

**Request for Proposals for
Roofing Related Services
For our South Bend Avenue Apartments**

The South Bend Housing Authority (HASB) is soliciting a Request for Proposal from qualified contractors to replace roofs, vents and flashings, soffits, fascia and rake, downspouts, vinyl siding, doors (storm and entry), at the South Bend Avenue Apartments located in South Bend, IN.

To obtain the Request for Proposal (RFP) package, please download the packet from our website at www.hasbonline.com. The HUD forms may be downloaded from this website under the Procurement tab. If you have any questions, please submit in writing to Carolyn Archie, Procurement Specialist, at carchie@sbhaonline.com. Proposals, in accordance with conditions defined in the RFP, must be received no later than 4:00 p.m. Eastern Standard Time, on May 12, 2022. Offerors must submit one (1) original hard copy and three copies of their bid, including the required bid forms in an envelope clearly marked "2022-04-18-001 "Roofing Related Services. You may submit the proposal by USPS Certified mail, overnight delivery services, or hand deliver to 501 Alonzo Watson Drive, South Bend, IN 46601. If delivered in person or by courier, the bid must be date and time stamped by the HASB receptionist by 4:00 p.m. **NO BIDS MAY BE SUBMITTED BY ELECTRONIC MAIL. *Late proposals will not be considered.*** Submissions will not be publicly opened

HASB is soliciting competitive proposals from qualified and experienced roofing contractors properly licensed. Contractors must demonstrate their experience in providing the services as outlined in the Scope of Work. The documents submitted must demonstrate relevant, experience and the ability to perform the work upon execution of a Task Order for the requested services. It is anticipated that one or more contracts may be awarded pursuant to this Request for Proposals.

The contractor(s) shall provide unit prices, which shall include all labor, materials, management, transportation, supervision, and equipment to perform the work outlined in each Task Order. The cost for work performed under each Task Order shall be based on the prices submitted on the Contractors' Cost Proposal Form contained in Appendix

INDEX OF SUBMITTAL DOCUMENTS

The Index of Submittal Documents is provided to assist in completing a responsive submittal. The Index of Documents contains a listing of all required submittal items.

Please review this table and submit with your proposal all documents that are checked as a "Required Submittal". Documents that are checked "Signature Required" must be properly executed. Documents that are checked "Notary/Corporate Seal Required" must be notarized and/or have a corporate seal affixed .

INDEX OF DOCUMENTS			
DOCUMENT	REQUIRED SUBMITTAL	SIGNATURE REQUIRED	NOTARY/CORPORATE SEAL REQUIRED
HUD FORM 5369-C CERTIFICATIONS AND REPRESENTATIONS OF OFFERORS	√	√	
NON-COLLUSIVE AFFIDAVIT	√	√	√
CERTIFICATION OF CONTRACTOR NON-EXCLUSION	√	√	
CONTRACTOR'S SUMMARY	√	√	
STATEMENT OF BIDDERS QUALIFICATIONS	√	√	
ACKNOWLEDGEMENT OF ADDENDA (IF ANY)			
COST PROPOSAL FORM	√	√	

NOTE: ALL REQUIRED SUBMITTAL DOCUMENTS MUST BE SUBMITTED WITH THE PROPOSAL PACKAGE.

SUPPLEMENTAL INSTRUCTIONS TO OFFERORS

1. Submission of Proposals

Deliver four (4) complete sets (one original clearly marked or stamped "original", and three (3) copies) of the required submittals, in a sealed envelope or box clearly marked with the words "RFP Documents", to the HOUSING AUTHORITY OF CITY OF SOUTH BEND, Department of Procurement and Contracts at the following address:

Housing Authority of City of South Bend
Attn: Carolyn Archie
501 Alonzo Watson Drive

South Bend, IN 46601

2. Interpretations/Questions

During the period between issuance of this RFP and the proposal due date, no oral interpretation of the RFP's requirements will be given to any prospective respondent. Requests for interpretation must be made, in writing, at least 3 days before the submission due date and time to and emailed to carchie@HASBOnline.com.

3. Addendum and Update Procedures for the RFP

During the period of advertisement for this RFP, HASB may wish to amend, add to, or delete from, the contents of this RFP. In such situations, HASB will issue an addendum to the RFP setting forth the nature of the modification(s). All addenda will be posted on the HASB website at www.hasbonline.com.

4. Proposal Submission

Respondents shall submit one (1) original and three (3) copies of the proposal, and all other required submittal documents in a sealed envelope or box clearly marked with the words "RFP Documents" to the Procurement and Contracts Department. All copies of the submittal must be identical in content and organization. The Respondent shall consider and include all requirements outlined in Part II - Submission Requirements.

5. Submittal Form

Provide, as a part of the proposal, all required certifications and forms found on HASB website at www.hasbonline.com.

6. Acceptance of Proposals

Proposals must be received no later than the proposal submission date and time. Proposals submitted after the designated date and hour will not be accepted for any reason. HASB reserves the right to accept or reject any or all submissions, to take exception to this RFP's.

7. Time for Reviewing Proposals

Proposals received prior to the due date and time will be securely kept, unopened. After the closing date, all proposals received are opened and evaluated in confidence. Proposals are not opened publicly. The Contracting Officer's authorized designee will decide the time to open and review proposals. Once submitted, proposal become the property of HASB.

8. Withdrawal of Proposals

Proposals may be withdrawn upon written request dispatched by the respondent in time for delivery during business hours prior to the time fixed for receipt; provided that written confirmation of withdrawal is from the authorized signature of the respondent, mailed and postmarked prior to the time set for proposal opening. Negligence on the part of the Respondent in preparing its proposal confers no right of withdrawal or modification of its proposal after the due date and time.

9. Selection of Respondents

Respondents shall be selected in accordance with the evaluation criteria contained herein, provided the proposal is in the best interest of the housing authority (HASB). The selected respondent will be notified at the earliest practical date. Subsequent contract awards are subject to approval from the HOUSING AUTHORITY OF CITY OF SOUTH BEND's Board of Commissioners, and/or the U.S. Department of Housing and Urban Development. No companies or firms listed in the System for Award Management (SAM) Excluded Parties List of companies or firms ineligible to receive awards, will be considered.

10. Protest of Award

Any protest of the award of a contract agreement or purchase order based on a formal method of procurement, where the solicitation is advertised, must be received by the Specialist of the Procurement and Contracts Department within three business days after notice of award, or the protest will not be considered. HASB shall issue a written decision to a properly filed protest within 15 business days of receipt.

11. Certification of Legal Entity

Prior to execution of a contract agreement the company/firm shall certify that joint ventures, partnerships, team agreements, new corporations or other entities that either exist or will be formally structured are or will be legal and binding under Indiana law.

12. Secretary of State

Prior to execution of a contract agreement, companies/firms must be registered to do business in the State of Indiana and must be active and in good standing. To register, go to www.sos.in.gov.

13. Costs Borne by Respondent

All costs related to the preparation of responses to this RFP and any related activities are the responsibility of the respondent. HASB assumes no liability for any costs incurred by the respondent throughout the entire election process.

14. Best Available Data

All information contained in this RFP is the best data available to HASB at that time. This information is provided in the RFP is not intended as representation of binding legal effect. This information is furnished to assist respondents in preparing a response; HASB assumes no liability for any errors or omissions.

15. Contact with HASB Staff, Board Members, Evaluation Committee, Residents and Consultants

Respondents may not make direct contact with HASB Staff, its Board Members, Evaluation Committee Members, Residents or Consultants. All communications regarding the RFP shall be in writing as provided in HUD Form 5369-8, Instructions to Offerors for Non-Construction, Paragraph 4 and these Supplemental Instructions to Offerors.

16. Respondent Responsibilities

Each respondent is presumed by HASB to have thoroughly studied this RFP and become familiar with the Scope of Work, and all other information contained in this RFP. Failure to do so may be at the Respondent's own risk.

17. Public Access to Procurement Information/Confidentiality

All information submitted in response to a solicitation issued by the HOUSING AUTHORITY OF CITY OF SOUTH BEND (HASB) shall remain confidential until after final approval by HASB's Board of Commissioners and/or the United States Department of Housing and Urban Development (HUD).

PART I - GENERAL BACKGROUND INFORMATION

1.1 Introduction/Background Information

The roofs on various HASB properties require repair and/or replacement. This Request for Proposals (RFP) seeks to secure competitive proposals from qualified and

experienced roofing contractors properly licensed. It is anticipated that one or more requirements type contracts will be awarded pursuant to this solicitation.

PART II - SCOPE OF SERVICES

The HOUSING AUTHORITY OF CITY OF SOUTH BEND (HASB) is seeking a contractor(s) to provide roofing services which includes repairing and/or replacing various damaged roofs consisting of shingles. The work required may consist of removing and/or replacing broken damaged shingles, to create a fully functional watertight roof system. Also, the contractor(s) will make repairs and/or replace any damaged or missing ridge tiles, end caps, metal roof flashing, gutters, downspouts, vinyl or aluminum siding, soffit, fascia, wood moldings, plywood, vents, roof jacks, cants, insulation, etc. The contractor(s) shall replace felt, or underlayment under all areas of the roof that may have been disturbed to assure a weather tight installation. The contractor(s) may be required to perform emergency repairs, including but not limited to installation of blue tarps to damaged roof systems.

The contractor(s) shall be responsible for providing all labor, materials, management, transportation, supervision, and equipment necessary to perform and carry out the scope of work in a satisfactory and proper manner.

The contractor(s) and its personnel shall possess all the required State of Indiana licenses, as well as all other licenses required by the City of South Bend, if any. In addition, the contractor(s) shall comply with all laws, ordinances, codes, and regulations applicable to the services contemplated herein. Contractor(s) are presumed to be familiar with all federal, state, and local laws, ordinances, codes, rules and regulations that may in any way affect the management of services.

Prior to the start of work at the HASB location, each building roof shall be reviewed individually with representatives from HASB and the scope of work agreed upon during a scope walk-thru. A Task Order shall be created to include the scope of work, the cost for the contemplated work, and allotted time to complete the work. Contractor(s) shall receive a written Task Order on all services approved by the Asset Management Department and/or HASB designee. No work shall be performed prior to receiving a task order signed by HASB.

The contractor(s) shall be responsible for keeping its work area clean and clear of trash and debris generated by its work. All materials designated for removal shall be promptly deposited in appropriate containers provided by the contractor(s) and removed from the site daily. The contractor(s) is responsible for the removal and proper disposal of all trash and debris from the individual properties in accordance with all applicable Federal, State and Local laws and regulations. The contractor(s) will be allowed to stage its work in the immediate vicinity of each building as the work is progressing. Once the work on

a given building has been completed, all dumpsters, tools, equipment, etc. shall be removed from the building vicinity within three (3) days.

Painted items shall be painted to match existing items. All painted materials shall be properly prepared and shall receive one primer coat and two finish coats of paint.

It is understood that matching existing finishes will be difficult, given the age of many of these materials. Contractor(s) shall submit samples for approval by HASB prior to the start of work on a given Task Order.

All materials shall be applied and/or installed and all repairs shall be performed in strict accordance with the manufacturer's recommendations. Note that the most stringent requirement of any conflicting industry standards, specifications, maintenance, testing, repair, and like requirements will govern.

All work is to be performed by skilled technicians in the trade specific to the nature of the work.

Proposals shall include unit prices for each line item of work contained on the proposal form. A unit price must be submitted for each estimated quantity contained on the form.

The Contractor(s) shall perform the following work:

1. Shingle Roofs

- a) Shingle repair/replacement shall include:
 - 1) Replacement of broken or missing shingles.
Replace felt under all patches as recommended by the manufacturer of the style of roof being repaired.
 - 2) In areas where the damaged/missing shingles is cumulatively larger than 20 square feet, the existing shingles shall be removed to a natural breaking point such as ridges or hips and new felt and shingles shall be installed.
- b) Chimneys
 - 1) Inspect all chimneys for visible damage.
Advise of all noted damages excluding flashings for further instructions.
- c) Flashings
 - 1) Inspect all flashings, including chimneys, valleys, parapet cap flashings, plumbing flashings, etc.
 - 2) Reinstall loose flashings to the extent possible.
 - 3) Replace missing or damage flashing with like materials in type, style and quality.

- d) Roof Accessories (Ventilators, etc.)
 - 1) Inspect all roof accessories.
 - 2) Reinstall existing roof accessories to the extent possible.
Damaged or missing accessories shall be replaced with like materials in type, style, and quality.
- e) Gutters & Downspouts, Fascia, Soffits, etc.
 - 1) Inspect all gutters and downspouts
 - 2) Reinstall loose gutters and downspouts to the extent possible.
 - 3) Replace missing or damaged gutters and downspouts with like materials type, style, and gauge.
 - 4) Repair damaged soffits and Fascia with like materials.
 - 5) Clean gutters.
- f) Building Substrates
 - 1) All building substrates are to be reviewed during the inspection process.
 - 2) Areas that have suffered damage, or exhibit rot or termite damage are to be repaired or replaced as necessary to provide a solid substrate for the roofing materials.
- g) Warranty of new roofing materials shall be manufacturer's standard 10-year warranty.

PART III - SUBMISSION REQUIREMENTS

Listed below are the items that will be considered in evaluating proposals. Contract award will be based on the contractors' experience and ability to perform the work as outlined in the scope of work. The contractor(s) must complete the Statement of Qualifications, Attachment B, to provide the requested information. If additional space is needed, additional pages may be attached.

3.1 Statement of Qualifications

Provide the State of Indiana Contractor License Number for the Company/Individual who will be the Contract signatory, in the space provided on the form. Identify by name and job classification each employee who will be available to perform work under this agreement. For

each employee listed, include copies of all applicable certifications, licenses, and/or other accreditations required to perform the work identified in the RFP in the State of Indiana and City of South Bend.

Provide a copy of the Insurance Certificate identifying coverage and limits as identified in the Supplemental Conditions. Include the name of the insurance company in the Statement of Qualifications Form.

3.2 Relevant and Past Experience

Provide evidence of a minimum of three (3) years of experience performing services on shingle, roofs. Provide at least three references/clients to whom similar services were provided. Commercial experience is preferred. The client listing must include a detailed description of the services provided, the entity for whom the services were provided, the name, title, and contact information for the entity for whom services were provided. Space is provided in the Statement of Qualifications Form for this information. (Attach additional sheets if necessary.)

3.3 Required Forms

Execute and/or notarize documents where required and submit with proposal package the following forms, which are contained in Attachment B:

- Statement of Qualifications
- Contractor's Summary
- HUD Form 5369-C - Certifications and Representations of Offerors
- Non-Collusive Affidavit
- Certification of Contractor Non-Exclusion
- Acknowledgement of Addenda (if any)
- Cost Proposal Form

3.3 Cost Proposal Form

Complete the Cost Proposal Form, provided in Attachment A. Proposal shall include unit prices for each line item of work contained on the proposal form. A unit price must be submitted for each estimate quantity contained on the form.

PART IV PROCUREMENT PROCESS

4.1 Proposal Evaluation I Contract Award

Proposals received in response to this solicitation may be evaluated using a two-stage evaluation process. Stage I of the evaluation process will be used to determine the respondents that will comprise the competitive range, from which final selection will be made. Stage II of the evaluation process will be reserved for the competitive range firms only. Scoring will be based upon how well the qualifications meet the criteria established in this RFP.

During Stage I of the evaluation process, proposals will be evaluated and scored by an Evaluation Committee. Scoring will be based on predetermined Evaluation Criteria contained in the solicitation. The available points associated with each area of consideration are shown. The results of the evaluation will be used to determine those respondents to be included in the competitive range.

The competitive range shall include those respondents who are determined through the evaluation process and due diligence review (verification of contractor responsibility) to be the most qualified. These firms may be requested to supply additional information to assist in completing the due diligence review. Failure to satisfactorily complete the due diligence review within the timeframe established by HASB will result in exclusion from the short list.

Stage II of the evaluation process will entail presentation/interviews with the respondents on the short list. Respondents not included in the competitive range will not proceed to Stage II of the evaluation process. The purpose of the presentations/interviews is to provide the Evaluation Committee an opportunity to pose questions emanating from their review of the written responses and obtain clarifications. Stage II evaluation will be conducted upon completion of the presentations/interviews in accordance with the same procedures and criteria outlined above for Stage I evaluation.

HASB reserves the right to make no award or decline to enter into negotiations should it believe that no respondent to this RFP will be capable of delivering the necessary level of services within an acceptable price range and/or time period. HASB further reserves the right to forego Stage II of the evaluation process and enter into negotiations with the highest ranked respondents from State I of the evaluation process. If an Agreement cannot be negotiated with the firm(s), HASB will terminate negotiations. Any subsequent contract awards to selected respondents are subject to HUD funding availability and final approval from the HOUSING AUTHORITY OF CITY OF SOUTH BEND's Board of Commissioners, and/or the U.S. Department of Housing and Urban Development.

Evaluation Criteria

Statement of Qualifications	30 Points
Relevant and Past Experience	20 Points
Ability to Perform in a Timely Manner	25 Points
Cost Proposal Form	25 Points
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Total Possible Points	100 Points

Task Orders

Work shall be assigned through the issuance of written Task Orders which must be executed by the contractor and HASB prior to the start of work. Task Orders will be assigned to the firm determined to be best suited to perform the scope of the Work. Task Orders for services shall be at the Contractors' hourly rates which will establish a fixed price for each Task Order. The time of completion will be indicated on each Task Order. Once fully executed, the Task Order shall serve as the Notice to Proceed, and work may begin. Task Orders placed prior to, but not completed by the expiration of the Contract, must be completed in accordance with all provisions of the Contract still in full force.

Invoicing

Invoices shall be submitted monthly to the Department of Finance. The invoice shall provide an invoice number, service date, Purchase Order number, Task Order number, a description of services provided, and the name/title of employee(s) who rendered the services. Invoices shall be submitted on the Contractor's own invoice.

Payments

All vendors should submit invoices to the Finance Department with a copy to the Procurement Specialist on or before the days listed below. All vendor invoices are due on the 1st or 15th of the month. Invoice payments are as follows:

- Invoices received on the 16th of the current month thru the 1st day of the next month will be paid on the 1st of the following month.
- Example: An invoice received on August 27th will be processed commencing September 1st and paid on October 1st.
- Example: An invoice received on August 4th will be processed commencing August 15th and paid on September 15th.

Insurance

Prior to commencement of the Contract resulting from this solicitation, the Contractor shall procure and always maintain and at Contractor's own expense, the types of insurance specified below. The insurance carriers used by the Contractor must be authorized to do business in the State of Indiana, and the insurance provided shall cover all operations under the contract, whether performed by the Contractor or by subcontractors. Evidence of insurance shall be provided by a producer using insurance companies with a minimum A- rating.

- Worker's Compensation
- Minimum Commercial General Liability insurance of \$500,000 Bodily Injury and \$500,000 Property Damage to protect the Contractor and the Housing Authority
- Minimum \$500,000 Automobile Liability

The Contractor shall be required to furnish the HOUSING AUTHORITY OF CITY OF SOUTH BEND Procurement Specialist, 501 Alonzo Watson Drive, South Bend, IN 46601, original Certificates of Insurance evidencing the required coverage to be in force on the date of the Contract, and Renewal Certificates of Insurance, or such similar evidence, if the coverage has an expiration or renewal date occurring during the term of this Contract or extensions thereof. The receipt of any certificate does not constitute agreement by HASB that the insurance requirements in the Contract have been fully met, or that the insurance policies indicated on the certificate are in compliance with all Contract requirements. The insurance policies shall provide for thirty (30) days prior written notice to be given to HASB in the event coverage is substantially decreased, canceled or non-renewed.

The Contractor shall require all subcontractors to carry the insurance required herein, or the Contractor may provide the coverage for any or all subcontractors, and, if so, the evidence of insurance submitted shall so stipulate.

The Contractor agrees and shall require each subcontractor to agree that insurers shall waive their rights of subrogation against the HOUSING AUTHORITY OF CITY OF SOUTH BEND.

The Contractor expressly understands and agrees that any insurance or self-insurance programs maintained by the HOUSING AUTHORITY OF CITY OF SOUTH BEND shall apply in excess of, and not contribute to insurance provided by the Contractor under the Contract.

Termination for Convenience and Default

(a) HASB 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). HASB 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 HASB 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 HASB, HASB 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), HASB may

(i) require the Contractor to deliver to it, in the manner and to the extent directed by HASB, any work as described in subparagraph (a)(ii) above, and compensation be determined in accordance with these changes.

(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 HASB;

(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 HASB 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 HASB, and the HASB 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.

Organizational Conflicts of Interest

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

- (i) Award of the Contract may result in an unfair competitive advantage; or
- (ii) The Contractor's objectivity in performing the Contract Work may be impaired.

(b) The Contractor agrees that if after award it discovers an organizational conflict of interest with respect to this Contract or any task/delivery order under the Contract, he or she shall make an immediate and full disclosure in writing to the Contracting Officer which shall include a description of the action which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The HA may, however, terminate the Contract or task/delivery order for the convenience of the HA if it would be in the best interest of the HA. (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the Contracting Officer, the HA may terminate the Contract for default. (d) The terms of this clause shall be included in all subcontracts and consulting agreements wherein the Work to be performed is similar to the service provided by the prime Contractor. The Contractor shall include in such subcontracts and consulting agreements . any necessary provisions to eliminate or neutralize conflicts of interest

Indemnification

The successful Respondent will be required to protect, defend, indemnify, keep, save, and hold HASB, its officers, officials, employees and agents free and harmless from and against any and all liabilities, losses, penalties, damages, settlements, environmental liability, costs, charges, professional fees or other expenses or liabilities of every kind, nature and character arising out of or relating to any and all claims, liens, demands obligations, actions, suits, judgments or settlements, proceedings or causes of action of every kind, nature and character (collectively, "claims") in connection with or arising directly or indirectly out of the acts or omissions and/or the performance thereof by the successful Respondent, its officers, officials, agents, employees, and . subcontractors, including, but not limited to, the enforcement of the indemnification provision. The successful Respondent will be further required to investigate, handle, respond to, provide defense for and defend all suits for any and all claims, at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims are considered groundless, false or fraudulent.

HASB will have the right, at its option and at its expense, to participate in the defense of any suit, without relieving the successful Respondent of any of its obligations under this indemnity provision. The indemnities to be set forth in the contract resulting from this RFP will survive the expiration or termination of that contract.

Rights, Use, and Ownership of Assessment Materials

Assessment materials generated as a result of performing the Scope of Services contained in this Contract shall be confidential and proprietary and shall be for the exclusive use and ownership of The HOUSING AUTHORITY OF CITY OF SOUTH BEND. Such materials shall include, but not be limited to data, cost estimates, and reports generated that contain descriptive and/or identifying information regarding individual properties owned by HASB and/or HASB's portfolio of properties. Such materials shall not be shared, signed, sold or disclosed to parties other than those named on the Contract without the express written permission of The HOUSING AUTHORITY OF CITY OF SOUTH BEND' Contracting Officer. Any violations of this provision shall be considered a breach of, and grounds for immediate termination in accordance with the General Contract Conditions, HUD Form 5370C, Paragraph 4, Termination for Convenience and Default.

Ethics Policy

The selected Respondent shall abide by the applicable provisions of the HOUSING AUTHORITY OF CITY OF SOUTH BEND' Ethics Policy and State of Indiana Ethics Code.

Rules, Regulations, and Licensing Requirements

The successful Respondent shall possess all the required State and Local licenses and certifications required to perform work of the type required by this Contract in the City of South Bend. In addition, the Respondent shall comply with all laws, ordinances, and regulations applicable to the services contemplated herein. Respondents are presumed to be familiar with all federal, state, and local laws, ordinances, codes, rules, and regulations that may in any way affect the delivery of services.

Contractual Obligations

If the proposed services include the use of products or services of another company, such services shall be disclosed and HASB will hold the selected Respondent responsible for the proposed services.

Certification of Legal Entity

Prior to execution of the Contract Agreement, the Respondent shall certify that joint ventures, partnerships, team agreements, new corporations or other entities that either exist or will be formally structured are/ or will be legal and binding under Indiana law.

Certifications

In submitting the proposal, the Respondent is indicating a willingness to comply with all terms and conditions of the RFP, including but not limited to those set forth in HUD Form 5370-C, General Conditions for Non-Construction Contracts, Section II, and these Supplemental Conditions.

Personnel

In submitting their proposals, Respondents are representing that the personnel described in their proposals shall be available to perform the services described for the duration of the contract period, barring illness, accident, or other unforeseeable events of a similar nature in which cases the Respondent must be able to provide a qualified replacement. Such representation shall be valid for a minimum of 120 calendar days after the proposal due date and time. Furthermore, all personnel shall be considered at all times, the sole employees of the Respondent under its sole direction, and not employees or agents of HASB.

Respondent Status

The successful Respondent will be held to be an independent Consultant and will not be an employee of HASB.

Assignment

The successful Respondent shall not enter into any subcontracts, retain consultants, or assign, transfer, convey, sublet, or otherwise delegate its obligations under the Contract resulting from this RFP, or any of its rights, title or interest therein, or its power to execute such Contract to any person, company, or corporation without prior written consent and approval of HASB.

Advertising

In submitting a proposal, the successful Respondent agrees not to use the results from it as a part of any commercial advertising.

Media Relations

The Contractor shall not make public comment on HASB matters without express written approval from HASB's Director of Communications. All media inquiries shall be referred to HASB's Executive Director and Director of Communications:

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RFP 2022-04-18-001**

Cost Proposal Form

Unit prices shall include all labor, materials, management, transportation, supervision, and equipment to perform the work outlined in each task order. All quantities on the Unit Price Form are estimated. The contractor shall verify actual quantities to be used prior to issuance of a Tack Order. The Contractor will be paid based upon actual quantities, which will be verified by HASB. The sum of quantities used multiplied by the unit price will establish a fixed price for the Task Order. The total amount of the contract shall not exceed the cumulative amount of \$337,550.00. The nit prices for each item are as follows:

ITEM	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITY	UNIT PRICE	Unit Price Extension (Qu x UP)
1	Roofing				
1A	Replace Shingles, Vents, Flashing	SQ. FT	17,150	\$ 5.50	
1B	Replace Soffits	SQ. FT	4,850	\$ 5.00	
1C	Replace Fascia & Rake	LF	1,980	\$ 5.00	
1D	Replace Gutters & Downspout	LF	1,120	\$ 10.75	
2	Walls/Foundations				
2A	Replace Vinyl Siding	SQ. FT	9,750	\$ 7.50	
2B	Clean & Seal Exterior Masonry	SQ. FT	10,100	\$ 1.50	
2C	Tuckpoint 2% of Brick	SQ. FT	202	\$ 10.00	
3	Doors				
3A	Replace Unit Storm Door	EA	40	\$ 450.00	
3B	Replace Unit Entry Door	EA	40	\$1,610.00	

ATTACHMENT B

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**HOUSING AUTHORITY OF CITY OF SOUTH BEND
REQUEST FOR
PROPOSALS FOR
RFP #2022-04-18-001**

STATEMENT OF QUALIFICATIONS

BUSINESS NAME:	TELEPHONE NUMBER:
BUSINESS ADDRESS:	FAX NUMBER:
INDIANA STATE CONTRACTORS LICENSE #	NAME AND TITLE OF PERSON SUBMITTING:

EMPLOYEES WHO WILL PERFORM UNDER THIS CONTRACT (Attach a copy of each applicable license/certification. Use additional sheets if necessary.

NAME		LICENSE/ CERTIFICATION INCLUDED YES OR N/A

RELEVANT AND PAST EXPERIENCE

AGENCY/COMPANY NAME:	TELEPHONE NUMBER:	DOLLAR AMOUNT:
PROJECT DESCRIPTION:	CONTACT PERSON NAME:	DATE STARTED:
	TITLE:	DATE COMPLETED:
AGENCY/COMPANY NAME:	TELEPHONE NUMBER:	DOLLAR AMOUNT:
PROJECT DESCRIPTION:	CONTACT PERSON NAME:	DATE STARTED:
	TITLE:	DATE COMPLETED:

AGENCY/COMPANY NAME:	TELEPHONE NUMBER:	DOLLAR AMOUNT:
PROJECT DESCRIPTION:	CONTACT PERSON NAME:	DATE STARTED:
	TITLE:	DATE COMPLETED:

ABILITY TO PERFORM IN A TIMELY MANNER

(Respondent's Company/Firm Name)

(Signature)

(Printed or Typed Name)

Title: _____

If this Proposal/Quote/Bid is submitted by a joint venture, each business shall provide the information requested below. Under the penalties of perjury, as prescribed in 18 U.S.C. 1001, the undersigned certifies that the statements set forth in this Proposal/Quote/Bid are true and correct.

(Offeror's Name)

By: _____

(Signature)

(Printed or Typed Name)

Title: _____

Date: _____

(If a Corporation, President or Vice-President should sign; If a Partnership, a Partner should sign. If some other Officer signs, evidence of authority must be submitted.)

Address: _____

City _____

State _____ Zip: _____

Telephone No.: _____

Email: _____

Taxpayer I.D. No.: _____

(Affix Corporate Seal)

If a Corporate Seal is not affixed, this document must be notarized. If neither is done, the entire bid will be deemed non-responsive and rejected:

Subscribed and sworn to before me this ____ day of _____ 2022.

My Commission Expires: _____

Date Contractor Signed: _____