



INVITATION FOR BIDS (IFB)

UPCS INSPECTION SERVICES

ISSUE DATE:

Wednesday, OCTOBER 15, 2025

BID DUE DATE:

MONDAY, NOVEMBER 24, 2025
BY 10:00 AM EST.

Jeffrey Bent

Sr. Project Manager

jbent@provhousing.org

PROVIDENCE HOUSING AUTHORITY

40 Laurel Hill Avenue

Providence, RI 02909

www.provhousing.org

PROVIDENCE HOUSING AUTHORITY

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INVITATION FOR BIDS

The Housing Authority of the City of Providence Rhode Island is accepting sealed bids from qualified vendors for **UPCS INSPECTION SERVICES** located in Providence, RI. Detailed information regarding the work encompassed under this project is provided in the Scope of Work section of this Invitation for Bids.

The key milestone dates from the publication of the bid to the bid submission deadline are outlined below:

Invitation For Bids Issued	Wednesday, October 15, 2025, at 10:00 AM EST
Pre-Bid Meeting	Tuesday, November 04, 2025, at 10:00 AM EST
Deadline for Submitting Questions	Thursday, November 13, 2025, at 10:00 AM EST
Bid Submission Due Date	Monday, November 24, 2025, at 10:00 AM EST
Bid Opening Date	Monday, November 24, 2025, at 10:00 AM EST

Details for each milestone date could be found under [PHA INSTRUCTIONS TO BIDDERS](#).

It shall be the responsibility of any and all bidders to consult the Providence Housing website at (<https://provhousing.org/working-with-pha/vendors/>) for the complete Invitation for Bids, to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth in this IFB and any addendum, RFI response, Pre-bid meeting agenda and notes issued by the Authority, prior to submitting their bids.

By virtue of completing, signing, and submitting the completed documents, the bidder is stating his/her agreement to comply with all conditions and requirements set forth within those documents. The Authority:

- **Will not** accept bids submitted by fax or email.
- **Will not** be responsible for the receipt of bids not properly submitted.
- **Will not** accept bids received after the above deadline.

Minority and Woman-Owned Businesses are encouraged to submit bids. Bidders will be required to make positive efforts to use small and minority-owned businesses and to offer employment, training, and contracting opportunities in accordance with Section 3 of the Housing and Urban Development Act of 1968 ([24 CFR Part 75](#)).

Individuals requiring interpreter services for the hearing-impaired should notify the Facilities Management Department by calling (401) 709-2201 seventy-two (72) hours prior to any event.

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PROVIDENCE HOUSING BACKGROUND

Founded in 1939, the Providence Housing Authority (PHA) provides and develops quality and safe affordable housing opportunities and services to address the needs of Rhode Island residents. We are committed to the core values of excellence, accountability, innovation, respect, and equity in all that we do.

Today, the PHA provides affordable housing to more than 12,000 residents in the City of Providence. We administer 2,606 public housing units that are home to about 5,613 residents – making us one of the largest landlords in the State. Units are designated as elderly/disabled, family, and scattered sites developments. We also oversee the administration of more than 2,700 tenant-based and project-based Section 8 vouchers, most of which allow low-income families to rent in the private market and host a variety of support programs to help our residents and participants meet their wellness, financial, and employment goals no matter what their age or ability. In addition to in-house services, the PHA provides a wide array of referrals to partners across the state.

The PHA is a quasi-governmental organization, governed by a Board of Commissioners appointed by the Mayor and Providence City Council, and an Executive Director who reports to the Board.

Vision Statement: PHA, working with its residents, will be a best-in-class leader in creating safe, vibrant communities that promote pathways to opportunities and will be a place where people are proud to live and work.

Mission Statement: PHA provides and develops quality and safe affordable housing opportunities and services to address the needs of Rhode Island Residents.

PROVIDENCE HOUSING AUTHORITY

SCOPE OF WORK

Summary:

The Providence Housing Authority (PHA), of Rhode Island is seeking qualified firms to perform Authority Wide (AW), UPSC Inspections at all of its locations throughout the City of Providence in accordance with all applicable HUD rules and regulations **FOLLOWING NSPIRE STANDARDS** along with photos of each apartment including any peeling paint.

The following shall be covered under this contract:

1. This is a base **three (3)** year up to a **five (5)** year contract.
2. The contractor shall inspect 2,362 units and 244 scattered site units for a total of **2,606 units** in accordance with the latest applicable HUD Rules and Regulations following **NSPIRE** standards and protocols.
3. Inspections will begin each year on the **first business day of April** and **MUST be completed / submitted to the PHA by May 15th of each year.**
4. The Contractor shall inspect and submit a Uniform Inspection Report (UIR) on one building/development at a time before moving to the next. **The contractor will start with Scattered Sites.**
5. During the inspections the contractor will **immediately** notify (*PHA personal*) of any life / safety issues in writing by unit for expedited resolution by the PHA Facilities team.
6. Immediately following each location's inspection (*high rise, family park or scattered site*), the contractor will provide the PHA with an accurate complete report, as mentioned above, of all units inspected for the particular development. **One original and one electronic file of the completed UIR shall be supplied.**
7. Inspection for each development shall be scheduled for **a minimum of two weeks prior** based on site arrival with the Project Manager in charge of the project. This will allow sufficient time to notify residents that a Contractor will be entering their apartment for an inspection with a security guard or a representative of the Authority.
8. It is important and at a minimum, to be able to search the database for specific items including peeling paint, life safety issues etc.
9. Reports to be included from the inspections:
 - a. Profile
 - b. 100% NSPIRE Inspections
 - c. Deficiency
 - d. Exigent & Fire safety hazards
 - e. **Suspected lead Peeling paint report – location and photo**
 - f. PHAS management certification report
 - g. Housekeeping - Evidence of pets, Evidence of smoking
 - h. Score
 - i. Photos of deficiencies

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Developments – (buildings/ housing parks)

Amp#:	Development:	Number of Buildings	Units	High Rise	Office Address:
1	Chad Brown	20		N	285-F Chad Brown St., Prov., RI 02908
	Admiral Terrace	17			
	Sunset Village	1			
	Total:	38	375		
2	Roger Williams	2		N	672 Prairie Ave., Prov., RI 02905
2	Codding Court	6		N	142 Dodge St., Prov., RI 02907
2	Scattered Sites	131	244	N	Throughout the City of Providence
	Total:	8	404		
3	Hartford Park	59	508	Y/N	300 Hartford Ave., Prov., RI 02909
4	Manton Heights	22	330	N	31 Salmon St., Prov., RI 02909
5	Dexter Manor 1&2	1	291	Y	100 Broad St., Prov., RI 02903
6	Dominica Manor	1	204	Y	100 Atwells Ave., Prov., RI 02903
7	Carroll Tower	1	194	Y	243 Smith St., Prov., RI 02908
8	Kilmartin Plaza	1	106	Y	160 Benedict St., Prov., RI 02909
9	Parenti Villa	1	194	Y	25 Tobey St., Prov., RI 02909
	TOTAL	133	2606		

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SCATTERED SITES ADDRESSES					
Address		Bldg. Type	BR	Special Unit Description	
131-133	Congress	Duplex	4 / 4		
188-190	Hanover	Duplex	4 / 4		
192-194	Hanover	Duplex	4 / 4		
122-124	Mitchell	Duplex	4 / 4		
130-132	Mitchell	Duplex	4 / 4		
134-136	Mitchell	Duplex	4 / 4		
29-31	Barbara	Duplex	3 / 3		
33-*35	Barbara	Duplex	3 / *3		
37-39	Barbara	Duplex	3 / 3		
41-43	Barbara	Duplex	3 / 3		
45-47	Barbara	Duplex	3 / 3		
98-100	Chad Brown	Duplex	3 / 3		
440-442	Chalkstone	Duplex	3 / 3		
444-446	Chalkstone	Duplex	3 / 3		
33-35	Comstock	Duplex	3 / 3		
37-39	Comstock	Duplex	3 / 3		
21-23	Congress	Duplex	3 / 3		
25-27	Congress	Duplex	3 / 3		
29-31	Congress	Duplex	3 / 3		
34-36	Cortez	Duplex	3 / 3		
38-*40	Cortez	Duplex	3 / *3		
42-44	Cortez	Duplex	3 / 3		
46-48	Cortez	Duplex	3 / 3		
52-54	Dartmouth	Duplex	3 / 3		
13-15	Dome	Duplex	3 / 3		
7-9	Glenham	Duplex	3 / 3		
11-13	Glenham	Duplex	3 / 3		
57-59	Longo	Duplex	3 / 3		
8-10	Malbone	Duplex	3 / 3		
14-16	Malbone	Duplex	3 / 3		
330A-330B	Plain	Duplex	3 / 3		
293-295	Prairie	Duplex	3 / 3		
55/57	Melissa	Duplex	3 / 3		
19-21	Miner	Duplex	3 / 3		
23-25	Ridgeway	Duplex	3 / 3		
14-16	Ruby	Duplex	3 / 3		
17 Salisbury - 36 Saratoga		Duplex	3 / 3		
18-20	Salisbury	Duplex	3 / 3		
130-132	Stansbury	Duplex	3 / 3		
134-136	Stansbury	Duplex	3 / 3		
9-11	St. James	Duplex	3 / 3		
49-51	Wayne	Duplex	3 / 3		
*397	Cahill	Single	5		
14	Derry	Single	4		

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Address			Bldg. Type	BR	Special Unit Description
16	Derry		Single	4	
18	Derry		Single	4	
*19	Derry		Single	4	
20	Derry		Single	4	
22	Derry		Single	4	
23	Derry		Single	3	
29	Derry		Single	3	
10	French		Single	5	
*14	French		Single	5	
*11	Ocean		Single	4	
241	Sayles		Single	5	
245	Sayles		Single	5	
249	Sayles		Single	5	
14-16	Boyd		Duplex	3 / 3	
18-20	Boyd		Duplex	4 / 4	
98-100	Bogman		Duplex	3 / 3	
104-106	Bogman		Duplex	4 / 4	
44-46	Bridgham		Duplex	3 / 3	
80-82	Burnside		Duplex	3 / 3	
66-68	Burnside		Duplex	3 / 3	
72-74	Burnside		Duplex	3 / 3	
87-89	Harrison		Duplex	4 / 4	
33-35	Hollis		Duplex	4 / 4	
817-819	Manton		Duplex	4 / 4	
821-823	Manton		Duplex	4 / 4	
21-23	Milk		Duplex	4 / 4	
*1	Miner		Single	4	
28-30	Mt. Vernon		Duplex	3 / 3	
115-117	Prairie		Duplex	3 / 3	
6-*8	Salisbury		Duplex	4 / 4	
83-85	West Clifford		Duplex	4 / 4	
88-90	West Clifford		Duplex	3 / 3	
94-96	West Clifford		Duplex	3 / 3	
321-325	Willard		Duplex	4 / 4	
338-340	Willard		Duplex	3 / 3	
*7-9	Ark Court		Duplex	3 / 3	
69-71	Filmore		Duplex	3 / 3	
242-244	Clarence		Duplex	4 / 4	
177-179	Whittier		Duplex	3 / 3	
*38-40	Henrietta		Duplex	*3 / 3	
55-57	Phebe		Duplex	3 / 3	
51-53	Flora		Duplex		
55-*57	Flora		Duplex	3 / *4	
218-218 1/2	Power		Duplex		
45-47	Gessler		Duplex	3 / 3	
35-37	Grant		Duplex	4 / 4	
16-18	Henry		Duplex	3 / 3	

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Address		Bldg. Type	BR	Special Unit Description
10-12	Boyd	Duplex	4 / 4	
2-4	Dorr	Duplex	3 / 3	
38-*40	Boyd	Duplex	4 / *4	
47-49	Ledge	Duplex	3 / 3	
124-126	Tell	Duplex	3 / 3	
130-*132	Tell	Duplex	4 / *4	
136-*138	Tell	Duplex	3 / *5	
66-68	Judith	Duplex	3 / 4	
70-72	Judith	Duplex	4 / 3	
74-76	Judith	Duplex	3 / 4	
78-80	Judith	Duplex	4 / 3	
21-23	Sterling	Duplex	3 / 3	
68-70	Crandall	Duplex	3 / 3	
54-56	Gesler	Duplex	3 / 3	
23-25	Gifford	Duplex	3 / 3	
47	Health	Single	3	
83-85	Lancashire	Duplex	3 / 3	
35-37	Alvin	Duplex	3 / 3	
*53-55	Berkley	Duplex	*4 / 3	
1201-1203	Chalkstone	Duplex	3 / 4	
187-189	Dora	Duplex	3 / 3	
250-252	Laurel Hill	Duplex	3 / 4	
*160-162	Almy	Duplex	*4 / 4	
85-87	Bergen	Duplex	3 / 3	
76-78	Opper	Duplex	3 / 3	
21-23	Parnell	Duplex	3 / 3	
15-17	Ring	Duplex	3 / 3	
1-3	Hebron	Duplex	3 / 3	
5-7	Hebron	Duplex	3 / 3	
27-29	Stone	Duplex	4 / 4	
39-41	Stone	Duplex	3 / 3	
25-27	Hillwood	Duplex	4 / 4	
86-*88	Oakland	Duplex	4 / *4	
90-92	Oakland	Duplex	3 / 3	
193-195	Whitehall	Duplex	3 / 3	
133-135	Whittier	Duplex	3 / 3	
175-175 1/2	Whittier	Duplex	3 / 3	
2-4	Caxton	Duplex	3 / 3	
37	Suffolk	Single	3	
43-45	Suffolk	Duplex	3 / 3	

244 Apartments

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CONTRACTOR RESPONSIBILITIES

General:

- Work is to be performed in accordance with this IFB, scope of work, specifications, and amendments, if any.
- **The Authority only recognizes one contractor as party to this contract.**
- The Contractor shall comply with all applicable laws, ordinances, and codes of the State and local governments, and shall commit no trespass on any public or private property in performing any of the work embraced by this Contract.
- The contractor shall not make any substitutions for materials without prior written authorization from The Authority.
- The Contractor shall be responsible for all their material, equipment, and other items onsite.
- Storage of materials in public, common or private areas within the project is prohibited.
- The Contractor shall notify the Authority of any long lead time items that may impact completion dates.

Personnel:

- All employees of the Contractor, or other representatives shall be skilled in the type of work for which they are employed on the project and shall work under the direction of a competent superintendent.
- All employees of the Contractor, and/or other representatives shall be licensed as required by local, state, and/or federal regulations to perform the type of work for which they are employed on the project.
- All employees of the Contractor, or other representatives shall be legally able to work in the United States.
- The Contractor is responsible for all personnel involved in the work, including those of his direct employ, and suppliers of materials and equipment and/or labor.
- The Contractor shall enforce strict discipline and good order among employees.
- Should the Authority deem anyone employed in the work incompetent or unfit for their duties, the Contractor shall remove such employee from the work and shall not re-employ them for work within the Authority on this project or any other project without prior written permission from the Authority. The Contractor shall select and employ the replacement personnel.
- The Contractor, its employees, and/or other representatives shall wear identifying company uniform and employee badge while working on the Authority properties.
- The Contractor must submit a sample of their ID badge if requested.
- All personnel shall be neat in appearance and shall conduct their work in a professional manner.
- The Contractor shall not park their vehicles on grassy areas of the properties without prior written authorization from the Authority.

Site Safety & Precautions:

- The Contractor shall follow all OSHA safety requirements.
- The Contractor shall not, at any time, leave work in an unsafe condition or any conditions that might cause personal injury or property damage, but shall continue to work until work is in a safe space to stop.
- The contractor shall keep the working area sufficiently clear of equipment, material, and implements of service to prevent endangering persons and damage to the Authority property

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and to avoid an unsightly condition. Removal of such items shall be performed promptly upon completion of work.

- The Contractor shall secure work site at the end of each day to reduce risk of trespass and to ensure safety.

Damage to the Authority Property:

- The contractor shall be responsible for repair of any damage to the Authority property and restoration of any area disturbed by contractors or subcontractor's work to the satisfaction of the Authority's Authorized Representative prior to final payment.
- Any repair and/or restoration of the damaged area shall be performed at no cost to the Authority.
- The trash receptacles on site are not to be used for disposal of construction debris.

Sub-Contracting:

- Unauthorized sub-contracting is prohibited. The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this IFB (including, but not limited to, selling, or transferring the contract) without the prior written consent of the Authority.
- Any purported assignment of interest or delegation of duty, without the prior written consent of the Authority, shall be void and may result in the cancellation of the contract or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract.

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PHA INSTRUCTIONS TO BIDDERS

Project Name:

UPCS INSPECTION SERVICES

Project Location:

- Primarily family Parks
- High Rise locations
- Scattered Sites

Pre-Bid Meeting:

Tuesday, November 04, 2025, at 10:00 AM EST

- Address: Providence Housing Authority
Facilities Management Building
40 Laurel Hill Avenue
Providence, RI 02909
- Pre-Bid meeting Notes will be posted to the PHA website, <https://provhousing.org/working-with-pha/vendors/>
- Nothing said at the pre-bid meeting will change the IFB requirements UNLESS an addendum is issued.

RFI Deadline and Procedures:

Thursday, November 13, 2024, by 10:00 AM EST

- Address all pre-bid questions or requests for information pertaining to this project and bid documents to **Jeffrey Bent, Sr. Project Manager** at jbent@provhousing.org.
- Allow a minimum of seventy-two (72) hours for a response to any RFI's.
- No RFI's will be addressed after the above deadline.
- RFI responses will be posted to PHA website & emailed to attendees of Pre-bid meeting.

Bids Due Date:

Monday, November 24, 2025, prior to 10:00 AM EST

- All bids must be received before the above deadline.
- The Authority will not be responsible for the receipt of bids not properly submitted.
- Bidders must deliver submissions in a sealed envelope, marked "**UPCS INSPECTION SERVICES**".
- and addressed to the attention of:

Providence Housing Authority
Facilities Management Department
40 Laurel Hill Avenue
Providence, RI 02909
ATTN: **JEFFREY BENT**

Work Schedule:

- Daily Schedule: Monday – Friday 8:00 AM to 4:00 PM
- Weekend schedule as discussed with the Project Manager

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Estimated Contract Period:

- Estimated TIME for project
 - Tentative Start Date: TBD
 - Base contract will be three (3) years PHA may award four (4) year or five (5) year contract if budget allows based on this bid package.
- The exact start of the project has yet to be defined. However, it will be as soon as is practicable after the bid opening.
- Exact dates will be specified in "Notice to Proceed"

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BID PACKAGE REQUIREMENTS

The Providence Housing Authority is seeking qualified vendors for **UPCS INSPECTION SERVICES** located in Providence, RI.

The selected contractor shall provide all labor and materials needed to complete the project in a workmanlike manner. Work shall be done in strict accordance with terms and conditions in this Invitation for Bids (IFB).

Since the Authority will not be aware of all who may submit bids, it is the responsibility of all bidders to inquire after any amendment(s) issued to this bid solicitation prior to their bid submittal. Bidders are responsible for reviewing in-depth the entire bid package, scope of work, plans and specifications, amendments (if any), and any other information contained in the Invitation for Bids. **All bids are considered final and must be submitted before the deadline.**

The bid package, as submitted, shall include the following documents (as listed below). The Authority will not be responsible for the receipt of bids not properly submitted.

1. Bid Submission Form (Notarized Original)
2. Company Profile Form
3. HUD Form 5369-C
4. Non-Collusive Affidavit (Notarized Original)
5. Vendor Disclosure Agreement
6. Certification for Contracts, Grants, Loan, and Cooperative Agreement (Notarized Original)
7. Client References Form, Minimum of three (5) references of similar projects
8. List of all Subcontractors (All subcontractors subject to review and approval by the Authority)
9. Fair Employment Practice Statement (Notarized original)
10. Copy of RI Contractor's License

By completing, executing, and submitting a bid, the "bidder is thereby agreeing to abide by all terms and conditions pertaining to this IFB as issued by the Authority, including the contract Terms and Conditions included in Appendix B. Accordingly, the Agency has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

Additional Bidder Credentials:

- Company should be registered on Sam.gov (<https://sam.gov/content/home>).
- Company must not be barred from doing business with HUD / receiving Federal Funds.

Insurance:

- The winning bidder will be required to **name the Authority as an additional insured** and maintain the insurance for the duration of the Contract.
- The winning bidder will be required to provide a certificate of comprehensive liability / auto / workers compensation insurance.
- The liability coverage shall be a minimum of \$1,000,000.00 per occurrence.
- The winning bidder shall furnish the Authority a Certificate of Insurance evidencing that, Builder's Risk (Fire and Extended Coverage) Insurance on all work in place and / or materials stored at the construction site, including foundations, and building equipment, is in force.
- Proof of such coverage must be presented to the Authority upon request.

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- Failure to maintain insurance as required during the term(s) of this Contract shall constitute a material breach thereof.
- The Contractor is responsible for the full cost of any loss.

Licenses & Permits:

- **The Authority is exempt from the payment of any and all taxes and fees to the State of Rhode Island and City of Providence.**

Labor Violations:

- Contractors submitting a bid shall provide with the bid on the company letterhead a list of any work practice and/or labor violations received by OSHA, EPA, Dept. of Labor, within the last five years, for **all** States where the Contractor is registered.
- Contractors failing to disclose violations with the bid will have their bid rejected.
- The Authority reserves the right to reject any bid based on the severity and number of violations received.

Cost Incurred in Responding:

- All costs directly or indirectly related to preparation of a response to this Invitation for Bids, or any oral presentation required to supplement and/or clarify the submittal which may be required by the Authority shall be the sole responsibility of and shall be borne by the Offeror.
- Each firm, by submitting its bid, waives any claim for liability against the Authority as to loss, injury and costs or expenses, which may be incurred as a consequence of its response to this document.

Contract Compliance Statement:

- The Bidder shall state their compliance with all applicable rules and regulations of Federal, State and Local governing entities and that they are not excluded from Federal procurement programs. Bidders must state compliance with the terms of this Invitation for Bids (see attachments).
- The Bidder must demonstrate that the bid meets **all** applicable rules, regulations, permitting, registration, and licensing requirements, whether Local, State or Federal. It is the responsibility of the Bidder to determine the applicability of any rule, regulation, or other requirement.

Equal Employment Opportunity:

- The Bidder shall affirm that it does not have or subscribe to any personnel policy which permits or allows for discrimination in the employment promotion, demotion, dismissal or laying off of any individual due to his/her race, creed, color, national origin, age, gender, gender identity, disability, or any other protected class, and that it has not been charged or found guilty of such discriminatory practices.

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Disadvantaged Business Enterprise (DBE) Program Requirements:

Consistent with Presidential Executive Orders 11625, 12138, and 12432, the bidder shall make efforts to ensure that minority, women, and small business enterprises are utilized whenever possible. Efforts to achieve minority, women and small business participation shall include, but shall not be limited to:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
- Ensuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises.
- Establishing delivery schedules, where the requirements of the contract permit, which encourage participation by small and minority businesses and women's business enterprises.
- Using the services and assistance of the U.S. Small Business Administration, the Minority Business Development Agency of the U.S. Department of Commerce, and State and local governmental small business agencies.

The Authority's Reservation of Rights:

The Providence Housing Authority reserves the right:

- To reject any or all bids, to waive informality in the IFB process, or to terminate the process at any time, if deemed to be in its best interest.
- Not to award a contract pursuant to this IFB.
- To terminate a contract award pursuant to this IFB, at any time at its convenience upon ten (10) days written notice to the successful bidder(s).
- To determine days, hours, and locations that the bidder(s) shall provide services called for in this IFB.
- To retain all bids submitted in response to this IFB, and no firm shall be allowed to withdraw said bid for a period of Ninety (90) days after the deadline for receiving bids without the written consent of the Authority's Contracting Officer (CO).
- To negotiate the fees proposed by the bidding entity.
- To reject and not consider any bid that does not meet the requirements of this IFB, including but not limited to incomplete bid and/or bids offering alternate or non-requested services.

Breach of Agreement:

- If the Contractor fails to fulfill any obligation under a contract in a timely and proper manner or if it shall violate any of the terms of a contract, the Authority shall have the right to immediately terminate such contract and withhold payments in excess of fair compensation for work completed. The term "breach of agreement" specifically includes, but is not limited to, failure to comply with any applicable Federal, State or Local laws or regulations.

Termination:

- The Authority shall have the right to terminate a contract at any time and reserves the right to terminate a contract for its convenience or in the event it shall abandon or indefinitely postpone the program. Such termination shall be accomplished by written notice delivered to the Contractor. Payment to the Contractor shall be made for work performed prior to receipt of the termination notice, together with the Contractor's reasonable, subject to Authority approval, cost for closing down its work, and the Contractor shall have no claim for loss of anticipated profits or any additional compensation.

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- Despite the above, the Contractor shall not be relieved of liability to the Authority for damages sustained by virtue of any breach by the Contractor.

Termination of Contract for Cause:

- If, through any cause, the Contractor shall fail to fulfill in timely and proper manner any obligation under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the Authority shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Contractor under this Contract shall, at the option of the Authority, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.
- Despite the above, the Contractor shall not be relieved of liability to the Authority for damages sustained by the Authority by virtue of any breach of the Contract by the Contractor, and the Authority may withhold any payments to the Contractor for the purpose of setoff until such time as the exact amount of damages due the Authority from the Contractor is determined.

Termination of Convenience by Authority:

- The Authority may terminate this Contract at any time by a notice in writing from the Authority to the Contractor. If the Contract is terminated by the Authority for Convenience, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services covered by this Contract, less payments of compensation previously made: Provided, however, that if less than sixty per cent (60%) of the services covered by this Contract have been performed upon the effective date of such termination, the Contractor may be reimbursed for that portion of the actual out-of-pocket expenses (not otherwise reimbursed under this Contract) incurred by the Contractor during the Contract period that are directly attributable to the uncompleted portion of the services covered by this Contract. If this Contract is terminated due to the fault of the Contractor, Termination for Cause or Convenience will be determined by the Authority in its sole discretion.
- Termination of this contract can be for other reasons, as noted in HUD 5370 {attached}.

PROVIDENCE HOUSING AUTHORITY

BID EVALUATION

All bids received by the date and time of receipt specified in this solicitation will be publicly opened and read aloud by the **Sr. Project Manager**. The time and place of opening will be as specified in this solicitation. Bidders and other interested people may be present.

- At the bid opening day the Authority will only disclose company name of each bidder; and calculated total bid amount.
- A copy of the bid tabulation or recap recorded will be made available to each member of the public attending such opening and to anyone who requests such afterwards.
- The bids will not be made available for inspection by anyone at this time. The Authority will, at a later time, review all bids in detail and will, in a timely manner (typically within 5 days), notify all bidders of any bidder that is, as a result of the more detailed inspection of bids submitted, ruled to be non-responsive or not-responsible.
- Bids will be available for inspection by the public after the award has been completed.
- Award of a contract will be to the lowest **responsible** and **responsive** bidder.
 - **The Authority believes vendors who attended the Pre-Bid Meeting are more likely to submit to the Authority more responsible / responsive Bids.**
 - **Bidders are strongly encouraged to attend Pre-Bid Meeting and Site Visit.**
- Bidders must meet the qualifications stated in the bid package and scope of work.
- Bidders will be required to demonstrate their ability to perform the work based on their **understanding of the project's requirements**, prior work history, previous experience, satisfactory references, technical proficiency, and ability to provide **qualified manpower**.
- The Authority reserves the right to reject the low bid price, if, in the opinion of the Authority, that bidder is determined not to be the best-qualified bidder or to be deficient in experience, **understanding of the project's requirements**, technical proficiency or unable to provide qualified manpower to meet the specification.
- The Authority may waive any informalities in the bids and may reject any or all bids.
- All prices are considered firm.
- No bid may be withdrawn within 90 days after the date of the bid opening.
- The final determination of the winning bidder will be at the sole discretion of the Authority.
- Any and all persons having ownership interest in a bidder entity or familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a bidder entity will be excluded from participation in the evaluation of the bid.
- Depending on the amount of the award, it is possible that the Authority may take such contract award to the Authority's Board of Commissioners (BOC) for approval of the award prior to executing a contract with the apparent successful bidder.

Responsive Evaluation:

After the public opening the "hard copy" bid submittals received will be evaluated in private for responsiveness (i.e., meets the minimum of the requirements). Firms not meeting the minimum that are deemed to be non-responsive will be notified of such in writing by the Authority in a timely manner (in any case, in no less than 5 days after such determination is made).

Responsible Evaluation:

The Authority will evaluate each bid submitted as to responsibility (i.e., a firm that is qualified, responsible and able to provide to the Authority the required services). If the Authority ascertains that

PROVIDENCE HOUSING AUTHORITY

such firm has the required ability, capability, experience, knowledge, licensing, insurance and resources to provide the required services, the Authority may proceed with award.

If the Authority determines that such firm is deemed to be not responsible, such firm will be notified of such in writing by the Authority in a timely manner (in any case, in no less than 5 days after such determination is made); in such case the Authority may proceed with the noted Responsive and Responsible Evaluations with the next lowest bidder.

Instructions to Offerors Non-Construction

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



- 03291 -

1. Preparation of Offers

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

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

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

2. Submission of Offers

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

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

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

3. Amendments to Solicitations

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

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

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

4. Explanation to Prospective Offerors

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

5. Responsibility of Prospective Contractor

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

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

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

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

6. Late Submissions, Modifications, and Withdrawal of Offers

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

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

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

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

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

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

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

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

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

7. Contract Award

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

(b) The HA may

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

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

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

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

8. Service of Protest

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

9. Offer Submission

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

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

[Describe bid or proposal preparation instructions here:]

General Conditions for Non-Construction Contracts

Section I — (With or without Maintenance Work)

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Office of Labor Relations

OMB Approval No. 2577-0157 (exp. 1/31/2027)

Public Reporting Burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB number. This form includes those clauses required by OMB's common rule on grantee procurement, implemented at HUD in 2 CFR 200, and those requirements set forth in Section 3 of the Housing and Urban Development Act of 1968 and its amendment by the Housing and Community Development Act of 1992, implemented by HUD at 24 CFR Part 75. The form is required for non-construction contracts awarded by Public Housing Agencies (PHAs). The form is used by PHAs in solicitations to provide necessary contract clauses and allows PHAs to enforce their contracts. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157. Do not send this completed form to either of these addressees. The information collected will not be held confidential.

Applicability. This form HUD-5370-C has 2 Sections. These Sections must be inserted into non-construction contracts as described below:

- 1) **Non-construction contracts** (*without* maintenance) **greater than \$250,000 - use Section I;**
- 2) **Maintenance contracts** (including nonroutine maintenance as defined at 24 CFR 905.100) **greater than \$2,000 but not more than \$250,000 - use Section II; and**
- 3) **Maintenance contracts** (including nonroutine maintenance), **greater than \$250,000 — use Sections I and II.**

Section I - Clauses for All Non-Construction Contracts greater than \$250,000

1. Definitions

The following definitions are applicable to this contract:

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

2. Changes

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

proposal submitted before final payment of the contract.

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

3. Termination for Convenience and Default

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

4. Examination and Retention of Contractor's Records

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

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

5. Rights in Data (Ownership and Proprietary Interest)

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

6. Energy Efficiency

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

7. Disputes

- (a) All disputes arising under or relating to this contract, except for disputes arising under clauses contained in Section 111, Labor Standards Provisions, including any claims for damages for the alleged breach thereof which are not disposed of by agreement, shall be resolved under this clause.
- (b) All claims by the Contractor shall be made in writing and submitted to the HA. A claim by the HA against the Contractor shall be subject to a written decision by the HA.
- (c) The HA shall, with reasonable promptness, but in no event in no more than 60 days, render a decision concerning any claim hereunder. Unless the Contractor, within 30 days after receipt of the HA's decision, shall notify the HA in writing that it takes exception to such decision, the decision shall be final and conclusive.
- (d) Provided the Contractor has (i) given the notice within the time stated in paragraph (c) above, and (ii) excepted its claim relating to such decision from the final release, and (iii) brought suit against the HA not later than one year after receipt of final payment, or if final payment has not been made, not later than one year after the Contractor has had a reasonable time to respond to a written request by the HA that it submit a final voucher and release, whichever is earlier, then the HA's decision shall not be final or conclusive, but the dispute shall be determined on the merits by a court of competent jurisdiction.
- (e) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under the contract, and comply with any decision of the HA.

8. Contract Termination; Debarment

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

9. Assignment of Contract

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

10. Certificate and Release

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

11. Organizational Conflicts of Interest

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under this contract and a contractor's organizational, financial, contractual or other interests are such that:
 - (i) Award of the contract may result in an unfair competitive advantage; or
 - () The Contractor's objectivity in performing the contract work may be impaired.
- (b) The Contractor agrees that if after award it discovers an organizational conflict of interest with respect to this contract or any task/delivery order under the contract, he or she shall make an immediate and full disclosure in writing to the Contracting Officer which shall include a description of the action which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The HA may, however, terminate the contract or task/delivery order for the convenience of the HA if it would be in the best interest of the HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Contracting Officer, the HA may terminate the contract for default.
- (d) The terms of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the prime Contractor. The Contractor shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.

12. Inspection and Acceptance

- (a) The HA has the right to review, require correction, if necessary, and accept the work products produced by the Contractor. Such review(s) shall be carried out within 30 days so as to not impede the work of the Contractor. Any

product of work shall be deemed accepted as submitted if the HA does not issue written comments and/or required corrections within 30 days from the date of receipt of such product from the Contractor.

- (b) The Contractor shall make any required corrections promptly at no additional charge and return a revised copy of the product to the HA within 7 days of notification or a later date if extended by the HA.
- (c) Failure by the Contractor to proceed with reasonable promptness to make necessary corrections shall be a default. If the Contractor's submission of corrected work remains unacceptable, the HA may terminate this contract (or the task order involved) or reduce the contract price or cost to reflect the reduced value of services received.

13. Interest of Members of Congress

No member of or delegate to the Congress of the United States of America or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit to arise there from, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

14. Interest of Members, Officers, or Employees and Former Members, Officers, or Employees

No member, officer, or employee of the HA, no member of the governing body of the locality in which the project is situated, no member of the governing body in which the HA was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

15. Limitation on Payments to Influence Certain Federal Transactions

(a) Definitions. As used in this clause:

"Agency", as defined in 5 U.S.C. 552(f), includes Federal executive departments and agencies as well as independent regulatory commissions and Government corporations, as defined in 31 U.S.C. 9101(1).

"Covered Federal Action" means any of the following Federal actions:

- (i) The awarding of any Federal contract;
- (ii) The making of any Federal grant;
- (iii) The making of any Federal loan;
- (iv) The entering into of any cooperative agreement; and,
- (v) The extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

Covered Federal action does not include receiving from an agency a commitment providing for the United States to insure or guarantee a loan.

"Indian tribe" and "tribal organization" have the meaning provided in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B). Alaskan Natives are included under the definitions of Indian tribes in that Act.

"Influencing or attempting to influence" means making, with the intent to influence, any communication to or appearance before an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any covered Federal action.

"Local government" means a unit of government in a State and, if chartered, established, or otherwise recognized by a State for the performance of a governmental duty, including a local public authority, a special district, an intrastate district, a council of governments, a sponsor group representative organization, and any other instrumentality of a local government

"Officer or employee of an agency" includes the following individuals who are employed by an agency:

- (i) An individual who is appointed to a position in the Government under title 5, U.S.C., including a position under a temporary appointment;
- (ii) A member of the uniformed services as defined in section 202, title 18, U.S.C.;
- (iii) A special Government employee as defined in section 202, title 18, U.S.C.; and,
- (iv) An individual who is a member of a Federal advisory committee, as defined by the Federal Advisory Committee Act, title 5, appendix 2.

"Person" means an individual, corporation, company, association, authority, firm, partnership, society, State, and local government, regardless of whether such entity is operated for profit or not for profit. This term excludes an Indian tribe, tribal organization, or other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Recipient" includes all contractors, subcontractors at any tier, and subgrantees at any tier of the recipient of funds received in connection with a Federal contract, grant, loan, or cooperative agreement. The term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Regularly employed means, with respect to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, an officer or employee who is employed by such person for at least 130 working days within one year immediately preceding the date of the submission that initiates agency consideration of such person for receipt of such contract, grant, loan, or cooperative agreement. An officer or employee who is employed by such person for less than 130 working days within one year immediately preceding the date of submission that initiates agency consideration of such person shall be considered to be regularly employed as soon as he or she is employed by such person for 130 working days.

"State" means a State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, a territory or possession of the United States, an agency or instrumentality of a State, and a multi-State, regional, or interstate entity having governmental duties and powers.

(b) Prohibition.

- (i) Section 1352 of title 31, U.S.C. provides in part that no appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(v) The prohibition does not apply as follows:

(1) Agency and legislative liaison by
Own Employees.

(a) The prohibition on the use of appropriated funds, in paragraph (i) of this section, does not apply in the case of a payment of reasonable compensation made to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, if the payment is for agency and legislative activities not directly related to a covered Federal action.

(b) For purposes of paragraph (b)(i)(1)(a) of this clause, providing any information specifically requested by an agency or Congress is permitted at any time.

(c) The following agency and legislative liaison activities are permitted at any time only where they are not related to a specific solicitation for any covered Federal action:

(1) Discussing with an agency (including individual demonstrations) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and,

(2) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) The following agency and legislative liaison activities are permitted where they are prior to formal solicitation of any covered Federal action:

(1) Providing any information not specifically requested but necessary for an agency to make an informed decision about initiation of a covered Federal action;

(2) Technical discussions regarding the preparation of an unsolicited proposal prior to its official submission; and

(3) Capability presentations by persons seeking awards from an agency pursuant to the provisions of the Small Business Act, as amended by Public Law 95-507 and other subsequent amendments.

(e) Only those activities expressly authorized by subdivision (b)(ii)(1)(a) of this clause are permitted under this clause.

(2) Professional and technical services.

(a) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply in the case of-

(i) A payment of reasonable compensation made to an officer or employee of a person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action, if payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action.

(i) Any reasonable payment to a person, other than an officer or employee of a

person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action if the payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action. Persons other than officers or employees of a person requesting or receiving a covered Federal action include consultants and trade associations.

(b) For purposes of subdivision (b)(ii)(2)(a) of clause, "professional and technical services" shall be limited to advice and analysis directly applying any professional or technical discipline.

(c) Requirements imposed by or pursuant to law as a condition for receiving a covered Federal award include those required by law or regulation, or reasonably expected to be required by law or regulation, and any other requirements in the actual award documents.

(d) Only those services expressly authorized by subdivisions (b)(ii)(2)(a)(i) and (ii) of this section are permitted under this clause.

(iii) Selling activities by independent sales representatives.

(c) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply to the following selling activities before an agency by independent sales representatives, provided such activities are prior to formal solicitation by an agency and are specifically limited to the merits of the matter:

(i) Discussing with an agency (including individual demonstration) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and

(ii) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) Agreement. In accepting any contract, grant, cooperative agreement, or loan resulting from this solicitation, the person submitting the offer agrees not to make any payment prohibited by this clause.

(e) Penalties. Any person who makes an expenditure prohibited under paragraph (b) of this clause shall be subject to civil penalties as provided for by 31 U.S.C. 1352. An imposition of a civil penalty does not prevent the Government from seeking any other remedy that may be applicable.

(f) Cost Allowability. Nothing in this clause is to be interpreted to make allowable or reasonable any costs which would be unallowable or unreasonable in accordance with Part 31 of the Federal Acquisition Regulation (FAR), or OMB Circulars dealing with cost allowability for recipients of assistance agreements. Conversely, costs made specifically unallowable by the requirements in this clause will not be made allowable under any of the provisions of FAR Part 31 or the relevant OMB Circulars.

16. Equal Employment Opportunity

During the performance of this contract, the

Contractor/Seller agrees as follows:

(a) The [contractor/seller] will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, disability, or national origin. The

[contractor/seller] will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, disability, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The [contractor/seller] agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(b) The [contractor/seller] will, in all solicitations or advertisements for employees placed by or on behalf of the [contractor/seller], state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, or national origin.

(c) The [contractor/seller] will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the [contractor/seller]'s legal duty to furnish information.

(d) The [contractor/seller] will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the [contractor/seller]'s commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(e) The [contractor/seller] will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(f) The [contractor/seller] will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(g) In the event of the [contractor/seller]'s non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the [contractor/seller] may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(g) In the event of the [contractor/seller]'s non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the [contractor/seller] may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(h) The [contractor/seller] will include the provisions of paragraphs (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor/seller or vendor. The [contractor/seller] will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the [contractor/seller] becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the [contractor/seller] may request the United States to enter into such litigation to protect the interests of the United States.

17. Equal Opportunity for Workers with Disabilities

1. The [contractor/seller] will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The [contractor/seller] agrees to take affirmative action to employ and advance in employment individuals with disabilities, and to treat qualified individuals without discrimination on the basis of their physical or mental disability in all employment practices, including the following:

- i. Recruitment, advertising, and job application procedures;
- ii. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
- iii. Rates of pay or any other form of compensation and changes in compensation;
- iv. Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- v. Leaves of absence, sick leave, or any other leave;
- vi. Fringe benefits available by virtue of employment, whether or not administered by the [contractor/seller];
- vii. Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
- viii. Activities sponsored by the [contractor/seller] including social or recreational programs; and
- ix. Any other term, condition, or privilege of employment.

2. The [contractor/seller] agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.

3. In the event of the [contractor/seller] noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.

4. The [contractor/seller] agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, Office of Federal Contract Compliance Programs, provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as the [contractor/seller]'s obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities.

The [contractor/seller] must ensure that applicants or employees with disabilities are provided the notice in a form that is accessible and understandable to the individual applicant or employee (e.g., providing Brail or large print versions of the notice, or posting a copy of the notice at a lower height for easy viewing by a person using a wheelchair). With respect to employees who do not work at a physical location of the [contractor/seller], a [contractor/seller] will satisfy its posting obligations by posting such notices in an electronic format, provided that the [contractor/seller] provides computers, or access to computers, that can access the electronic posting to such employees, or the [contractor/seller] has actual knowledge that such employees otherwise are able to access the electronically posted notices. Electronic notices for employees must be posted in a conspicuous location and format on the company's intranet or sent by electronic mail to employees. An electronic posting must be used by the [contractor/seller] to notify job applicants of their rights if the [contractor/seller] utilizes an electronic application process. Such electronic applicant notice must be conspicuously stored with, or as part of, the electronic application.

5. The [contractor/seller] will notify each labor organization or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the [contractor/seller] is bound by the terms of section 503 of the Rehabilitation Act of 1973, as amended, and is committed to take affirmative action to employ and advance in employment, and shall not discriminate against, individuals with physical or mental disabilities.

6. The [contractor/seller] will include the provisions of this clause in every subcontract or purchase order in excess of \$ 10,000, unless exempted by the rules, regulations, or orders of the Secretary issued pursuant to section 503 of the act, as amended, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Director, Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

7. The [contractor/seller] must, in all solicitations or advertisements for employees placed by or on behalf of the [contractor/seller], state that all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability.

18. Dissemination or Disclosure of Information

No information or material shall be disseminated or disclosed to the general public, the news media, or any person or organization without prior express written approval by the HA.

19. Contractor's Status

It is understood that the Contractor is an independent contractor and is not to be considered an employee of the HA, or assume any right, privilege or duties of an employee, and shall save harmless the HA and its employees from claims suits, actions and costs of every description resulting from the Contractor's activities on behalf of the HA in connection with this Agreement.

20. Other Contractors

HA may undertake or award other contracts for additional work at or near the site(s) of the work under this contract. The contractor shall fully cooperate with the other contractors and with HA and HUD employees and shall carefully adapt scheduling and performing the work under this contract to accommodate the additional work, heeding any direction that may be provided by the Contracting Officer. The contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or HA employee.

21. Liens

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

22. Training and Employment Opportunities for Residents in the Project Area (Section 3, HUD Act of 1968; 24 CFR 135)

- (a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- (b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 75, 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 75 regulations.
- (c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 prioritization requirements, and shall state the minimum percentages of labor hour requirements established in the Benchmark Notice (FR-6085-N-04)..
- (d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 75.
- (e) Noncompliance with HUD's regulations in 24 CFR Part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts
- (f) Contracts, subcontracts, grants, or subgrants subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b)) or subject to tribal preference requirements as authorized under 101(k) of the Native American Housing Assistance and Self-Determination Act (25 U.S.C. 4111(k)) must provide preferences in employment, training, and business opportunities to Indians and Indian organizations, and are therefore not subject to the requirements of 24 CFR Part 75.

23. Procurement of Recovered Materials

- (a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered

materials practicable consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.

- (b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract

APPENDIX A

FORMS TO BE SUBMITTED TO PHA WITH THE BID PACKAGE

- BID SUBMISSION FORM
- COMPANY PROFILE FORM
- NON-COLLUSIVE AFFIDAVIT
- VENDOR DISCLOSURE AGREEMENT
- HUD 5369-C: CERTIFICATIONS & REPRESENTATIONS OF OFFERORS FOR NON-CONSTRUCTION CONTRACTS
- CERTIFICATION FOR CONTRACTS, GRANTS, LOAN AND COOPERATIVE AGREEMENT
- CONTINGENT FEES STATEMENT
- CLIENT REFERENCES FORM
- FAIR EMPLOYMENT PRACTICE STATEMENT

PROVIDENCE HOUSING AUTHORITY

BID SUBMISSION FORM

Project: UPCS INSPECTION SERVICES

Bid Due: Monday, November 24, 2025, by 10:00 AM EST

Date: _____

Contractor: _____

Owner / Officer – Title: _____

Address: _____

City, State, Zip Code: _____

Email: _____

To:

Providence Housing Authority
Facilities Management Department
40 Laurel Hill Avenue
Providence, RI 02909

(1.) The undersigned, having become familiar with the local conditions affecting the cost of the work and project requirements for the **UPCS INSPECTION SERVICES** at Authority's properties located in Providence, Rhode Island, including Bidding Requirements, Contract Documents, Drawings, Technical Specifications and Amendments, if any thereto, and on file at the office of the Authority, hereby proposes to furnish all labor, materials, equipment and services required to complete the work, all in accordance therewith for the following sums of money.

Notes:

- * Providence Housing Authority is Tax Exempt.
- * Bids shall be both written in words and shown in figures.

TOTAL NEXT PAGE {from project cost breakdown next page BOX A TOTAL YEARS 1-5} :

\$

Words

Figures

Bid decision based on this total

PHA to decide for how many years to award a contract minimum three (3), up to five (5) years

PROVIDENCE HOUSING AUTHORITY

Project Cost Breakdown

The following grid is for INSPECTIONS:

{Costs for all terms mentioned in above scope must be included. Also note, these prices are to include photos of deficiencies and general condition of apartments.}

Amp:	Scattered Sites:	TYPE:	Year 1:	Year 2:	Year 3:	Year 4:	Year 5:
1	Chad Brown (includes Admiral terrace and sunset village)	FAMILY PARK	\$	\$	\$	\$	\$
2	Scattered sites (duplex units within Providence)	SCATTERED SITES	\$	\$	\$	\$	\$
2	Codding Court	FAMILY DEVELOPMENT	\$	\$	\$	\$	\$
2	Roger Willams	FAMILY DEVELOPMENT	\$	\$	\$	\$	\$
3	Hartford Park (includes one high rise)	FAMILY DEVELOPMENT	\$	\$	\$	\$	\$
4	Manton Heights	FAMILY DEVELOPMENT	\$	\$	\$	\$	\$
5	Dexter Manor (1&2)	HIGH RISE	\$	\$	\$	\$	\$
6	Dominica Manor	HIGH RISE	\$	\$	\$	\$	\$
7	Carroll Tower	HIGH RISE	\$	\$	\$	\$	\$
8	Kilmartin Plaza	HIGH RISE	\$	\$	\$	\$	\$
9	Parenti Villa	HIGH RISE	\$	\$	\$	\$	\$
TOTAL:			\$	\$	\$	\$	\$

Total Years 1-5

\$

BOX A

PROVIDENCE HOUSING AUTHORITY

The Bidder acknowledges below, by number and date, the receipt of Amendments to this solicitation of bids.

- (2.) In submitting this bid, it is understood that the right is reserved by the Authority to reject any and all bids and to waive any informalities in the bidding. If written notice of the acceptance of this bid is mailed, telegraphed or delivered to the undersigned within 90 days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form and furnish the required bond and certificates of required insurance within seven (7) days after the contract is awarded to him.
- (3.) Attached hereto is an Affidavit in proof that the undersigned has not entered into any collusion with any person in respect to this bid or any other bid or the submitting of bids for the contract for which this bid is submitted.
- (4.) The bidder represents that he () **has**, () **has not** participated in a previous contract or subcontract subject to the equal opportunity clause prescribed by Executive Orders 10923, 1114, or 11246 or the Secretary of Labor: that he () **has**, () **has not**, filed all required compliance reports; and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards. The above representation need be submitted only in connection with contracts or subcontracts exceeding \$10,000.00.
- (5.) Certification of Non-segregated Facilities. By signing this bid, the bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at a location, under his control, where segregated facilities are maintained. He certified further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities, provided for employees which are segregated on the basis of race, color, religion, or national origin, because of habit, local custom or otherwise. He further agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000.00; that he will retain such certifications in his files; and that he will forward a notice to his proposed subcontractors as provided in the instructions to bidders.

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

PROVIDENCE HOUSING AUTHORITY

Vendor Address:

Telephone:

Federal ID Number:

MBE/WMBE Registration Number:

Vendor Name:

By:

Title:

Signature and Date:

Owner, if bidder is an individual.

Partner, if bidder is a partnership.

Officer, if bidder is a corporation, affix seal.

{Corporate Seal}



Subscribed and sworn to before me this

____ day of _____, 20____.

(Notary Public)

My commission expires _____, 20____.

PROVIDENCE HOUSING AUTHORITY

COMPANY PROFILE FORM

Company: _____

Address: _____

Email: _____

Phone: _____

Please attach a brief biography / resume of the company, including the following information:

- a) Year Firm Established;
- b) Year Firm Established in RI, if applicable;
- c) Former Name and Year Established, if applicable;
- d) Name of Parent Company and Date Acquired, if applicable;

Identify Principles/Partners in the Firm:

Name	Title	% Of Ownership

Identify the individual(s) that will act as project manager(s) and any other supervisory personnel that will work on the project and submit a brief resume for each.

Name	Title

Please mark all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

- | | |
|---|---|
| ☐ Partnership _____% | ☐ Corporation _____% |
| ☐ Limited Liability Company _____% | ☐ Sole Proprietorship _____% |

Minority Business Enterprise (MBE) or Woman-Owned Business Enterprise (WBE) qualifies by virtue of fifty-one percent (51%) or more of ownership and active management by one or more of the following:

- | | |
|--|---|
| ☐ African American _____% | ☐ Native American _____% |
| ☐ Hispanic American _____% | ☐ Asian/Indian American _____% |
| ☐ Asian/Pacific American _____% | ☐ Caucasian _____% |
| ☐ Hasidic Jew _____% | ☐ Woman-Owned (WBE) _____% |
| ☐ Other (Specify) _____% | |

WMBE Certification Number: _____

Certified By: _____

(NOTE: A CERTIFICATION NUMBER IS NOT REQUIRED TO PROPOSE – ENTER IF AVAILABLE)

PROVIDENCE HOUSING AUTHORITY

Does your company qualify as a Section 3 Vendor under HUD's Section 3 Act of 1968? ☐ Yes ☐ No

Please visit <https://www.hudexchange.info/programs/section-3/> for details on HUD's Section 3 program.

Federal Tax ID Number: _____

State of RI License Type and Number: _____

Worker's Compensation Insurance Carrier: _____

Policy Number: _____ Expiration Date: _____

General Liability Insurance Carrier: _____

Policy Number: _____ Expiration Date: _____

Professional Liability Insurance Carrier: _____

Policy Number: _____ Expiration Date: _____

FELONY DISCLOSURE:

Has any principal(s) or any person(s) proposed to perform the work ever been convicted of a felony?

Yes () / No ()

If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status.

PLEASE NOTE: The Agency reserves the right to not make award to any proposer that has staff who has been convicted of a felony if the Agency feels that doing such is in its best interests.

DEBARRED STATEMENT:

Has this firm or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Rhode Island, or any local government agency? **Yes () / No ()**

If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status.

CONFLICT OF INTEREST:

Does this firm or any principal(s) have any current / past personal or professional relationship with any Officer or Commissioner of the Providence Housing Authority? **Yes () / No ()**

If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status.

The undersigned bidder hereby states that by completing and submitting this form, he / she is verifying that all information provided herein is, to the best of his / her knowledge, true and accurate, and agrees that if the Providence Housing Authority discovers that any information entered herein is false, that shall entitle the Providence Housing Authority to not consider, make award, or cancel any award with the undersigned party.

Company: _____

Address: _____

Printed Name: _____

Signature: _____

Title: _____

Date: _____

PROVIDENCE HOUSING AUTHORITY

NON-COLLUSIVE AFFIDAVIT

State of _____

County of _____

_____ being first duly sworn, deposes and says:

That (he / she) is (the owner / partner / officer) of the firm of:

_____,
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, to fix overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure any advantage against the Housing Authority of the City of Providence, Rhode Island, or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature & Title:

Owner: if the bidder is an individual

Partner: if the bidder is a partnership

Officer: if the bidder is a corporation

Subscribed and sworn to before me this

____ day of _____, 20____.

(Notary Public)

My commission expires _____, 20____.

PROVIDENCE HOUSING AUTHORITY

VENDOR DISCLOSURE AGREEMENT

Entity Completing Form: _____
Address: _____
Company Contact Name: _____
Telephone: _____

The Providence Housing Authority requires the following written disclosure prior to award:

Every contractor, union, or vendor that is seeking or has previously obtained a contract, change order, or individual transactions in an aggregate of \$3,000.00, shall provide to the Procurement Office a written disclosure of any conflicts of interest that may exist.

Relationship to a Providence Housing Authority employee, Board Member, or Agent* involved in making the award. A relationship can be defined as: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister; a partner; or an organization which employs, is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

* Agent is defined as the Providence Housing Authority legal counsel

- ☐ I certify that I am not related to a Providence Housing Authority employee, Board member, or Agent
- ☐ I am not aware of any relatives being employed by the Providence Housing Authority
- ☐ I am related to an individual and disclose the following information:

Name(s) of Individual(s):
Address(es) of Individual(s):

I certify that all the information above is true and complete. I also understand that if my situation changes during any contractual period, that I will disclose the change in writing to the Procurement Officer at the PHA>

Signature

Date

Certifications and Representations of Offerors

Non-Construction Contract

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

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

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

1. Contingent Fee Representation and Agreement

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

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

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

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

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

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

- (a) ☐ is, ☐ is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b) ☐ is, ☐ is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c) ☐ is, ☐ is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

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

(Check the block applicable to you)

- | | |
|---|---|
| ☐ Black Americans | ☐ Asian Pacific Americans |
| ☐ Hispanic Americans | ☐ Asian Indian Americans |
| ☐ Native Americans | ☐ Hasidic Jewish Americans |

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

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

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

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

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

4. Organizational Conflicts of Interest Certification

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:
- (i) Award of the contract may result in an unfair competitive advantage;
 - (ii) The Contractor's objectivity in performing the contract work may be impaired; or
 - (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.
- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.
- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

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

6. Conflict of Interest

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

7. Offeror's Signature

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

Signature & Date:

Typed or Printed Name:

Title:

PROVIDENCE HOUSING AUTHORITY

CERTIFICATION FOR CONTRACTS, GRANTS, LOAN, AND COOPERATIVE AGREEMENT

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons, for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this ____ day of _____, 20__

By: _____
(Signature of Authorized Official)

(Printed Name of Authorized Official)

Subscribed and sworn to before me this

_____ day of _____, 20__.

(Notary Public)

My commission expires _____, 20__

PROVIDENCE HOUSING AUTHORITY

CONTINGENT FEES STATEMENT

State of _____

County of _____

In accordance with the Providence Housing Authority's policy, it is a breach of ethical standards for a person to be retained, or to upon an agreement or understanding for a contingent commission, percentage, or brokerage fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. After being first duly sworn according to law, the undersigned (affiant) states that he/she is the _____, of _____ (Offeror) and that the Offeror has not retained anyone in violation of the foregoing.

And further Affiant sayeth not.

By: _____

Title: _____

Subscribed and sworn to before me this

_____ day of _____, 20____.

(Notary Public)

My commission expires _____, 20____

CLIENT REFERENCES FORM

Client Name: _____
Address: _____
Contact Person: _____
Email: _____
Phone Number: _____

[illegible]

PROVIDENCE HOUSING AUTHORITY

FAIR EMPLOYMENT PRACTICE STATEMENT

State of _____

County of _____

After being first duly sworn according to law, the undersigned (Affiant) states that he / she is _____ of _____ (Bidder) and that by its employment policy, standards, and practices, the Bidder does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal of, or laying off of any individual due to his / her race, creed, color, national origin, age, sex, disability, or any other protected class.

Signature

Type / Print Name

Subscribed and sworn to before me this

____ day of _____, 20____.

(Notary Public)

My commission expires _____, 20____.

APPENDIX B

SAMPLE CONTRACT DOCUMENTS

- PHA AGREEMENT FOR SERVICES {SAMPLE}
- PART II – TERMS & CONDITIONS

PROVIDENCE HOUSING AUTHORITY

SAMPLE PHA AGREEMENT FOR SERVICES **Contract No. XX-XXX**

THIS AGREEMENT, is made and entered into this **Month, Day, Year** by and between **Vendor Name** located at **Address a** (State of incorporation) Corporation, hereinafter called the "**Contractor**" and **The Housing Authority of the City of Providence, Rhode Island**, a public body and a body corporate and politic existing under the General Laws of the State of Rhode Island, hereinafter called the "**Authority**":

WITNESS, that the Contractor and the Authority for the consideration stated herein mutually agree:

ARTICLE 1. Statement of Work:

The Contractor shall furnish all labor, materials, and services to perform **Name of Project** for the Authority at **XXX** location(s) throughout the City of Providence in accordance with: all applicable HUD rules and regulations, the Authority's Invitation for Bids, dated **XX/XX/XXXX**, Part II – Terms and Conditions, and the Contractor's Bid, dated **XX/XX/XXXX**, all of which are hereby incorporated by reference and made a part hereof.

The specific deliverables are:

ARTICLE 2. The Contract Price:

The Authority shall pay the Contractor for the performance of this entire contract, in current funds, subject to additions and deductions as provided herein, the **XXXX and 00/100 Dollars (\$XX,XXX.00).**

ARTICLE 3. Method of Payment:

Portions of the contract price, as stated in ARTICLE 2., shall be paid within thirty (30) days after receipt of an approved invoice. If the delivery of any services and/or material purchased under this contract is provided in stages, then, for each of the agreed stages, a partial payment will be made. The Contractor is issued **Contract Number XX-XXX** by the Authority. This number must be indicated on all invoices in order to be processed for payment.

Billing Address: Attn: Finance Department
Providence Housing Authority
100 Broad Street
Providence, RI 02903

Email invoices to: Finance@provhousing.org

ARTICLE 4. Time of Performance:

This Contract/Project will commence on or about **XX/XX/XXXX** and shall be completed on or before **XX/XX/XXXX**.

ARTICLE 5. Contract Documents:

The Contract shall consist of the following component parts:

- a. This Instrument
- b. Part II – Additional Terms and Conditions
- c. Invitation for Bids, Dated **XX/XX/XXXX**
- d. Contractor's Bid, Dated **XX/XX/XXXX**

PROVIDENCE HOUSING AUTHORITY

- e. Addendum # **XX** (if applicable) Dated **XX/XX/XXXX**
- f. PHA and HUD required forms
- g. State of RI required forms

ARTICLE 6. Additional Compliance:

Contractor shall comply with all pertinent Federal, state, and municipal laws and regulations, and all pertinent Amendments thereto, including but not limited to:

- Federal and State Confidentiality, Privacy and Data Security;
- Title VII of the Civil Rights Act of 1964;
- The Pregnancy Discrimination Act;
- The Equal Pay Act of 1963;
- The Age Discrimination in Employment Act of 1967;
- Title I of the Americans with Disabilities Act of 1990;
- Sections 102 and 103 of the Civil Rights Act of 1991;
- Sections 501 and 505 of the Rehabilitation Act of 1973;
- The Genetic Information Nondiscrimination Act of 2008; and
- Executive Order 11246 as Amended, including Parts I through IV.

Vendors, Non-Affiliated Third Parties, and Contractors shall implement and maintain reasonable data security procedures and practices appropriate to the size and scope of the organization, the nature of the information, and the purpose for which the information was collected to protect the Personal Information (PI) from Unauthorized Access, Use, Modification, Destruction, or Disclosure.

THIS INSTRUMENT, together with all documents enumerated in ARTICLE 5. and / or those included in said RFP are fully a part of this Contract as if hereto attached, constitute the entire agreement between the parties, and shall not be modified except in writing signed by both parties to this Agreement. If any provision in any component part of these Contract documents conflicts with any provision of any other component part, the provision required by HUD, and/or that is most beneficial to the Authority, shall govern.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in two (2) original counterparts on the day and year first written on page one of **Contract Number XX-XXX**, all of which, when taken together, constitute one and the same agreement.

Witness

Witness

The Providence Housing Authority

Melissa Sanzaro,
Executive Director
100 Broad Street
Providence, RI 02903

Vendor

TITLE

ADDRESS

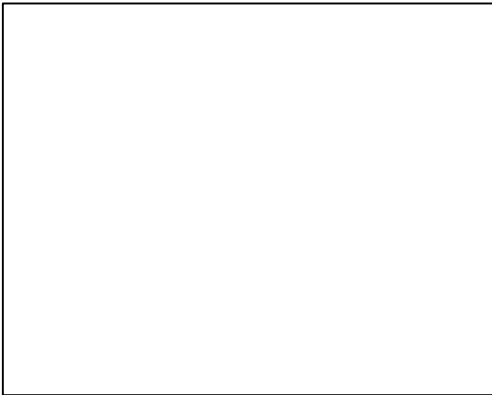
CITY, STATE ZIP

PROVIDENCE HOUSING AUTHORITY

CERTIFICATION

I, _____, certify that I am the _____ of the corporation named as Contractor herein, that _____ who signed this contract on behalf of the Contractor, was then Vice President of said corporation, that said Contract was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers:

[Corporate Seal]



By: _____

{THIS AREA INTENTIONALLY BLANK}

PROVIDENCE HOUSING AUTHORITY

PART II - TERMS AND CONDITIONS

1. Breach of Agreement:

If the Contractor fails to fulfill any obligation under this contract in a timely and proper manner or if it shall violate any of the term(s) of this contract, the PHA shall have the right to immediately terminate such contract and withhold payments in excess of fair compensation for work completed. The term "breach of agreement" specifically includes, but is not limited to, failure to comply with any contract terms, applicable Federal, State or Local laws or regulations.

2. Termination:

The PHA shall have the right to terminate this contract at any time and reserves the right to terminate this contract for its convenience or in the event it shall abandon or indefinitely postpone the program. Such termination shall be accomplished by written notice delivered to the Contractor. Payment to the Contractor shall be made for work performed prior to issuance of the termination notice, together with the Contractor's reasonable, subject to PHA prior written approval, cost for closing down its work, and the Contractor shall have no claim for loss of anticipated profits or any additional compensation.

Despite the above, the Contractor shall not be relieved of liability to the PHA for damages sustained by virtue of any breach by the Contractor and/or its subcontractor(s).

3. Termination of Contract for Cause:

If, through any cause, the Contractor shall fail to fulfill in timely and proper manner the obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the Authority shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Contractor under this Contract shall, at the option of the Authority, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

Despite the above, the Contractor shall not be relieved of liability to the Authority for damages sustained by the Authority by virtue of any breach of the Contract by the Contractor, and the Authority may withhold any payments to the Contractor for the purpose of setoff until such time as the exact amount of damages due the Authority from the Contractor is determined.

4. Termination for Convenience of Authority:

The Authority may terminate this Contract any time by a notice in writing from the Authority to the Contractor. If the Contract is terminated by the Authority for Convenience, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services covered by this Contract, less payments of compensation previously made. If this Contract is terminated due to the fault of the Contractor, Termination for Cause or Convenience will be determined by the Authority in its sole discretion.

5. Changes:

The Authority may, from time to time, request changes in the Scope of Services from the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, shall only be effective if prior written agreement by the Authority's Contracting Officer is obtained. Such agreement(s) shall be considered written amendments to this Contract.

6. Personnel:

a. The Contractor represents that they have, or will secure at their own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the Authority.

PROVIDENCE HOUSING AUTHORITY

- b. All the services required hereunder will be performed by the Contractor or under their supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such services.
- c. No person who is serving sentence in a penal or correctional institution shall be employed on work under this Contract.

7. Anti-Kickback Rules:

Salaries of architects, draftsmen, technical engineers, and technicians performing work under this Contract shall be paid unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions as are mandatory by law or permitted by the applicable regulations issued by the Secretary of Labor pursuant to the "Anti-Kickback Act" of June 13, 1934 (48 Stat. 948; 62 Stat. 740; 63 Stat. 108; title 18 U.S.C., section 874; and title 40 U.S.C., section 276c). The Contractor shall comply with all applicable "Anti-Kickback" regulations and shall insert appropriate provisions in all subcontracts covering work under this Contract to ensure compliance by subcontractors with such regulations and shall be responsible for the submission of affidavits required of subcontractors thereunder except as the Secretary of Labor may specifically provide for variations of or exemptions from the requirements thereof.

8. Equal Employment Opportunity:

During the performance of this Contract, the Contractor agrees:

- a. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or any protected class. The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin or protected class. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Authority setting forth the provisions of this nondiscrimination clause.
- b. The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants shall receive consideration for employment without regard to race, color, religion, sex or national origin.
- c. The Contractor shall cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

9. Discrimination Because of Certain Labor Matters:

No person employed on the work covered by this Contract shall be discharged or in any way discriminated against because they have filed any complaint or instituted or caused to be instituted any proceeding or have testified or are about to testify in any proceeding under or relating to the labor standards applicable hereunder to their employer.

10. Compliance with Local, State, and Federal Laws:

The Contractor / Contractor's firm shall comply with all applicable laws, ordinances, and codes of Federal, State, and local governments, including but not limited to all discrimination laws.

11. Subcontracting Assignability:

None of the services covered by this Contract shall be subcontracted without the prior written consent of the Authority. The Contractor shall be fully responsible to the Authority for the acts and omissions of their subcontractors, and of persons either directly or indirectly employed by said contractors.

PROVIDENCE HOUSING AUTHORITY

Unauthorized sub-contracting is prohibited. The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling, or transferring the contract) without the prior written consent of the PHA. Any purported assignment of interest or delegation of duty, without the prior written consent of the PHA, shall be void and may result in the cancellation of the contract with the PHA or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract.

12. Assignability:

The Contractor shall not assign any interest in this Contract and shall not transfer any interest in the same (whether by assignment or novation) without the prior written approval of the Authority: Provided, however, that claims for money due or to become due the Contractor from the Authority under this Contract may be assigned to a bank, trust company, or other financial institution, or to a Trustee in Bankruptcy, without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Authority.

13. Interest of Members of Authority:

No member of the governing body of the Authority, and no other officer, employee, or agent of the Authority who exercises any functions or responsibilities in connection with the carrying out of the duties to which this Contract pertains, shall have any personal interest, direct or indirect, in this Contract.

14. Interest of Other Local Public Officials:

No member of the governing body of the locality in which this contract's scope is situated, and no other public official of such locality, who exercises any functions or responsibilities in the review or approval of the carrying out of the duties of this Contract, shall have any personal interest, direct or indirect, in this Contract.

15. Interest of Certain Federal Officials:

No member of or Delegate to the Congress of the United States, and no Resident Commissioner, shall be admitted to any share or part of this Contract or to any benefit to arise herefrom.

16. Interest of Contractor:

The Contractor covenants that they presently have no interest and shall not acquire any interest, direct or indirect, in the above-described Project Area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of their services hereunder. The Contractor further covenants that in the performance of this Contract no person having any such interest shall be employed.

17. Findings Confidential:

All of the reports, information, work product, advice, data, etc., prepared or assembled by the Contractor under this Contract are confidential and the Contractor agrees that they shall not be made available to any individual or organization without the prior written approval of the Authority.

18. Royalties and Patents:

The Contractor shall pay all royalties and license fees. It shall defend all suits or claims for infringement of any patent rights and shall save the Authority harmless from loss on account thereof; except that the Authority shall be responsible for all such loss when a particular design, process or the product of a particular manufacturer or manufacturers is specified and the Contractor has no reason to believe that the specified design, process, or product is an infringement. If, however, the Contractor has any reason to believe that any design, process or product specified is an infringement of a patent, the Contractor shall promptly notify the Contracting Officer. Failure to give such notice shall make the Contractor responsible for resultant loss.

19. Examination and Retention of Contractor's Records:

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

PROVIDENCE HOUSING AUTHORITY

- b. The Contractor shall include in first-tier subcontracts under this contract a clause substantially the same as paragraph (a) above. "Subcontract", as used in this clause, excludes purchase orders not exceeding \$10,000.
- c. The periods of access and examination in paragraphs (a) and (b) above for records relating to (1) appeals, (2) litigation or settlement of claims arising from the performance of this contract, or (3) costs and expenses of this contract to which the Authority, HUD, or Comptroller General or any of their duly authorized representatives has taken exception shall continue until disposition of such appeals, litigation, claims or exceptions.

20. Warranty of Title:

The Contractor warrants good title to all materials, supplies, and equipment incorporated in the work and agrees to deliver the premises together with all improvements thereon or any material delivered under this contract free from any claims, liens or charges, and agrees further that neither it nor any other person, firm or corporation shall have any right to a lien upon the premises or anything appurtenant thereto.

21. Insurance:

The Contractor is required to obtain an endorsement to the comprehensive general liability policy to include owners' and contractors' protective liability coverage to protect the Authority from any claims arising from the contractor's operations. Before beginning this contract's engagement, the Contractor and each subcontractor shall furnish the Authority with Certificates of Insurance showing that the following insurance is in force and will insure all deliverables under the contract. All insurance shall be carried with companies that are financially responsible and authorized to do business in Rhode Island.

- a. **Workers' Compensation** in accordance with Rhode Island Worker's Compensation Laws for all employees engaged under this contract.
- b. **Professional Liability Insurance.** Professional liability insurance coverage of at least \$1,000,000.
- c. **Commercial General Liability** which is comprehensive general Liability insurance with bodily injury and property damage. The minimum amount of required coverage is \$500,000 per occurrence; \$1,000,000 aggregate. The policy shall cover all operations of the contractor in connection with the project. and Contractor shall hold PHA harmless for any injuries to persons and/or property on site.
- d. **Automobile Liability** on owned, non-owned and hired motor vehicles used on or in connection with the site(s) for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.
- e. The Certificates of Insurance noted in paragraphs (b), (c), and (d) shall indicate that the policy holder has added the Authority as an Additional Insured. Within ten (10) days of Award of work, Contractor shall provide the PHA with a copy of the actual Insurer's policy endorsement evidencing it has added the PHA as an Additional Insured on Contractor's policy(ies).
- f. **Hold Harmless and Indemnification.** Nothing in this Agreement shall be construed to mean that Providence the Housing Authority assumes any liability for damages or otherwise on account of accidents to persons or property, including but not limited to accidents arising or resulting from Contractor's operations. Contractor shall be solely responsible for supervising all its own, and its sub-contractors, and operations, including but not limited to losses arising from the willful and/or negligent actions of its own and/or its sub-contracted staff and all personal injuries occurring due to the execution of this contract's duties.
- g. **Indemnification.** Except to the extent caused by the negligence of the Housing Authority, Contractor shall indemnify, protect and hold harmless the Housing Authority to the fullest extent permitted by law from and against all liabilities, costs (including reasonable attorney fees), losses and claims of any kind or nature imposed on, incurred by, or asserted against the Housing Authority arising out of the active or passive

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negligence or willful actions of Contractor, and/or its sub-contractors, in any way connected with the completion of the work and its/their operations. Contractor shall, at its own expense, pay all expenses and provide attorneys reasonably acceptable to the Housing Authority to defend and/or seek enforcement of the provisions hereof on behalf of the Housing Authority in matters regarding the indemnity contained herein. The terms and conditions of this provision shall survive the term/period of performance of this Agreement.

22. Additional Provisions:

- a. **Prohibition Against Gratuities:** It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore.
- b. **Prohibition Against Kickbacks:** It shall be a breach of ethical standards for any payment gratuity or offer of employment to be made by or on behalf of a sub consultant under a contract to the prime contractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- c. **Assignment-Consent Required:** The provisions of a contract shall inure to the benefit of and shall be binding upon the respective successors and assignees of the parties hereto. Such contract nor any of the rights and obligations of the Contractor hereunder shall not be assigned, subcontracted or transferred in whole or in part without the prior written consent of the PHA. Any such assignment transfer or subcontract shall not release the Contractor from its obligation hereunder. Any approved assignee shall assume each and every obligation of the Contractor hereunder and PHA may contract with or reimburse any such assignee without waiving any of its rights against the Contractor.
- d. **Entire Contract:** Such contract shall set forth the entire Agreement between the parties with respect to the subject matter hereof and shall govern the respective duties and obligations of the parties until and unless a more formal Agreement is entered into between the parties.
- e. **Force Majeure:** No party to such contract shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by any act of God, force majeure, storm, fire, casualty, civil disturbance, riot, war, national emergency, act of Government, act of public enemy or other cause of similar nature beyond its control.
- f. **Ownership of Documents:** All data and records prepared or obtained under this Agreement shall be made available, upon request, to the PHA without restriction or limitation on their use.
- g. **Access to Records:** The Contractor shall maintain books, records, documents, and other evidence directly pertinent to performance of work under this Agreement in accordance with accepted professional practice and appropriate accounting procedures and practices. Audits conducted pursuant to this provision shall be in accordance with generally accepted auditing standards and formally established audit regulations, procedures and guidelines of the reviewing or audit agency.

The PHA shall have exclusive ownership of all proprietary interest in, and the right to full and exclusive possession of all data, information, materials, and documents obtained, discovered, or produced by Contractor pursuant to the terms of this Contract, including but not limited to reports, memoranda, letters, or other correspondence and materials obtained during the performance of services or tasks under this Contract.

- h. **Personally Identifiable Information (PII) and Findings Confidential:** Contractor shall comply with the Privacy Act of 1974 (the Act) and all laws, rules, and regulations issued pursuant to it in the collection and use of protected Personally Identifiable Information. All reports, information, data, etc., prepared or assembled by or for the Contractor and/or PHA under this Agreement containing private or confidential data (except as may be expressly authorized) or any other such protected information shall not be made available to any individual or organization other than the PHA without the prior written approval of the PHA.

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Contractor shall comply with the RI Identity Theft Protection Act and all other pertinent data security and cyber security: laws, HUD regulations and commercially reasonable best practices.

- i. **Modification of Contract:** Such Contract may be modified only by written amendment executed by all parties.
- j. **Partnerships/Joint Ventures:** Such Agreement shall not in any way be construed or intended to create a partnership or joint venture between the parties or among any of the parties. None of the parties of a contract shall hold itself out in a manner contrary to the terms of this Contract. No party shall become liable for any representation, act, or omission of any other party contrary to the terms of this Contract.
- k. **Waiver:** No waiver of any provision of such contract shall affect the right of the PHA thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other default.
- l. **Conflict:**
If any term of any contract and/or document in this matter conflicts with any term of any other contract and/or document in this matter, the term(s) most favorable to the PHA shall prevail.

APPENDIX C

- LAWS ENFORCED BY E.E.O.C.

PROVIDENCE HOUSING AUTHORITY

LAWS ENFORCED BY E.E.O.C.

The Equal Pay Act of 1963 (EPA)

This law makes it illegal to pay different wages to men and women if they perform equal work in the same workplace. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Title VII of the Civil Rights Act of 1964 (Title VII)

This law makes it illegal to discriminate against someone on the basis of race, color, religion, national origin, or sex. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate applicants' and employees' sincerely held religious practices, unless doing so would impose an undue hardship on the operation of the employer's business.

The Age Discrimination in Employment Act (ADEA) of 1967

This law protects people who are 40 or older from discrimination because of age. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Sections 501 and 505 of the Rehabilitation Act of 1973

This law makes it illegal to discriminate against a qualified person with a disability in the federal government. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business.

The Pregnancy Discrimination Act (PDA) of 1978

This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Title I of the Americans with Disabilities Act (ADA) of 1990

This law makes it illegal to discriminate against a qualified person with a disability in the private sector and in state and local governments. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business.

Sections 102 and 103 of the Civil Rights Act of 1991

Among other things, this law amends Title VII and the ADA to permit jury trials and compensatory and punitive damage awards in intentional discrimination cases.

PROVIDENCE HOUSING AUTHORITY

Government Employee Rights Act (GERA) of 1991 (If Applicable)

GERA protects certain state government employees from discrimination on the basis of race, color, religion, sex, national origin, age, or disability. Protected applicants or employees include any individual chosen or appointed by a person elected to public office in any State or political subdivision of any State to be a member of the elected official's personal or policymaking staff or to advise the official on the constitutional or legal powers of the office.

Rehabilitation Act Amendments of 1992

The 1992 Amendments changed the earlier Rehabilitation Act term "handicapped person" to "individual with a disability" and provided that the standards applied under Title I of the ADA apply to employment discrimination determinations.

Notification and Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act) of 2002 (If Applicable)

The No FEAR Act requires federal agencies to be accountable for violations of anti-discrimination and whistleblower protection laws by paying for settlements, awards, or judgments against them in whistleblower and discrimination cases out of their own budgets.

The Genetic Information Nondiscrimination Act (GINA) of 2008

Effective – November 21, 2009. This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Elijah E. Cummings Federal Employee Antidiscrimination Act (Elijah E. Cummings Act) of 2020 (If Applicable)

The Cummings Act requires federal agencies to enhance transparency about discrimination or retaliation affecting their own workforce.

Pregnant Workers Fairness Act of 2022

The PWFA requires covered employers to provide reasonable accommodations to an employee's or applicant's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship.

APPENDIX D

SAMPLE PICTURES OF LOCATIONS

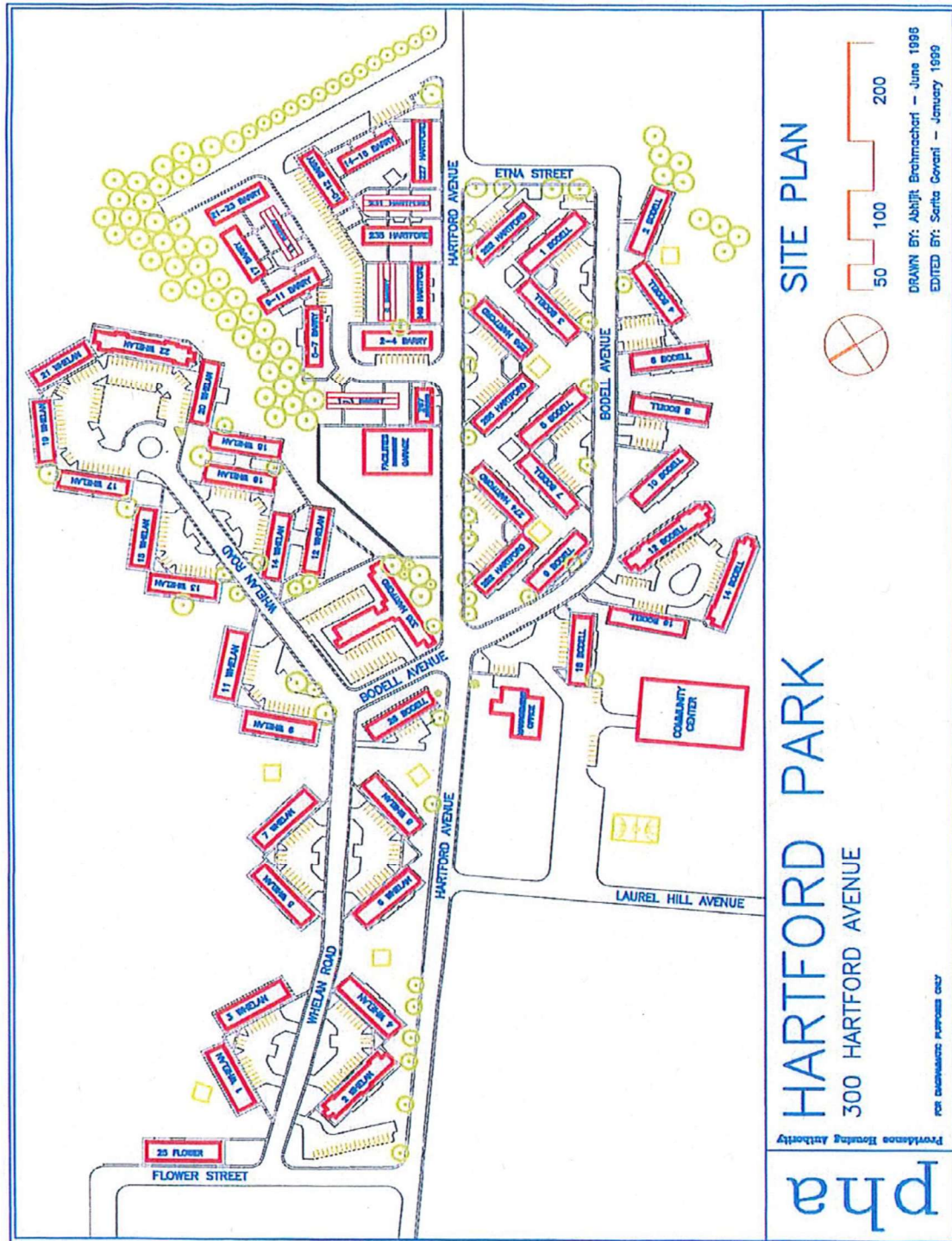
- Combination of site plans and pictures to help describe the sites

PROVIDENCE HOUSING AUTHORITY

Common "Scattered Site" Multifamily Design



Family Parks



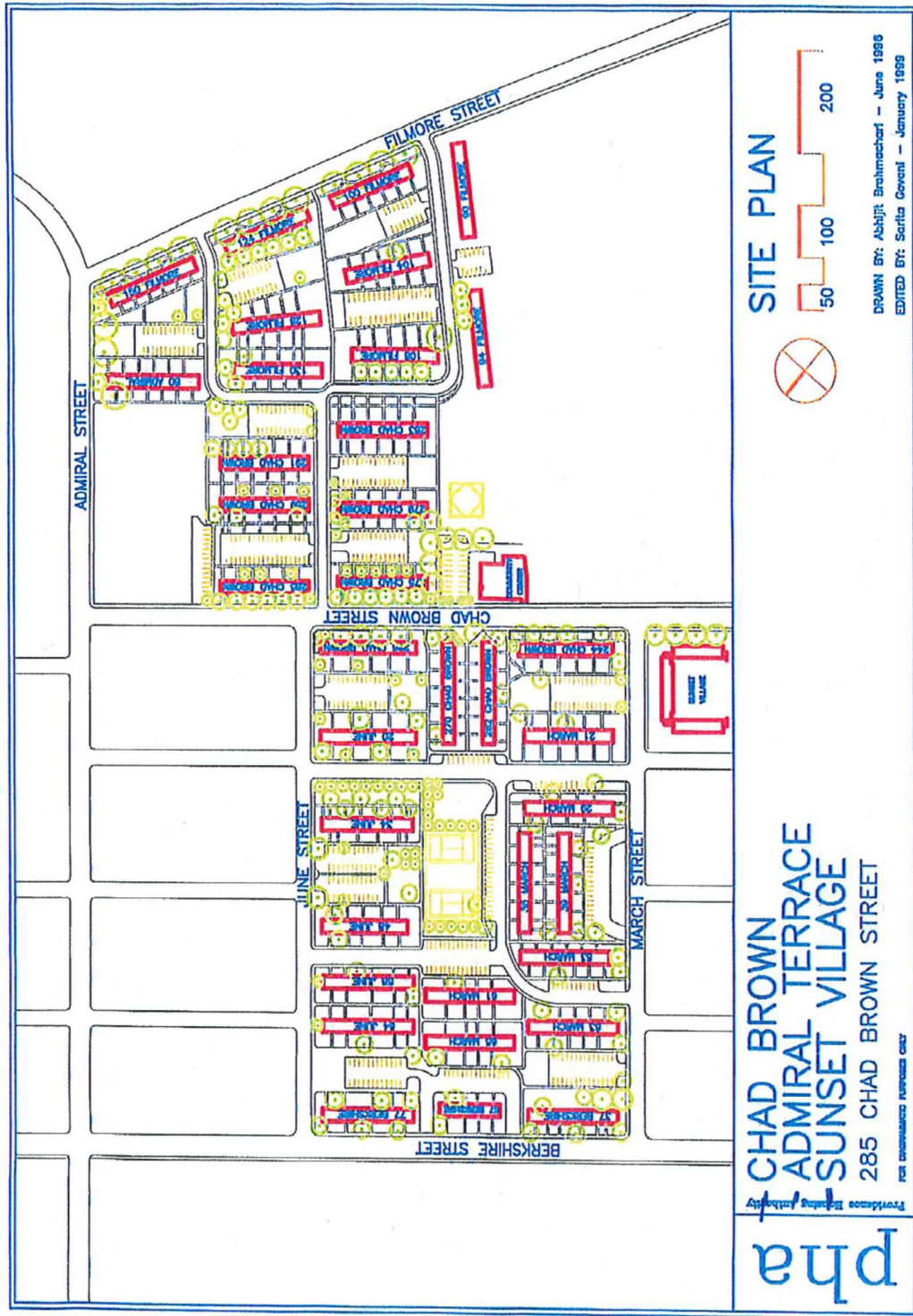
PROVIDENCE HOUSING AUTHORITY

Family Parks



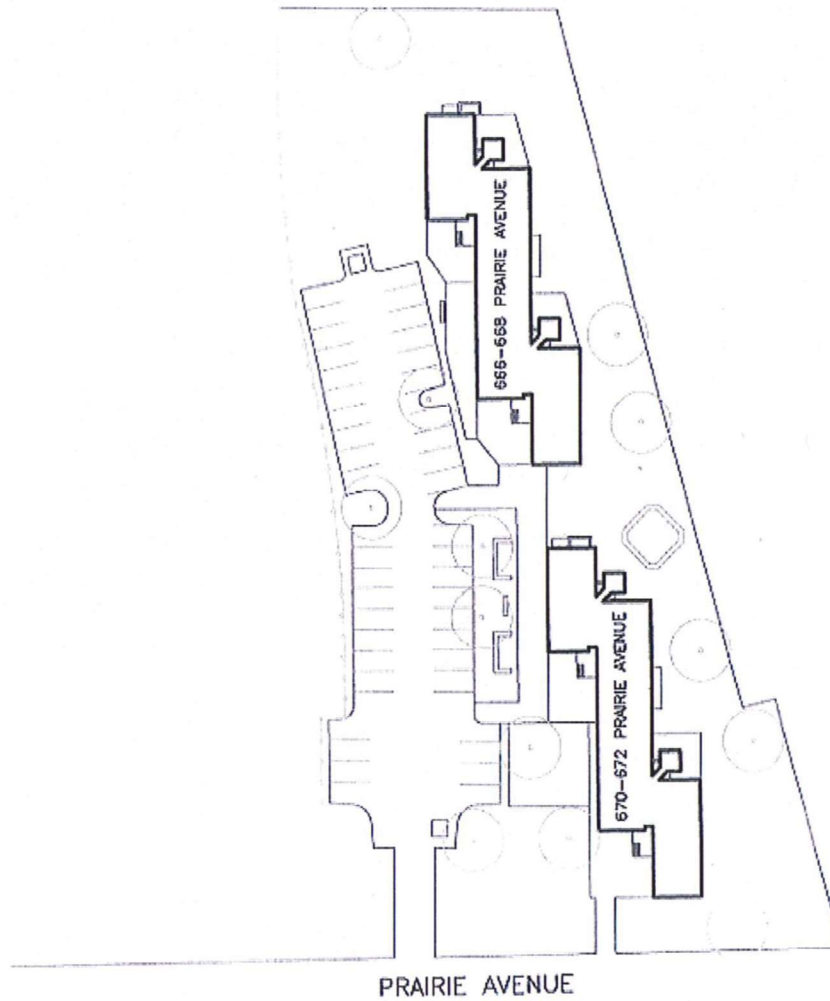
PROVIDENCE HOUSING AUTHORITY

Family Parks



PROVIDENCE HOUSING AUTHORITY

Family Parks



pha

Providence Housing Authority

ROGER WILLIAMS
240 THURBERS AVENUE

FOR DOCUMENTATION PURPOSES ONLY

SITE PLAN

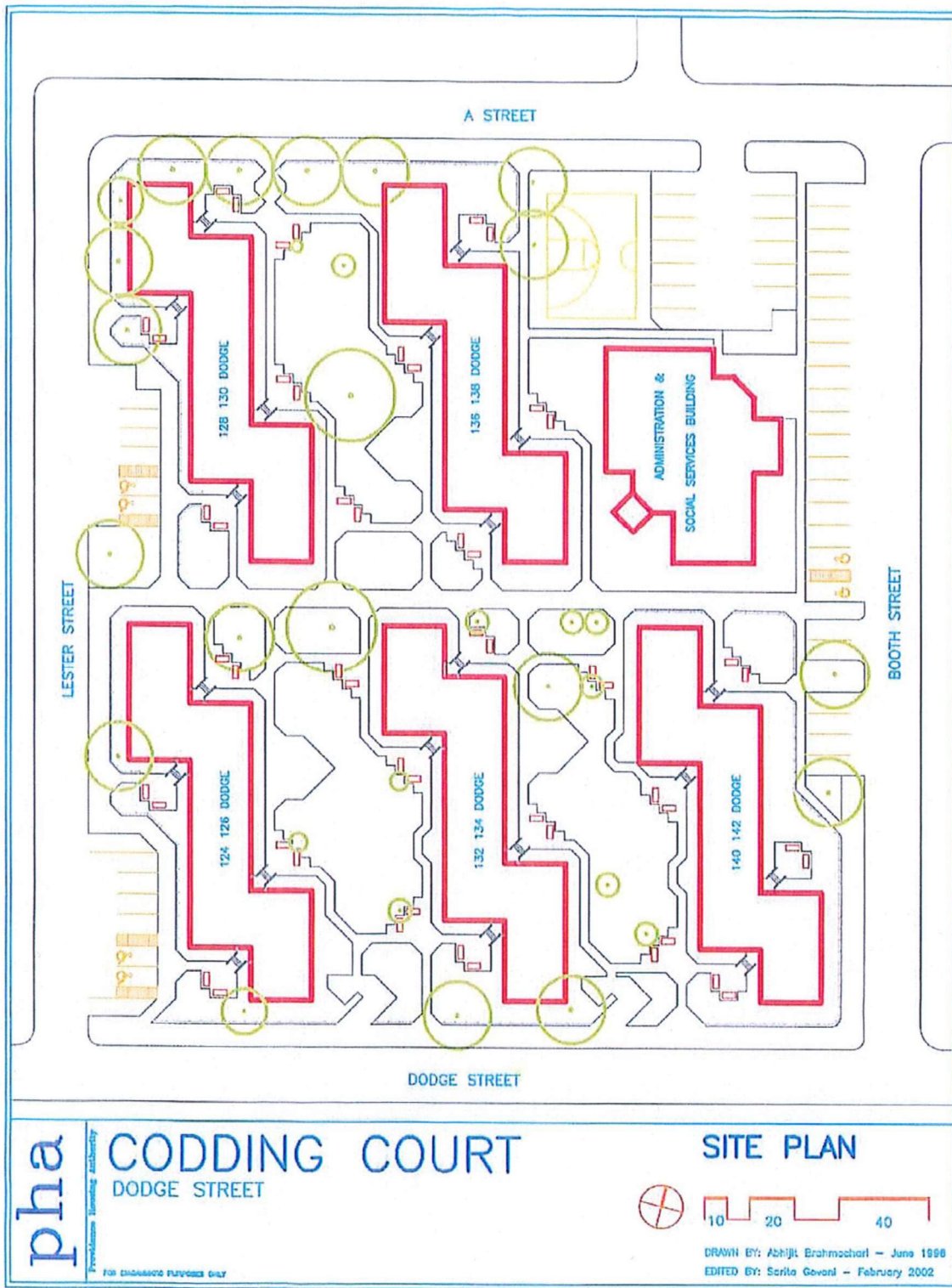


10 20 40

DRAWN BY: Abhijit Brahmechari - June 1998
EDITED BY: Sarita Goyani - January 1999

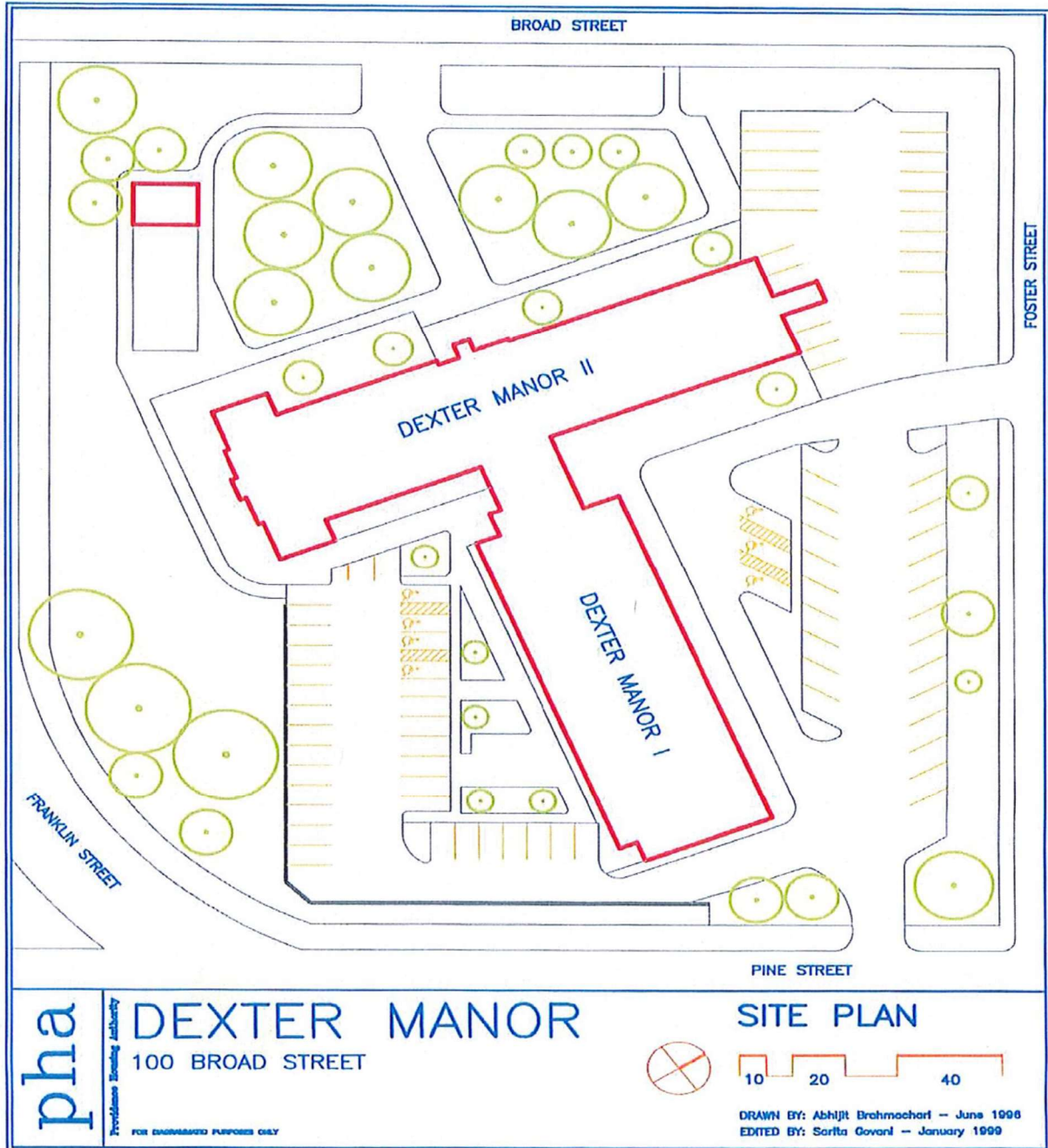
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Family Parks



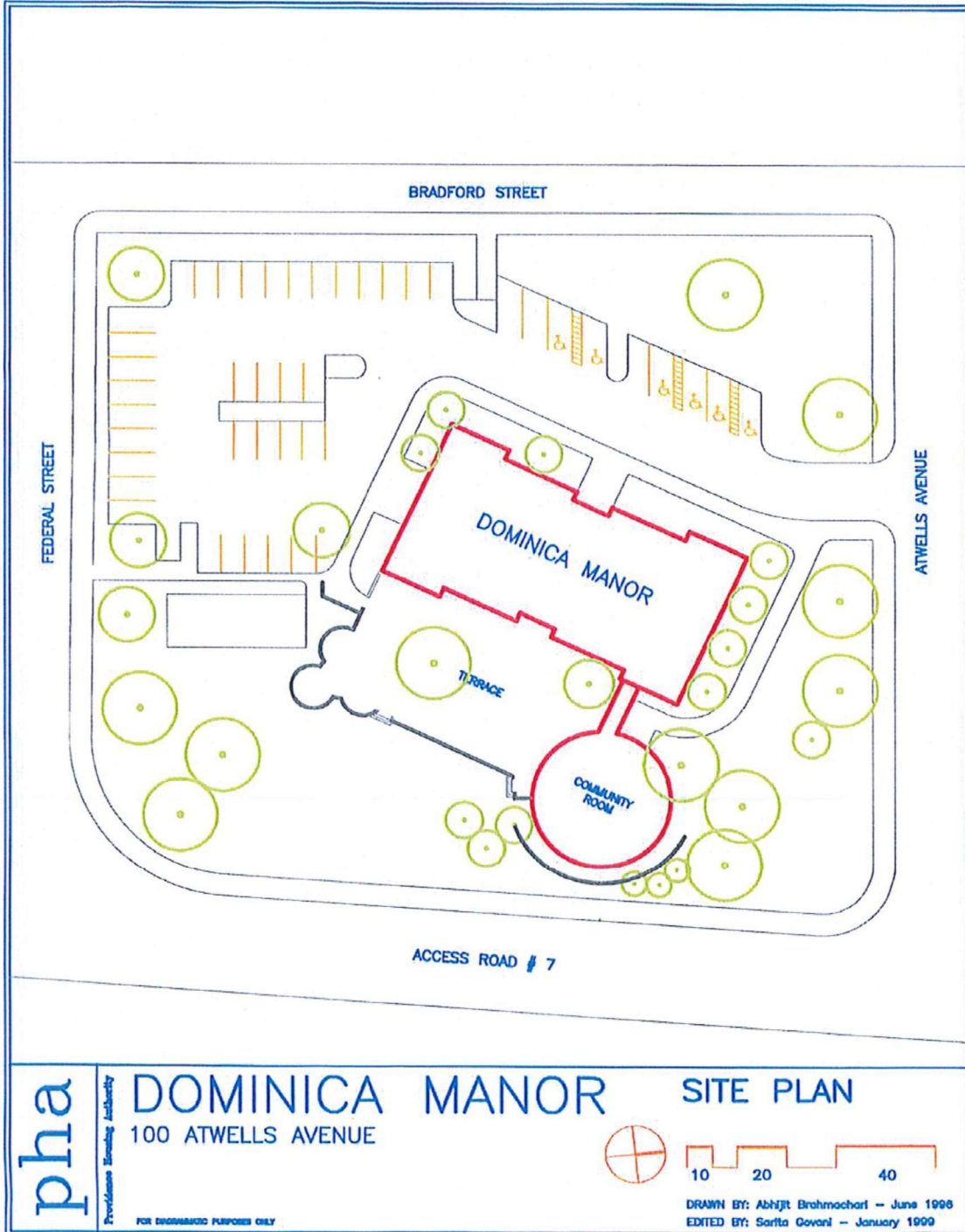
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High-Rise



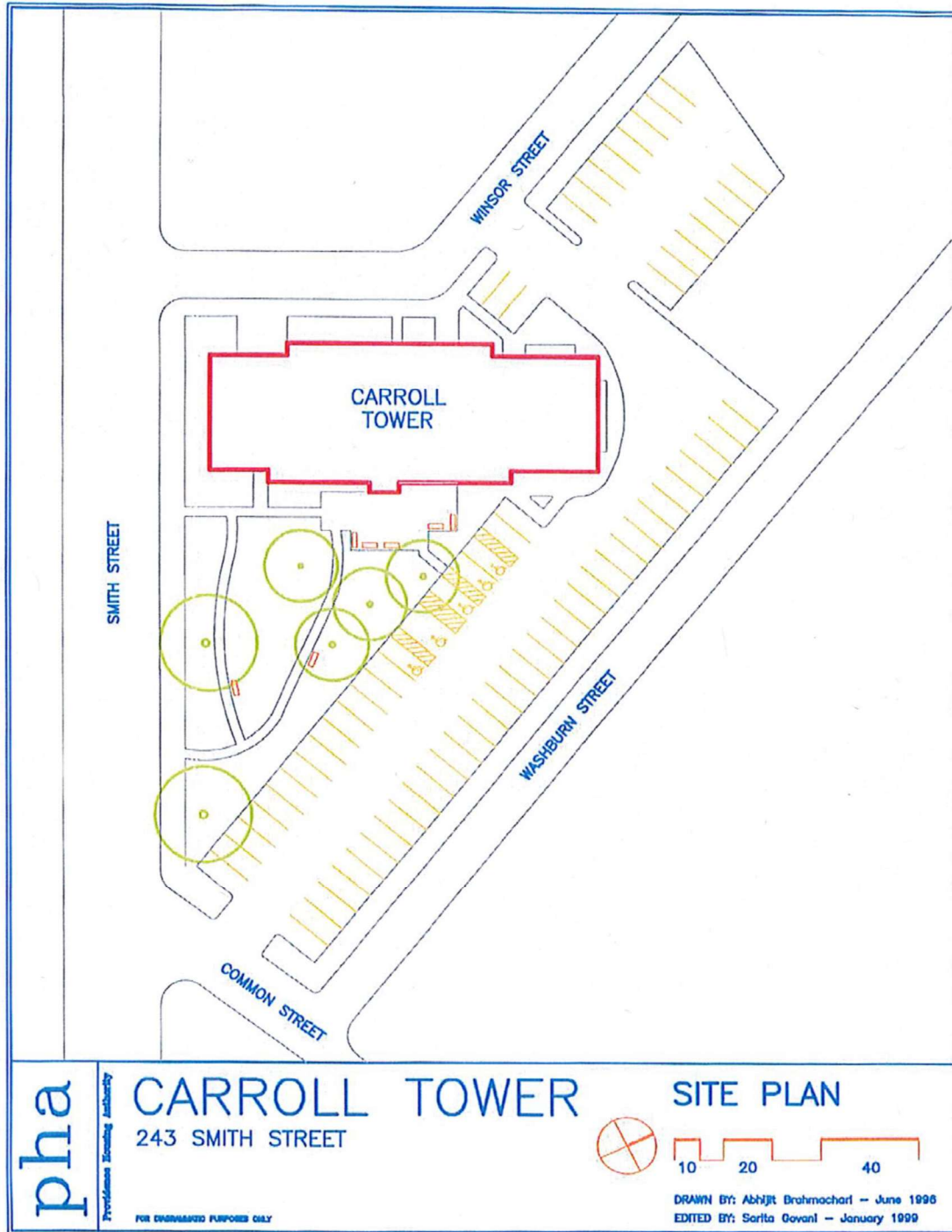
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High-Rise



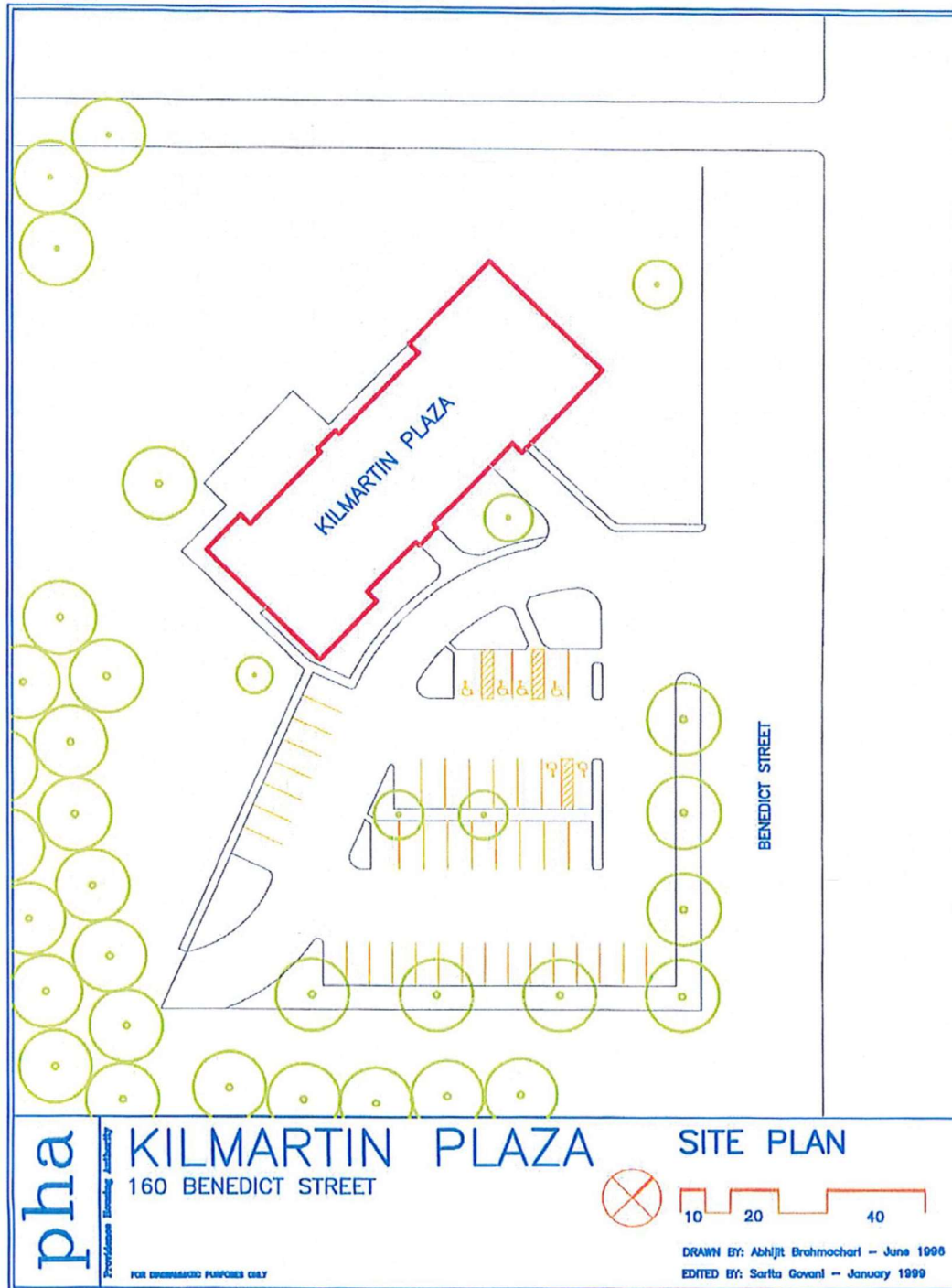
PROVIDENCE HOUSING AUTHORITY

High-Rise



PROVIDENCE HOUSING AUTHORITY

High-Rise



PROVIDENCE HOUSING AUTHORITY

High-Rise

