NEXT PAGE)
Professional Services for Grant Administration

Exhibit B: Pricing (Sample Sheet)

I. Task Rates***
   A. Include tasks required by Specifications and other related tasks to provide a complete proposal for the required services.
   B. Propose Total Hours to complete each task and Total Cost for each task.

See sample below or attach document.

<table>
<thead>
<tr>
<th>LN</th>
<th>Task Rates</th>
<th>Total Hours</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Task 1</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>2</td>
<td>Task 2</td>
<td></td>
<td>$</td>
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<td>3</td>
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<td>9</td>
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<tr>
<td>A</td>
<td>Task Costs</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

II. Hourly Rates***
   A. Include titles and rates for all staff that could provide services under the contract.

See sample below or attach document.

<table>
<thead>
<tr>
<th>LN</th>
<th>Standard Personnel Rates</th>
<th>Title of Person Performing Service</th>
<th>Hourly Rate</th>
<th>Total Hours</th>
<th>Total Cost</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td>Senior Project Manager</td>
<td>$</td>
<td>100</td>
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<tr>
<td>2</td>
<td></td>
<td>Project Manager</td>
<td>$</td>
<td>75</td>
<td>$</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Technician 1</td>
<td>$</td>
<td>25</td>
<td>$</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Technician 2</td>
<td>$</td>
<td>25</td>
<td>$</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Clerical</td>
<td>$</td>
<td>25</td>
<td>$</td>
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<tr>
<td>6</td>
<td></td>
<td></td>
<td>$</td>
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<td>9</td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
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</tr>
<tr>
<td>B</td>
<td>Total Personnel Costs</td>
<td></td>
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<td>250</td>
<td>$</td>
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</table>

*** Attach additional sheets as necessary.
III. Pricing Terms and Conditions

A. Quantities: listed Line Items are annual estimates based on historical information or anticipated and may vary significantly. City does not imply or make any commitment to purchase any specific quantity.

B. Term: is for a two-year base period with one year optional renewal.

C. Price Changes:
   1. After the base period, price changes shall be negotiated, but shall not exceed the most recent available 12-month period for the Los Angeles-Riverside-Orange County, CA Consumer Price Index (CPI) for All Urban Consumers.
   2. In the event market conditions cause a significant change in price, the Provider may request relief by providing verifiable documentation to CR at least 30 days in advance of the requested price change date.

D. Unit Price: include everything but sales tax.

E. Delivery Costs: must be included in unit price.

F. Sales Tax: City will add the appropriate sales tax to each order.

G. Additional Charges: none; do not charge any fees or charges not listed in the Price Sheets.

H. Fixed Prices: prices are fixed for each year of the agreement.

I. Proposal Price Sheet: The awarded Provider's Price Sheet, as accepted by City, will be incorporated into the resultant Agreement.

(CONTINUED ON NEXT PAGE)
Attachment A: Required Response Template

(Bidder’s Company Name)

Instructions:

Prospective proposers must provide the information requested below and include it in their proposal. City has provided the form as a separate Word document for bidder’s use. Use this form or copy and paste it into your own document; in either case, please provide your responses under each of the number points. Do not omit or renumber any sections. Refer to attached documents sparingly and only as necessary; and ensure that any documents referred to are numbered according to the outline below.

I. **Company Information: Name, Contacts, History, Scope of Services**

   Please provide the following information about your company:

   A. Your company’s full legal name, address, phone, fax, email, website.

   B. Prior company names (if any) and years in business; mergers, buyouts, etc.

   C. Organizational structure (i.e. corp., LLC, sole proprietorship, etc.).

   D. Names and titles of the principal owner(s).

   E. Person(s) authorized to make commitments for your company.

   F. Company history, experience, years in business for current company name.

   G. Annual company revenues for the last three fiscal years.

   H. Tax ID number.

   I. The complete scope of services offered by your company.

   J. The number of clients (including governmental) served in past and present.

   K. Special qualifications, training, credentials, recognition, or awards.

   L. Contracts terminated for cause, pending litigation or legal issues.
II. **Resources: Staffing, Facilities, Equipment**

Provide the following information relative to required services:

A. Names and titles of key management personnel.

B. Team to be assigned for these services.

C. Qualifications of specific individuals who will work on the project.

D. Amount of time and involvement of key personnel who will be involved in respective portions of the project.

E. Resumes of all team members; provide only names and titles only; attach current resumes to proposal.

F. Current number of employees: full-time and part-time employees.

G. Annual turnover rate of staff.

H. Names of any subcontractor’s you propose to use for our contract. Provide only names here; fill in the details on City-provided Subcontractors List.

I. Facilities that would be utilized to perform the required work.

J. Equipment that would be utilized to perform the required work.

III. **Required Services: Meeting or Bettering these Requirements**

Provide the following information relative to required services:

A. Ability to perform specific tasks as outlined in the RFP.

B. Reasonableness of your fee to do the work.

C. Current resources to meet or better all task and timeline requirements herein.

D. Additional resources that might be needed to meet or better all task and timeline requirements of this request.
E. How quickly could you provide additional, extra trained staff if requested by City for additional work beyond the original scope of services?

F. How quickly can you begin providing services if awarded the contract?

G. Details of any improvement or upgrades your firm has designed or implemented.

IV. Demonstrated and Technical Experience

Please describe your company’s:

A. Demonstrated record of success on work previously performed.

B. Specific method and techniques to be employed on the project or problem.

V. Work Plan:

Taking all circumstances, current conditions, and required preparations into consideration, describe in detail, your proposed work plan for delivering the services required by this RFP, including, but not limited to;

A. How you will schedule professional and staff to ensure milestones and deadlines are met?

B. Provide required response time to the urgent service requests.

C. How you will make up for work-hours lost (and resulting backlog that may occur) due to various unforeseen situations that may prohibit work on a specific day.

D. Provide any other relevant information that you believe would benefit City for the requested services.

Submitted by:

Company Name

Contact Name

Title

Signature

Email

Phone

Date
Attachment B: Special Provisions

All items below apply to this bid proposal:

Hold Harmless and Indemnification: The successful bidder hereby agrees to indemnify, defend, and hold harmless City (including its officials, officers, agents, employees, and representatives) from and against any and all claims of any kind or nature presented against City arising out of vendor’s (including vendor’s employees, representatives, and subcontractors) performance under this agreement, excepting only such claims, costs or liability which may arise out of the sole negligence or willful misconduct of City.

Insurance Provisions: Unless otherwise stated in the RFP specifications, the following insurance requirements apply:

1. Comprehensive General Liability Insurance: (include products liability) $1,000,000 per occurrence.
2. Auto Liability Insurance: $1,000,000 per occurrence, combined single limit (CSL).
3. Workers’ Compensation Insurance: as required by State statutes.
4. Employer’s Liability Insurance: $1,000,000 per accident; $1,000,000 policy limit for disease.
5. All policies of insurance must provide for a minimum of thirty (30) days written notice of any change or cancellation of the policy.
6. Insurance policies to be in a form and written through companies acceptable to City; and must include those endorsements, which are necessary to extend coverage, which is appropriate to the nature of the agreement.

Affirmative Action: In support of Affirmative Action, City requires all suppliers to comply with Title VII of the Civil Rights Act of 1964, as amended, the Civil Rights Act of 1992, and all federal, state, and municipal laws and regulations pertaining thereto. In addition, successful bidders must certify prior to award of contracts in excess of $50,000 that they have a written affirmative action plan in compliance with the above laws and regulations, and such plan may be reviewed by City. Said Certification may be made by signing below:

Certified to above - FIRM: _____________________________________________
SIGNATURE: ________________________________________________________
PRINT NAME: _________________________________________________________
TITLE: __________________________________________________________________

Exceptions: If your company is taking exception to any of the specifications, terms or conditions (including insurance, indemnification and/or proposed contract language) stated in this Request for Proposal, please indicate below and describe details: (check any that apply).

________ No exceptions taken

________ Exception taken to the scope of work or specifications

________ Exception taken to indemnification and insurance requirements

________ Exception to proposed contract language

________ Other

___________________________________________________________
Please explain any of the checked items:

________________________________________________________________________

________________________________________________________________________

Note: Taking exception to City’s requirements without approval of City prior to submission
of your proposal may be cause for rejection of the proposal.

PROPOSING FIRM: ____________ DATE: ____________

BUSINESS ADDRESS: __________________________________________________________

SIGNATURE OF REPRESENTATIVE: ______________________________________________

BY: ____________________ TITLE: ____________________

INSTRUCTION REGARDING SIGNATURE: If bidder is an individual, state "Sole Owner" after
signature. If bidder is a partnership, signature must be by a general partner, so stated after
"Title". Names of all other partners and their business addresses must be shown below. If bidder
is a corporation, signature must be by an authorized officer, so stated after "Title", and the
names of the President and Secretary and their business addresses must be shown below:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(CONTINUED ON NEXT PAGE)
Attachment C: Client References

(Bidder’s Company Name)

<table>
<thead>
<tr>
<th>1. Client’s Company Name:</th>
<th></th>
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<tbody>
<tr>
<td>Client Address:</td>
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Duplicate this form as necessary to complete list.
Attachment D: Non-Collusion Affidavit

Note: To be executed by Proposer and submitted with proposal.

State of ____________________________
(the State of the place of business)

County of ____________________________
(the County of the place of business)

__________________________, being first duly sworn, deposes and
__________________________
(name of the person signing this form)
says that he/she is ____________________________
(title of the person signing this form)
__________________________
(name of bidding company)
that such bid is not made in the interest of or on the behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or sham; that said bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that said bidder has not in any manner directly or indirectly sought by agreement, communication, or conference with anyone to fix the bid price of said bidder or of any other bidder or to fix any overhead profit, or cost element of such bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in such bid are true, and further, that said bidder has not directly or indirectly submitted his bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any other individual except to any person or persons as have a partnership or other financial interest with said bidder in the general business.

By: ____________________________
(signature)

Printed Name: ____________________________
(name of the person signing this form)

Title: ____________________________
(title of the person signing this form)

Notary is required for this bid.