



DuPage Housing
Authority

REQUEST FOR PROPOSALS

PROPERTY
MANAGEMENT SERVICES

LOCATION: OGDEN MANOR – 395 W. OGDEN AVE,
NAPERVILLE, IL 60563

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REQUEST FOR PROPOSAL

The DuPage Housing Authority (DHA) is seeking written, sealed Proposals for Property Management Services for **Ogden Manor, Naperville IL**, from qualified Real Estate firms and brokers, to provide real estate property management.

Request for Proposal (RFP) documents will be available for prospective Offerors beginning on Wednesday July 22, 2015 from 8:30 A.M. – 4:30 P.M. (CST) at the DuPage Housing Authority, located at 711 E. Roosevelt Rd., Wheaton, IL 60187. The RFP document may also be secured from www.dupagehousing.org.

All questions requiring explanations and interpretations of the RFP document must be submitted in writing to the Finance Director, Barbara Chen at e-mail address bchen@dupagehousing.org before 2:00 P.M. (CST), on Friday August 14, 2015.

Sealed Proposals will be received at the DuPage Housing Authority, 711 E. Roosevelt Rd., Wheaton, IL 60187. **Sealed Proposals must be received by, 2:00 P.M, (CST), on Friday August 21, 2015 to be considered.** The outside of the submission package must be clearly marked: **Response to: DHA Ogden Manor - Property Management Services.** Responses will be held in confidence throughout the procurement process, as applicable by law.

Proposals should be prepared in accordance with the RFP instructions, and will be evaluated by the DHA as stated in the evaluation factors for award in the RFP. The Housing Authority reserves the right to waive any formalities, to reject any or all proposals, or to re-advertise for proposals.

The DuPage Housing Authority
Barbara Chen, Finance Director

SECTION 1 GENERAL INFORMATION**1.1 INTENT**

- A. The DuPage Housing Authority will accept proposals with Statements of Qualifications from experienced Property Management organizations to manage the 108 unit Ogden Manor property. Interested firms should submit six (6) copies of their proposal in the format described below to:

**DUPAGE HOUSING AUTHORITY
711 E. Roosevelt Rd.
Wheaton, IL 60187
Attn: Barbara Chen, Finance Director**

The initial contract period shall be that of two (2) years, beginning on or about Thursday October 1, 2015 with a potential for three (3) additional one (1) year extensions.

- B. Technical information regarding the property may be obtained from Barbara Chen, Finance Director, bchen@dupagehousing.org. Answers to questions will be provided to all respondents.
- C. The DuPage Housing Authority reserves the right to reject any or all proposals and to select the firm which, in its' judgment, best meets the needs of the Authority. The Authority further reserves the right to terminate the contract with proper notices.
- D. The selection process contemplated by this request for proposals will result in the selection of a firm to manage Ogden Manor.

1.2 THE PRESENT STATE OF THE DUPAGE HOUSING AUTHORITY

The DuPage Housing Authority (DHA) was established by the State Housing Board of Illinois in September 1942 under the laws of the State of Illinois, to provide decent, safe and sanitary housing to low and moderate income individuals, families, seniors, veterans and persons with disabilities. A seven member Board of Commissioners governs the Authority. The President of the DuPage County Board appoints board members of the housing authority. The DHA has no public housing developments but does administer a small Homeownership program with 34 participants, and manages and operates 108 units in the Ogden Manor property in Naperville, IL, providing quality housing to 80 senior and 28 family units for low-income residents. In addition, DHA administers the tenant based and project based voucher program for a combined 2801 subsidies for rental assistance, along with State funded assistance serving about 150 participants in the Neighborhood Stabilization (NSP), Bridge and Rental Housing Support (RHSP) programs.

The DHA mission statement is:

"To serve and empower people of DuPage County needing assistance obtaining decent, safe, sanitary and affordable housing, through a proactive administration of public programs, funds, and cooperation with other public and private agencies dedicated to the improvement of housing and human development."

1.3 TIMETABLE

Date of Distribution of RFP: Wednesday July 22, 2015
Last Date for Inquiries: Friday August 14, 2015, 2:00 PM, CST
Deadline for Proposals: Friday August 21, 2015, 2:00 PM, CST

Sealed proposals are due no later than **Friday August 21, 2015, 2:00 PM, CST** in the following location: DuPage Housing Authority, Finance Department, 711 E. Roosevelt Rd., Wheaton, IL. 60187.

CAUTION: Late submissions will be handled in accordance with the provision, within the form, HUD-5369-B, entitled Late Submissions, Modifications, and Withdrawal of Offers.

SECTION 2 SCOPE OF SERVICES

2.1 PROPERTY MANAGEMENT SERVICES

The following represents a general scope of services to be performed by the successful respondent. The respondent will perform all property management services to provide management of safe affordable housing. Other services may include, but may not be limited to, the following tasks:

- A. Quick turnover of vacant units to individuals and families of appropriate size and income.
- B. Ensure that the property is well maintained, provide safe and sanitary conditions, make necessary repairs, and respond to tenant complaints.
- C. Supervise employees, oversee all payroll services, and order all necessary supplies, equipment, labor and services.
- D. Set up marketing plans and procedures for attaining a minimum 96% occupancy and maintain a waiting list as required by the Department of Housing and Urban Development.
- E. Bill and collect rent from tenants, enforce terms of resident's lease and take appropriate legal actions.
- F. Perform all necessary accounting functions.
- G. Report to the DHA Board of Commissioners when instructed to do so.
- H. Provide accurate and timely monthly reports to the DuPage Housing Authority, to include the following:
 - a. Accounts Receivable
 - b. Accounts Payable
 - c. Copy of Bank Statements & Bank Reconciliations
 - d. Vacancies and Collections
 - e. 50059 Reports to HUD and DHA
 - f. Utility reports to DHA; Police Reports to DHA
 - g. Move-In/ Move-Out Reports
 - h. List of Prepaid Tenants
 - i. Status of Accounts and Schedule of Disbursements
 - j. Cash Flow Report
 - k. Copy of Waiting List (as applicable)
 - l. Monthly Maintenance and Preventative Maintenance Reports
 - m. Report of all current and pending Legal Matters
 - n. Monthly Balance Sheet, Income Statement, and Operating Statements
 - o. Fiscal Year End Reports to be provided to the Authority CPA for audit purposes.

- I. Provide a detailed program for preventative and emergency maintenance and repair, including regular inspection of dwelling units, elevators, schedule for painting and redecorating, and inventory and servicing of all appliances and equipment.
- J. Maintain accurate records and tenant files in order to meet the conditions and requirements of the financing.
- K. Maintain good tenant relations and meet with tenants as required.
- L. Establish a budget for the property with the Authority's approval and oversee the administration of the budget. Report quarterly to the Authority regarding budget variances with explanations and corrective action, if necessary.
- M. Property manager must comply with all state, local, DHA, HUD rules and regulations concerning Fair Housing, low income, tax credit, bond, section 8, and other finance rules and regulations.
- N. Property manager must be responsive to inspections from financing entities, government entities, insuring entities and all other required inspections. All documentation requested must be provided in a timely manner.

2.2 MINIMUM QUALIFICATIONS

SECTION I FIRM QUALIFICATION QUESTIONNAIRE

The DuPage Housing Authority is requiring the following firm experience and professional certifications. **Label this Submission as Attachment 1.**

The proposal must include all required information requested in this section of the RFP. Firms failing to meet any one of the following requirements or minimum eligibility will be rejected without further evaluation:

- A. Hold a current real estate brokers license, valid in the State of Illinois.
- B. Obtain 2530 Certification within sixty (60) calendar days of Contract award.
- C. A minimum of ten (10) years experience managing a minimum of 150 units of low income housing by a least one firm principal.
- D. A minimum of five (5) years experience in managing bond financed, tax credit or HUD regulated property.
- E. Demonstrated experience in multi-family residential markets.
- F. Working knowledge of building codes, zoning regulations, and permit processes for DuPage County and the City of Naperville.
- G. Knowledge of local, state and federal housing policies and programs.
- H. Excellent oral and written skills.
- I. Certified Property Management (CPM) earned by the individual responsible for the day to day management of the company. Additional staff and principal's certification will be considered.

SECTION II MANAGEMENT EXPERIENCE

List of properties currently managed in the State of Illinois (limit of 3) and properties managed at any time during the past three years. Provide the following for each property. **Label this submission as Attachment 2.**

Provide the address of the property and the project name, if applicable.

- A. The total number of units in the project.
- B. List all construction details including the number of stories, type of structure and whether it is New Construction, Moderate Rehab, or older Existing Housing (e.g. 2 story garden apartments, constructed 2 years ago, etc.
- C. Indicate the income levels of the project tenants (i.e. 50/60/80 of median income).
- D. Indicate any government programs used to finance construction (e.g. Low Income Housing Tax Credits, rental subsidies in place, etc.)
- E. Indicate the date your firm started managing the property and the date management ended if your firm no longer manages the property.
- F. Provide the property owner(s) name and address, if possible.

SECTION III MANAGEMENT FEE BID FORM

Complete and **Submit Your Bid As Attachment 3.** Be sure to include all fees you intend to charge and any salaries you intend to charge to the project. Please note that the project has a limited income stream. The Authority is seeking a firm that will provide high quality management services within the project budget.

SECTION V PROPOSALS

If there are particular processes you propose to put in place for this project, please include those as **Attachment 5.** Marketing Plan should be included.

SECTION VI SAMPLE OF REPORTS

Attach a sample set of reports for a project in your current portfolio that would normally be proved to owners. **Label the Report as Attachment 6.** If at all possible, please choose a property similar to the one described in this RFP.

SECTION VII FINANCIAL REPORT

Attach the most recent audited financial report available for your firm. **Label this Report as Attachment 7.**

SECTION VIII OTHER INFORMATION

Include any other information which may be helpful to the Selection Committee in evaluating your firm's qualifications, including peer reviews within the past three years and any regulatory agency disciplinary action or disqualification against the firm or a principal received within the past three years. Also, describe any regulatory action taken by any oversight body against the organization or local office. **Label this Attachment as Attachment 8.**

PART IV REVIEW AND EVALUATION PROCESS

Following the submission of proposals, the Authority will review the documents submitted, call references and others who have worked with you firm and evaluate the proposals through a review committee. Firms may be asked to follow up with oral presentations.

It is the Authority's intent to select the firm that presents the best combination of experience, capacity, and value in the management of these properties.

- All Proposals will be evaluated individually on the qualifications and experience of the respondent prior to examining price. The evaluation will consist of a qualitative review of the proposal to determine how it meets the minimum requirements.
- Upon completion of the proposal evaluations for all respondents, the price proposals will be analyzed.
- DHA reserves the right to make award based solely on the proposals or to negotiate with one or more respondents.
- The Proposals, which have a reasonable chance of being selected for award, will be considered in the "Competitive Range".
- DHA **may** request that Respondents who's Proposals are in the Competitive Range make oral presentations concerning their Proposals to a DHA Evaluation Committee. A DHA representative will schedule the presentations (if necessary) on an individual basis.
- At the conclusion of negotiations, Respondents **may** be given an opportunity to submit Best and Final Offers before final determination.
- The contract for services will be awarded to the responsible Respondent whose proposal is most advantageous to DHA with price and other factors considered. **Award will not necessarily be made to the Respondent offering the lowest price.**
- DHA reserves the right to reject any or all proposals, or to re-advertise for proposals.

2.3 TECHNICAL EVALUATION CRITERIA

The DHA will consider the following criteria in the evaluation of an Offeror's proposal and rank all proposals against the below criteria:

- | | |
|---|---------------|
| 1. Knowledge and understanding of the Authority's needs,
Affordable housing issues and regulations | (0-25 points) |
| 2. Company profile/staffing and capability to complete requirements | (0-10 points) |
| 3. Practicality of approach to providing requested services.
Compliance/responsiveness/suitability of proposal | (0-20 points) |
| 4. Price/Cost Proposal | (0-35 points) |
| 5. Experience on similar projects in scope in the general region | (0-10 points) |

Part V Instructions about submissions and key dates.

Six (6) copies of your proposal and all attachments and exhibits must be received by **2:00 pm CST on August 21, 2015** by Barbara Chen, Finance Director at the following address:

Finance Director
DuPage Housing Authority
711 E. Roosevelt Rd.
Wheaton, IL 60187

2.4 PROPOSAL SUBMISSION CHECKLIST

THE FOLLOWING FORMS **MUST** BE COMPLETED AND SUBMITTED WITH THE PROPOSAL DOCUMENTS. FAILURE TO COMPLETE AND SUBMIT ALL OF THE FORMS **MAY** RENDER THE PROPOSAL NON-RESPONSIVE AND SUBJECT TO DISQUALIFICATION

- ◆ Proposal Form – Offerors Information and Price Form
- ◆ W-9 Request for Taxpayer Identification Number and Certificate
- ◆ Non-Collusive Affidavit
- ◆ Section 3 Compliance Affidavit
- ◆ Section 3 Business Affidavit
- ◆ Form HUD 5369-C, Certifications and Representations of Offerors, Non-Construction Contract Form

Each of these forms **MUST** be completed and submitted with the Proposal. This list does not include other submittals that may be required (i.e. Product Data Sheets, Unit Prices, etc.) **Read the RFP documents fully and in great detail.** This checklist is only intended to aid potential Respondents in the preparation of their Proposals.

SECTION 3 GENERAL & SUPPLEMENTARY CONDITIONS

3.1 OFFEROR INQUIRIES AND RESPONSES

All inquiries to this RFP must be submitted in writing to: DuPage Housing Authority, Attn: Finance Director via e-mail to: bchen@dupagehousing.org. Inquiries must make reference to specific section numbers of this RFP and, where appropriate, DHA Ogden Manor paragraph numbers. Offeror questions and the answers to these questions will be communicated to all potential Offerors. The Authority must receive all inquiries by the date listed in the timetable.

3.2 PRIOR INFORMATION

Any information, which may have been released either verbally or in writing prior to the issuance of this RFP, will be disregarded.

3.3 CONFORMITY WITH THIS RFP

The Offeror's proposal must provide a simple, straightforward presentation of its capability to satisfy the requirements of this RFP. The proposal must follow the format defined in Section 3 of this RFP. Proposals must be signed and received in completed form at the DHA no later than **2:00pm CST on August 21, 2015**. Proposals received prior to the time of the deadline will be date and time stamped and securely kept, unopened. No proposal received after the Deadline for Proposals date and time will be accepted. The only exceptions are as outlined in Form HUD-5369-B, Section 6 (a).

Unless specifically authorized, telegraphic proposals will not be considered. However, telegraphic modification of proposals will be considered, if received prior to the hour set for the submittal deadline and if written confirmation of such modification over the signature of the Offeror is placed in the mail and postmarked prior to the time set for proposal to be due. Offerors are cautioned that, while telegraphic modifications of proposals may be received as provided above, such modifications, if not explicit, and if in any sense subject to misinterpretation, shall make the proposal so modified or amended subject to rejection.

3.4 COST DETAIL

Offerors should take care to include in their proposal all services referenced in their proposal. If fixed firm price is required, price offered shall be inclusive of all expenses, travel, lodging, overhead and profit.

3.5 COST GUARANTEE

The Offeror must honor all prices quoted in its proposal for one hundred and twenty (120) days.

3.6 WITHDRAWAL OF PROPOSALS

The Offeror may withdraw its' proposals by written or telegraphic request dispatched by the Offeror in time for delivery in the normal course of business prior to Deadline for Proposals date and time, provided that a signed written confirmation of any telegraphic withdrawal is placed in the mail and postmarked prior to that time. Negligence on the part of the Offeror in preparing its proposal confers no right of withdrawal or modification of its proposal after such proposal has been opened.

3.7 ACCEPTANCE OF PROPOSALS

The Authority reserves the right to accept or reject any or all proposals, or to waive any formalities. The Authority reserves the right to reject the proposal of any Offeror who has previously failed to perform properly, or to complete on time, a contract of a similar nature; who is not in a position to perform the contract; or who habitually and without just cause neglected the payment of bills or otherwise disregarded its obligations to subcontractors or employees.

If the Authority finds significant errors in the Offeror's proposal, or if the Offeror fails to conform to the essential requirements of the RFP, the Authority will reject the proposal. When an Offeror's proposal varies from what the RFP requested, the Authority will reject the proposal.

3.8 AWARD OF CONTRACT

The Contract, effective on or about October 1, 2015 shall be awarded to the Offeror submitting the most responsible proposal, price and other factors considered, complying with the specifications contained herein, provided the proposal is in the best interest of the Authority to accept. The Authority is therefore not bound to accept a proposal on the basis of lowest quoted price alone. The Offeror to whom the award is made will be notified at the earliest practical date. Offerors who desire to receive a copy of the Statement of Award must include a self-addressed stamped envelope.

3.9 CONTRACT AND CONTRACT EXECUTION

A DuPage Housing Authority standard consultant agreement will be issued. Subsequent to the award, and within ten (10) days after the prescribed forms are presented to them for signature, the successful Offeror shall execute and deliver to the Authority the signed agreement. The proposal and Request for Proposal and any written correspondence will become part of the Contract and shall be incorporated therein by reference.

3.10 AFFIRMATIVE ACTION

All Offerors submitting a proposal must submit a work force profile for women and minorities.

3.11 PROPOSAL PREPARATION COSTS

The Offeror shall wholly absorb all costs incurred in the preparation and presentation of the proposal. All supporting documentation and manuals submitted with this proposal will become the property of the Authority.

3.12 PROOF OF INSURANCE

The Offeror shall submit as part of its offer written evidence that it maintains at a minimum:

Workers Compensation	Statutory/1,000,000
Comprehensive General Liability	\$1,000,000 CSL
Auto Liability (including owned, hired or used)	\$1,000,000
Professional Liability	\$1,000,000 (Maximum deductible \$50,000)

Said insurance shall be written by an insurer holding a current certificate of authority pursuant to Illinois Statutes. The certificate shall provide that no material alteration or cancellation, including expiration and non-renewal, shall be effective until fifteen (15) days after receipt of written notice by the DHA.

3.13 APPEALS AND REMEDIES

It is the DHA's policy to handle disputes promptly at the PHA level. DHA's Appeals and Remedies procedure will follow procedures to be in compliance with 24 CFR 85.36(b)(12) and HUD Handbook 7460.8 REV-1

3.14 THIRD PARTY CLAIMS

The Authority shall be held harmless from any third party legal claims. The DHA will contract only with the Consultant. Any sub-contractor employed by the Contractor will be the responsibility of the Contractor.

FIRM QUALIFICATION QUESTIONNAIRE

1. **Date Firm was established.** _____

2. **Size of portfolio and duration of management.**
Number of buildings/units firm currently manages. _____

Number of buildings/units firm has managed for more than three years _____

3. **Names and addresses of Principals including position and length of time with firm:** _____

4. **Experience managing projects with low/moderate income residents. Summarize in one or two sentences. Do not list addresses here.**

5. **Computer capabilities of the firm. Briefly describe your computer system below, include: hardware configuration, the name of the Property management software, key software features.**

6. Staffing

a. Attach resumes for principals and key staff.

b. List number and titles or functions of individuals or staff, indicate languages spoken. Attach organizational chart if one exists.

c. List names of staff who will work on this project and their role on this project. Attach resumes if possible.

d. If a firm has recently been engaged to manage additional projects that are not reflected in the current management figures above and on the Management Experience listing, describe the size of the project(s), management start date and whether you plan to hire new staff for the project(s) or use existing staff.

SECTION 4 REQUIRED CERTIFICATIONS AND REPRESENTATIONS

4.1 OFFEROR INFORMATION & PRICING FORM

Name of Offeror: _____

Mailing Address: _____

Street Address: _____

City/State/Zip Code: _____

one: () _____ Fax: () _____

Tax I.D./Social Security #: _____

Minority Status: Black Hispanic Native American Asian/Pacific Other

To: The DuPage Housing Authority

Pursuant to and in compliance with DHA notice inviting sealed proposals (Request for Proposal), Instructions to Bidders (Form HUD-5369-B), and the other documents relating thereto, the undersigned Offeror, having familiarized himself with the terms of the proposal documents, local conditions and the cost of the work at the place where the work is to be done, hereby proposes and agrees to perform within the time stipulated, all work required in accordance with the scope of services and other documents including Addenda, if any, on file at the Authority for the price hereinafter set forth.

The undersigned, as Offeror, declares that the only person or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any person, firm or corporation; and he proposes and agrees, if the proposal is accepted, that he will execute a contract with the DuPage Housing Authority; that he will comply with all Minority and Women Business Enterprise and Section 3; that he is aware that failure to properly comply with the requirements set out in the Instructions to Bidders (Form HUD 5369-B) and elsewhere in the Request For Proposal may result in a finding that the Offeror is non-responsive.

Fee Price for Section 2.1 Scope of Services

Ogden Manor

\$ _____

Signature/Authorized Firm Official _____ Date _____

Printed Name

Title

4.2 STATEMENT OF NO PROPOSAL

If you do not intend to bid on the RFP, please return this form immediately to:

**DuPage Housing Authority
Administration Department
711 E. Roosevelt Rd.
Wheaton, IL 60187**

We, the undersigned, have declined to submit a proposal for:
Due Diligence and Property Management Services, DHA Ogden Manor

Reason:

- Specifications too tight, geared toward one brand or manufacturer (explain below)
- Insufficient time to respond.
- Specifications unclear (explain below)
- We do not offer this product/services.
- Our present schedule does not permit us to perform.
- Unable to meet specifications or provide services.

Remarks:

We understand that if this Statement of No Proposal is not executed and returned, our name may be deleted from the list of qualified Offerors.

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____

SIGNATURE: _____

4.3 AFFIDAVIT OF NON-COLLUSION/ NON-INTEREST OF HOUSING AUTHORITY EMPLOYEES

_____, * being first duly sworn, deposes and says that he (it) is the Offeror in the above proposal, that the only person or persons interested in said proposal are named therein; that no officer, employee or agent of the DUPAGE HOUSING AUTHORITY or of any other Offeror is interested in said proposal; and that affiant makes the above proposal with no past or present collusion with any other person, firm or corporation.

Affiant

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2015
by _____, who is personally known to me or who has produced as identification and who did take an oath.

Notary Public
My Commission Expires:

*NOTICE: State name of Offeror followed by name of authorized individual (and title) that is signing as Affiant. If Offeror is an individual, state name of Offeror only.

4.4 SWORN STATEMENT ON PUBLIC ENTITY CRIMES

1. The business address of _____ (name of business) is _____.

2. My relationship to _____ (name of Offeror or business) is _____ (relationship such as sole proprietor, partner, president, vice president).

3. I understand that a public entity crime includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Illinois or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

4. I understand that "convicted" or "conviction" means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or nolo contendere.

5. I understand that "affiliate" means (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Illinois during the preceding 36 months.

6. Neither the Offeror or contractor, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or contractor, nor any affiliate of the Offeror or contractor has been convicted of a public entity crime. (Draw a line through paragraph 6 if paragraph 7 below applies.)

7. There has been a conviction of a public entity crime by the Offeror or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Offeror or contractor who is active in the management of the Offeror or contractor or an affiliate of the Offeror or contractor. A determination has been made that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is: _____ (Draw a line through paragraph 7 if paragraph 6 above applies.)

(Signature)

(Print name)

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2015, by _____, who is personally known to me or who has produced _____ as identification and who did take an oath.

Notary Public

My Commission Expires: _____

4.5 CONTRACTOR’S SECTION 3 COMPLIANCE AFFIDAVIT

State of:

City of:

CONTRACTOR’S SECTION 3 COMPLIANCE AFFIDAVIT

The undersigned makes this affidavit with full knowledge that its contents will be used in the expenditure of funds provided by the United States government. Under penalty of perjury, I hereby state:

1. I am the _____ of _____
(Owner, Partner, Officer, agent) (Company Name)
the Bidder / Offeror that has submitted the attached Bid / Proposal; and,
2. My company/corporation adheres to Section 3 of the Housing and Urban Development (HUD) Act of 1968, as amended, 12 U.S.C. 170 lu, which requires, to the greatest extent feasible, that a “good faith effort” is given to identifying small business located within the boundaries of the Section3 service area, making them aware of contracting opportunities, encouraging their participation and actually awarding contracts to Section 3 business concerns.
3. An attempt will be made to undertake outreach activities intended to encourage participation by Section 3 residents in training and employment opportunities, to include but not be limited to:
 - A. Advertising in local media;
 - B. Distributing flyers on training and job opportunities to public housing sites and posting flyers in common areas;
 - C. Informing labor organizations and private job training agencies of potential jobs and contract opportunities;
 - D. Participation in job information meetings and workshops to help Section 3 residents complete applications and learn interviewing techniques.

Affiant’s Signature

Address: _____

Affiant’s Title

Telephone: () _____

Affiant’s Company Name: _____

Subscribed and sworn to under oath before me this day of , 2015.

My commission expires:

NOTARY NAME: