



**HOUSING AUTHORITY OF THE CITY OF BRISTOL
164 JEROME AVENUE – BRISTOL, CT 06010**

**REQUEST FOR PROPOSALS
For
Information Technology (IT)
& Computer Support Services
at all
BHA Developments**

(RFP) # 25-183

October 8, 2025

Contracting Officer:
Luis Velazquez:
860-585-2028,
lvelazquez@bristolhousing.org

TABLE OF CONTENTS

COVER PAGE

SECTION 1: INTRODUCTION

SECTION 2: INSTRUCTIONS TO RESPONDENTS

SECTION 3: SCOPE OF WORK

SECTION 4: EVALUATION METHOD

SECTION 5: CONTRACT AWARD

SECTION 6: PROPOSALS SUBMISSION

ATTACHMENTS

ACKNOWLEDGEMENT OF ADDENDA FORM

NON-COLLUSIVE AFFIDAVIT

CERTIFICATE OF CORPORATE VOTE

HUD FORM 5369-C (*Certifications and Representations of Offerors – Non- Construction*)

HUD FORM 5369-B (*Instructions to Offerors Non-Construction*)

HUD FORM 5370-C (SECTION II) (*General Conditions for Non- Construction*)

VENDOR QUALIFICATION PACKAGE

GENERAL TERMS AND SPECIAL CONDITIONS

OWNER-CONTRACTOR SAMPLE SERVICE CONTRACT

LIST OF BHA DEVELOPMENTS

SCHEDULE OF EVENTS

SOLICITATION ISSUANCE	October 10, 2025
PRE BID WALKTHROUGH	October 23, 2025
LAST DAY FOR QUESTIONS	October 30, 2025
PROPOSAL DUE DATE	November 6, 2025

1.0 INTRODUCTION

- A. The Housing Authority of the City of Bristol (BHA) owns and operates nine (9) residential developments with 743 apartments within the City of Bristol. BHA is soliciting sealed bids from qualified firms for ongoing Information Technology (IT) and Computer Support Services through Help Desk support as well as onsite support.
- B. BHA is a public housing authority authorized under state law and funded by the U.S. Department of Housing and Urban Development (HUD) and the Connecticut Department of Housing. All BHA data is highly sensitive and must be kept secure and strictly confidential. The selected Contractor will be subject to a Confidentiality Agreement.
- C. For the purposes of this Request for Proposals “Bidder”, “Contractor”, “Firm”, “Authority”, “Owner”, “Consultant”, and “Awarding Authority” shall be synonymous.
- D. The term of the contract resulting from this Request for Proposal (RFP) shall be for two (2) years commencing on the date of award. Upon satisfactory completion of the initial term, BHA may extend the term of this contract for three (3) additional one-year terms at its sole option. The Authority shall provide the Contractor with written notice of its intent to extend the Contract at least ninety (90) days prior to the expiration of the then current Contract term.
- E. The Contract is an indefinite delivery, indefinite quantity contract. Services are required as and when needed. The Authority reserves the right to make partial or full award of the services described below.
- F. The Contract may be subject to an aggregate annual not to exceed expenditure limit established by the Authority Board of Commissioners (the “Annual Limit”). Annual expenditures may not exceed the Annual Limit without confirmation of funds availability and the prior approval of the Board of Commissioners or their appointee.

2.0 INSTRUCTIONS TO RESPONDENTS

- A. All inquiries regarding this RFP shall be directed to Luis Velazquez, Director of Capital Funds at (860) 585-2028 or lvelazquez@bristolhousing.org. There is no charge for electronic copies of the RFP documents. Bid packages may also be mailed for a \$50.00 fee payable in the form of money order or certified check. Please contact Luis Velazquez for appointments and details of payments.
- B. A Pre-Bid Conference will be held on **October 23, 2025, at 11:00 A.M.** at 164 Jerome Avenue, Bristol, CT. Attendance at this meeting is not mandatory, but strongly recommended for all bidders. The purpose of this conference is to answer questions concerning this solicitation. An addendum may be issued following the pre-bid conference which will summarize the topics addressed at the conference.
- C. Respondents must deliver in a sealed package one (1) Original and two (2) copies of their response to the following location no later than **2:00 PM on Tuesday, November 6, 2025.**

Deliver to: **Housing Authority of the City of Bristol**
Attention: Mitzy Rowe, Chief Executive Officer
164 Jerome Avenue
Bristol, CT. 06010

- D. All bids received after the specified date and time above will be considered “non-responsive”. **NO ELECTRONIC OR FAXED BIDS WILL BE ACCEPTED.** Bidders must use the Form of General Bid included in the bid package. No substitutions are permitted.
- E. To ensure proper receipt and handling of responses, bids must be submitted in a sealed envelope and clearly marked on the outside of the package with respondent’s name, address, and the words: **“RFP #25-183 IT & Computer Support Services”.**
- F. There is no bid deposit requirement associated with this procurement.
- G. All requests for clarification of this RFP must be submitted in **writing** by October 23, 2025, at 4:00 PM to Luis Velazquez at lvelazquez@bristolhousing.org. BHA shall issue a written response via its website by October 27, 2025.

- H. To be considered an Official Plan Holder and eligible bidder for the project, BHA must receive an email indicating interest in bidding on or before October 27, 2025. All companies that send a representative to the non-mandatory pre-bid meeting will also be considered an official plan holder eligible to bid the project.
- I. A bidder may only correct, modify, or withdraw a bid by written notice received at BHA Central Office prior to the bid deadline specified above.
- J. BHA reserves the right to verify any and all information provided in the Proposal. If there is evidence of misleading or false information, the Authority may, in its discretion, reject the respondent's submittal.
- K. BHA reserves the right to cancel or reject any and all proposals at any time before a contract is executed and approved. To waive any informalities or minor irregularities in the proposals received, where such acceptance, rejection, or waiver is deemed to be in the best interest of BHA.
- L. All bids must comply with the provisions of BHAs Procurement Policy, General Terms and Conditions, U.S. Department of Housing and Urban Development (HUD) and any applicable Federal, State of Connecticut, or Local laws and/or regulations.
- M. BHA reserves the right to issue addenda to this RFP. If it becomes necessary to revise any part of the RFP, addenda will be provided in writing via e-mail to all prospective bidders who have requested a copy of this RFP. The addenda shall be deemed a part of this RFP and will supersede the original requirements and standards set forth herein.
- N. Each bidder is solely responsible for a thorough review of all RFP Documents prior to submitting a proposal. Failure to examine the bid documents will not relieve the Bidder from any obligation contained in the RFP. BHA will not be liable for any cost incurred by a bidder prior to award of a contract. Any costs incurred by Respondents in preparing or submitting proposals are the Respondents' sole responsibility. The Authority will not reimburse any Respondent for any costs incurred prior to award of the Contract.
- O. By submission of a bid the Bidder agrees to execute a Contract with BHA that incorporates all the requirements of this RFP. The Bidder further accepts all terms and conditions set forth in the RFP and the standard provisions included or attached.
- P. In submitting a proposal, the Respondent agrees not to discuss or otherwise reveal the contents of the proposal to any source outside of the Authority until after the award of the Contract. Respondents not in compliance with the provision may, at the option of the Authority, be disqualified from contract award. Only discussions authorized by the issuing agency are exempt from this provision.
- Q. The Authority reserves the right to negotiate fees proposed by any respondent.
- R. No Bidder may assume or rely on the fact that any email or phone communications have been received by BHA unless BHA has responded in writing.
- S. A Bidder responding to this RFP shall indemnify and hold BHA, its Directors, Board Members, and Employees harmless from and against: (a) all claims, demands, losses, damages, and judgments, including court costs and attorneys' fees, arising out of, or based upon any claim of the Bidder hereunder, and (b) any breach by Bidder or Bidders agents or assigns of any provision of this RFP and resulting Contract.
- T. The Respondent shall not take advantage of any errors or omissions in this RFP. The Respondent shall promptly notify the Authority of any omissions or errors found in this document.
- U. Bids received that are conditional bids, submitted incomplete, not properly endorsed, signed, or are otherwise contrary to these instructions, shall be rejected as unresponsive.
- V. It is understood and agreed that it shall be a material breach of any contract resulting from this bid "for the Contractor to engage in any practice which shall violate any provisions of Federal, State or Local General Laws, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age, or ancestry".
- W. This contract may require Davis Bacon Act Wage Rates or CT Prevailing Wage Rates. If a copy of the most recent wage rate determinations is attached to this RFP.
- X. The Authority reserves the right to go out to separate solicitation for major projects. BHA, at its discretion, may elect to use in-house personnel to perform the work or may hire outside contractors to perform work they deem to be more qualified or available for a task.

3.0 SCOPE OF WORK

- A. This contract for IT & Computer Support Services has no guaranteed amount of work during its term. BHA shall contact the firm awarded this contract at its discretion for day-to-day, on-call, and emergency services.
- B. The Contractor agrees that all work shall be in accordance with State and Federal safety regulations. The work provided under this contract will be performed by trained personnel who are qualified to do the work.
- C. BHAs' network equipment is installed at Central Office located at 164 Jerome Avenue, Bristol, CT 06010. A list of BHA Locations requiring IT support is attached.
- D. Conduct full-scale and comprehensive needs assessment for IT services based on BHA current state and its technical and management needs to meet the described goals and provide recommendations for implementation.
- E. Hours of Operation:
 - 1) BHA is open Monday to Thursday 8:30 - 4:30 and Friday 8:30 – 2:00
 - 2) BHA observes all Federal & State holidays

F. BHA'S Technological Infrastructure & Background

Contractor shall be responsible for supporting the following BHA IT infrastructure (quantities are approx.):

- 1) 25 users in 6 locations, approximately 30+ workstations and 25 laptops utilizing Windows 11.
 - 2) Comcast business Xfinity high-speed internet with static IPs at 7 locations. High Speed Fiber directly into Central Office and Ubiquity Wi-Fi Access Points.
 - 3) Office 365, and email hosting through Microsoft.
 - 4) VoIP phone system by Comcast Business and mobile devices from T-Mobile.
 - 5) Networked printers and copiers
 - 6) Network Servers (2 Physical & 3 Virtual): Dell PowerEdge and HP.
 - 7) Server software: Windows Server 2022, Windows Server 2016, and ESXI Hypervisor
 - 8) Firewalls/Routers
 - 9) Virus protection: Webroot
 - 10) Remote Access: BHA provides staff with the ability to work remote using a VPN.
 - 11) Main BHA Software is PHA Web and ONESITE by Real Page, which is client-server based
- D. Contractor must provide the following services (onsite and/or remotely):
- 1) Network system monitoring: Contractor shall monitor BHA's IT network to assure network availability during BHA's business hours and in some rare scenarios after hours.
 - 2) IT Systems administration & maintenance: Contractor shall perform network administration and maintenance including establishing and enforcing protocols, performing setups, troubleshooting problems, administering print and periphery functions, assessing configurations, installing hardware and software or overseeing their installation, managing voicemail and phone "trees", and supervising system backups.
 - 3) Security and protection: of the entire system, including virus protection, control of access and maintenance of security codes, physical security of the network, disaster preparation and prevention, and maintenance of all backup systems. Contractor shall work with BHA staff to develop and maintain adequate security procedures and disaster plans.
 - 4) Set up new desktops, laptops, phones and iPad for users, including installing software and printers.
 - 5) Report on the IT system and user problems to vendors, as appropriate, maintain logs and follow through with vendors to ensure resolution.
 - 6) Provide hands-on assistance and troubleshooting with PCs, telephone systems, etc. Make recommendations concerning improvements to the network system, possibilities for cost reduction and greater efficiency.

- 7) Provide training for BHA staff.
- 8) Consultant will obtain an understanding of key business operations, the IT environment, new and on-going IT initiatives, key data information flows, and IT risk management infrastructure such as policy, procedures, and organization.
- 9) Consultant will analyze and evaluate the quality of processes, routines, and controls of the following general IT processes:
 - 10) Application development and maintenance
 - 11) Computer operations and disaster recovery plan
 - 12) IT application, network and infrastructure security
 - 13) System access control. Assessment should include, but not be limited to, evaluations specific to the following functions:
 - 14) User id/password management
 - 15) Local Area Network (LAN) and Wide Area Network (WAN) management
 - 16) Authentication and remote access infrastructure
 - 17) Application development, maintenance, application roll out and training
 - 18) Implementation and Deliverables
 - 19) Identify opportunities for improvement and develop practical and cost-effective recommendations for each opportunity identified
 - 20) Meet with BHA's management team to discuss an implementation schedule for identified tasks

G. Consultant will provide the following:

- 1) Conduct meetings as deemed necessary to discuss progress and unique issues that may have surfaced
- 2) Assist in price estimation, solicitation and vendor contract negotiations for all equipment, software, and other related IT purchases
- 3) Assist in the planning and implementation of strategic and tactical goals, policies, and procedures for the IT department
- 4) Present training opportunities, current materials and other related information necessary to keep staff up to date with IT implementation projects

H. Service-level Expectation. BHA's IT Systems are identified as "High" (Priority 1), or "Normal" (Priority 2). BHA's service-level expectations (or "SLE" or "Priority") to be provided by the Contractor are based on the following priority ratings:

- 1) High Priority (Priority 1): One (1) hour phone response and two (2) hour onsite response during normal business hours.
 - a. Applies to all Network Servers
 - b. Internet Connectivity
 - c. Request is identified as "High Priority" by BHA's representative
- 2) Normal Priority (Priority 2): All phone responses and support (onsite or otherwise) requests, two (2) hour phone response and two (2) business day onsite responses during normal business hours.

4.0 EVALUATION METHOD

- A. BHA will be awarding this contract using a "Best Value" methodology. The evaluation committee will only review those submittals received by the specified date and time above. The submittals will be reviewed and rated based on the evaluation criteria listed below and the top-rated bidders may be selected for an interview. Scores from the submittal and/or the interview will be utilized in making the final selection.
- B. Points will be awarded based on the following categories:
 - 1) Up to 60 Points will be awarded for the Contractors Qualifications, Experience and References
 - 2) Up to 40 Points will be awarded based on costs.

- C. The **60-Point** allocation for Qualifications, Experience, and References will be awarded based on the following criteria: **Contractors must receive a minimum score of 50 out of 60 points to be further considered in the selection process.**
 - 1) 25 points: Previous experience in providing a superior level of service at like-sized public and/or private facilities.
 - 2) 20 points: Assessments of work quality, performance and working relationships by current and recent clients that indicate high levels of satisfaction and effectiveness.
 - 3) 5 points: Qualifications of staff proposed to provide the services at BHA Facilities.
 - 4) 10 points: Well organized communication systems and electronic reporting capabilities that demonstrate an ability to complete tasks efficiently and effectively and do not require constant supervision by the BHA.
- D. The **40-Point** allocation will be solely based upon the Cost submitted.

5.0 CONTRACT AWARD

- A. After all prerequisites and specifications have been met by the Respondent and the award has been made, the successful Respondent will be notified within five (5) working days of this award. The Authority will notify the successful Respondent in writing, either by mail or an electronic transmittal of the Letter of Award.
- B. BHA intends to award the contract at their next Board of Commissioners' meeting. If the Bidder fails to enter into a contract agreement within five (5) calendar days following BHA's notification, BHA reserves the right to award the contract to the next qualified Bidder.
- C. The highest scoring bidder in combination with being responsive and responsible will be awarded the Service Contract.
- D. To be considered responsive, the bidder must (a) submit their Bid Form by the deadline advertised, (b) provide all bid related documents with their Bid and (c) meet all minimum quality requirements detailed in this RFP. Bidders are reminded that any bid received that has incomplete spaces or sections, is not properly endorsed, or signed, is a conditional bid or is otherwise contrary to these instructions, shall be rejected as unresponsive.
- E. To be considered responsible, the bidder must demonstrate they have the skills, ability, and integrity necessary to provide BHA with a superior quality of work, strong work ethic and ability to work well with BHA residents, personnel, and other trades as the work requires.
- F. BHA reserves the right to modify, amend or terminate the contract at any time should the successful Bidder fail to meet contract obligations.
- G. The successful Bidder shall not assign, sell, transfer or sub-contract any part of this contract without the express written consent of the BHA. Any such actions shall void the contract and will result in the full forfeiture of funds due to the Bidder.

6.0 RFP SUBMISSION REQUIREMENTS

- A. Responders to this RFP shall submit one (1) Original Bid and two (2) copies are required.
- B. Responders to this RFP must submit their Bid in strict accordance with the deadline specified above. **Faxed or electronic bid responses are not permitted.**
- C. Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired.
- D. Bidders are reminded that any bid received that has incomplete spaces or sections, is not properly endorsed, signed, or notarized, includes documents or forms not specifically requested (i.e., letters of reference, sections of the bid package, etc.), is a conditional bid or is otherwise contrary to these instructions, shall be rejected as unresponsive.
- E. A proposal submitted for this procurement must include the following:
 1. **Qualifications:** To be eligible for contract award, the Proposer shall demonstrate the following qualifications and include the following information:
 - a. Identify the Proposer and its business form (proprietorship, partnership, corporation, etc.), as well as everyone who shall be assigned to provide the Services, including the team leader, if applicable.

- b. Provide information with respect to the Proposer's knowledge of and years of experience in each of the following areas. Be specific as to the knowledge and years of experience of the relevant individual responsible for each area.
 - c. Experience working with a public housing authority or private organizations.
 - d. Experience working with Housing Authority software and its various software components.
 - e. Experience with IT support and network installation consistent with the size and scope of that required in Section III of the RFP.
 - f. Provide the necessary equipment to properly and successfully complete the services required.
 - g. Have sufficiently trained, and certified staff to provide the services required.
- 2. Service Plan:** The Proposer shall describe the manner in which the Proposer shall develop, implement, and provide each of the services required in Section III. To be eligible for contract award, the Proposer's Service Plan(s) shall include, at a minimum, the following information:
- a. An explanation and description of how the Proposer will provide the services required in the RFP.
 - b. Approach to consultations and providing/receiving feedback to/from client.
 - c. A thorough description of items, information, reports or the like (if any) that the Proposer will require from BHA in order to complete the Services.
 - d. A thorough description of items, information, reports, etc. that the Proposer shall provide to BHA in order to keep BHA informed of Proposer's performance regarding the Services.
- 3. References:** Provide a typed list of at least 3 references that clearly demonstrate the bidder's ability to perform the work described in the RFP. Company name and contact person's phone and email address are required for each reference. Letters of reference from previous customers are not permitted as a substitute for the typed list. Work with other housing authorities is desired but not mandatory.
- 4. Fee Proposal:** To be eligible for contract award, the Proposers shall submit a Fee Proposal for performance of the services as follows:
- a. The Proposer's Fee Proposal shall indicate a rate for each category of service. The fee rate for each category shall also include all anticipated expenses and overhead costs in connection with the provision of the services.
 - b. The Fee Proposal shall be signed by an officer of the Proposer who is legally authorized to enter into a contractual relationship in the name of the Proposer.
 - c. If the Proposer must outsource or sub-contract any work to meet the requirements contained herein, this must be clearly stated in the proposal as well as the name and description of the organization(s) being sub-contracted.
 - d. Costs included in the proposal must include any outsourced or sub-contracted work.
- 5. Required Forms and Certifications:** Provide executed originals of the following contract forms and documents; all of which are found in the RFP:
1. Acknowledgement of Addenda Form
 2. Non-Collusive Affidavit
 3. Certificate of Corporate Vote Authorization (*If applicable*)
 4. HUD Form 5369-C
 5. Vendor Qualification Package

END of RFP



HOUSING AUTHORITY OF THE CITY OF BRISTOL
164 JEROME AVENUE – BRISTOL, CT 06010

ACKOWLEDGEMENT OF ADDENDA FORM

Proposer has received the following Addenda, the receipt of which is hereby acknowledged:

Addendum Number: _____ Date Received: _____

(Date)

(Company Name)

(Project Number)

(Print Name)

(Signature)



HOUSING AUTHORITY OF THE CITY OF BRISTOL
164 JEROME AVENUE – BRISTOL, CT 06010

FORM OF NON-COLLUSIVE AFFIDAVIT

State of _____

County of _____

_____, being first duly sworn, deposes and says:

That he/she is, _____ the party making the foregoing proposal for bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not, in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against BHA or any person interested in the proposed contract, and that all statements in said proposal for bid are true.

Project No. _____

Signature

(Name and Title)

Date

(Signature should be Notarized.)

CERTIFICATE OF CORPORATE VOTE OF AUTHORIZATION

20_____

I hereby certify that a meeting of the Board of Directors of the:

Name of Corporation

Duly called and held at _____ on the _____ day of _____ 20_____

At which a quorum was present and acting, it was voted that _____

Name of Corporate Officer

of the _____, be and hereby is authorized to execute and deliver for and on behalf of the Corporation a Contract with the Housing Authority of the City of Bristol, for work to be done at Federally Aided Housing Cambridge Park in the City of Bristol, CT and to act as principal to execute bonds in connection therewith, which Contract and Bonds were presented to and made part of the records of said meeting.

I further certify that _____ Is duly qualified and acting

Name of Corporate Officer

_____ of the Corporation and that said vote has not been

Title

Repealed, rescinded, or amended.

A true copy of the record,

Attest: _____

(CORPORATE SEAL)

On this _____ day of _____ 20_____, before me, the undersigned Notary Public, personally appeared _____, duly designated by the board of directors and proved to me, through satisfactory evidence of identification, which was _____, that s/he is the person whose name is signed on the foregoing documents, and acknowledged to me that s/he signed it voluntarily for its stated purpose and that it was her/his free act and deed.

Notary Public

My Commission Expires:

CORPORATE VOTE

1 OF 1

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/offerors 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)

- | | |
|---|---|
| <input type="checkbox"/> Black Americans | <input type="checkbox"/> Asian Pacific Americans |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans |
| <input type="checkbox"/> Native Americans | <input type="checkbox"/> 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:

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 initiated 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 acknowledgement 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 II – (With 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. 11/30/2023)

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 an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Applicability. This form HUD-5370C 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 905.200) 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 II – Labor Standard Provisions for all Maintenance Contracts greater than \$2,000

1. Minimum Wages

- (a) All maintenance laborers and mechanics employed under this Contract in the operation of the project(s) shall be paid unconditionally and not less often than semi-monthly, and without subsequent deduction (except as otherwise provided by law or regulations), the full amount of wages due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Housing and Urban Development which is attached hereto and made a part hereof. Such laborers and mechanics shall be paid the appropriate wage rate on the wage determination for the classification of work actually performed, without regard to skill. Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein; provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination, including any additional classifications and wage rates approved by HUD under subparagraph 1(b), shall be posted at all times by the Contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.
- (b) (i) Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the Contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate only when the following criteria have been met:
 - (1) The work to be performed by the classification required is not performed by a classification in the wage determination;
 - (2) The classification is utilized in the area by the industry; and
 - (3) The proposed wage rate bears a reasonable relationship to the wage rates contained in the wage determination.

(ii) The wage rate determined pursuant to this paragraph shall be paid to all workers performing work

in the classification under this Contract from the first day on which work is performed in the classification.

2. Withholding of funds

The Contracting Officer, upon his/her own action or upon request of HUD, shall withhold or cause to be withheld from the Contractor under this Contract or any other contract subject to HUD-determined wage rates, with the same prime Contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics employed by the Contractor or any subcontractor the full amount of wages required by this clause. In the event of failure to pay any laborer or mechanic employed under this Contract all or part of the wages required under this Contract, the Contracting Officer or HUD may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment or advance until such violations have ceased. The Public Housing Agency or HUD may, after written notice to the Contractor, disburse such amounts withheld for and on account of the Contractor or subcontractor to the respective employees to whom they are due.

3. Records

- (a) The Contractor and each subcontractor shall make and maintain for three (3) years from the completion of the work records containing the following for each laborer and mechanic:
 - (i) Name, address and Social Security Number;
 - (ii) Correct work classification or classifications;
 - (iii) Hourly rate or rates of monetary wages paid;
 - (iv) Rate or rates of any fringe benefits provided;
 - (v) Number of daily and weekly hours worked;
 - (vi) Gross wages earned;
 - (vii) Any deductions made; and
 - (viii) Actual wages paid.
- (b) The Contractor and each subcontractor shall make the records required under paragraph 3(a) available for inspection, copying, or transcription by authorized representatives of HUD or the HA and shall permit such representatives to interview employees during working hours on the job. If the Contractor or any subcontractor fails to make the required records available, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance or guarantee of funds.

4. Apprentices and Trainees

- (a) Apprentices and trainees will be permitted to work at less than the predetermined rate for the work they perform when they are employed pursuant to and individually registered in:
 - (i) A bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration (ETA), Office of

- Apprenticeship Training, Employer and Labor Services (OATELS), or with a state apprenticeship agency recognized by OATELS, or if a person is employed in his/her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by OATELS or a state apprenticeship agency (where appropriate) to be eligible for probationary employment as an apprentice; A trainee program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, ETA; or
- (ii) A training/trainee program that has received prior approval by HUD.
- (b) Each apprentice or trainee must be paid at not less than the rate specified in the registered or approved program for the apprentice's/trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Apprentices and trainees shall be paid fringe benefits in accordance with the provisions of the registered or approved program. If the program does not specify fringe benefits, apprentices/trainees must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification.
- (c) The allowable ratio of apprentices or trainees to journeyman on the job site in any craft classification shall not be greater than the ratio permitted to the employer as to the entire work force under the approved program.
- (d) Any worker employed at an apprentice or trainee wage rate who is not registered in an approved program, and any apprentice or trainee performing work on the job site in excess of the ratio permitted under the approved program, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed.
- (e) In the event OATELS, a state apprenticeship agency recognized by OATELS or ETA, or HUD, withdraws approval of an apprenticeship or trainee program, the employer will no longer be permitted to utilize apprentices/trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

5. Disputes concerning labor standards

- (a) Disputes arising out of the labor standards provisions contained in Section II of this form HUD-5370-C, other than those in Paragraph 6, shall be subject to the following procedures. Disputes within the meaning of this paragraph include disputes between the Contractor (or any of its subcontractors) and the HA, or HUD, or the employees or their representatives, concerning payment of prevailing wage rates or proper classification. The procedures in this section may be initiated upon HUD's own motion, upon referral of the HA, or upon request of the Contractor or subcontractor(s).
- (i) A Contractor and/or subcontractor or other interested party desiring reconsideration of findings of violation by the HA or HUD relating to the payment of straight-time prevailing wages or classification of work shall request such reconsideration by letter postmarked within 30 calendar days of the date of notice of findings issued by the HA or HUD. The request shall set

forth those findings that are in dispute and the reasons, including any affirmative defenses, with respect to the violations. The request shall be directed to the appropriate HA or HUD official in accordance with instructions contained in the notice of findings or, if the notice does not specify to whom a request should be made, to the Regional Labor Relations Officer (HUD). The HA or HUD official shall, within 60 days (unless otherwise indicated in the notice of findings) after receipt of a timely request for reconsideration, issue a written decision on the findings of violation. The written decision on reconsideration shall contain instructions that any appeal of the decision shall be addressed to the Regional Labor Relations Officer by letter postmarked within 30 calendar days after the date of the decision. In the event that the Regional Labor Relations Officer was the deciding official on reconsideration, the appeal shall be directed to the Director, Office of Labor Relations (HUD). Any appeal must set forth the aspects of the decision that are in dispute and the reasons, including any affirmative defenses, with respect to the violations. The Regional Labor Relations Officer shall, within 60 days (unless otherwise indicated in the decision on reconsideration) after receipt of a timely appeal, issue a written decision on the findings. A decision of the Regional Labor Relations Officer may be appealed to the Director, Office of Labor Relations, by letter postmarked within 30 days of the Regional Labor Relations Officer's decision. Any appeal to the Director must set forth the aspects of the prior decision(s) that are in dispute and the reasons. The decision of the Director, Office of Labor Relations, shall be final.

(b) Disputes arising out of the labor standards provisions of paragraph 6 shall not be subject to paragraph 5(a) of this form HUD-5370C. Such disputes shall be resolved in accordance with the procedures of the U.S. Department of Labor set forth in 29 CFR Parts 5, 6 and 7. Disputes within the meaning of this paragraph 5(b) include disputes between the Contractor (or any of its subcontractors) and the HA, HUD, the U.S. Department of Labor, or the employees or their representatives.

6. Contract Work Hours and Safety Standards Act

The provisions of this paragraph 6 are applicable only where the amount of the prime contract exceeds \$100,000. As used in this paragraph, the terms "laborers" and "mechanics" includes watchmen and guards.

- (a) **Overtime requirements.** No Contractor or subcontractor contracting for any part of the Contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.
- (b) **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the provisions set forth in paragraph 6(a), the Contractor and any

subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to the District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the provisions set forth in paragraph (a) of this clause, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by provisions set forth in paragraph (a) of this clause.

- (c) **Withholding for unpaid wages and liquidated damages.** HUD or its designee shall upon its own action or upon written request of an authorized representative of the U.S. Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such Contract or any federal contract with the same prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the provisions set forth in paragraph (b) of this clause.

7. Subcontracts

The Contractor or subcontractor shall insert in any subcontracts all the provisions contained in this Section II and also a clause requiring the subcontractors to include these provisions in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the provisions contained in these clauses.

8. Non-Federal Prevailing Wage Rates

Any prevailing wage rate (including basic hourly rate and any fringe benefits), determined under state law to be prevailing, with respect to any employee in any trade or position employed under the Contract, is inapplicable to the contract and shall not be enforced against the Contractor or any subcontractor, with respect to employees engaged under the contract whenever such non-Federal prevailing wage rate, exclusive of any fringe benefits, exceeds the applicable wage rate determined by the Secretary of HUD to be prevailing in the locality with respect to such trade or position.



**Housing Authority of the City of Bristol
164 Jerome Avenue – Bristol, CT 06010**

Chief Executive Officer

Mitzy Rowe

Board of Commissioners

Rickey Bouffard, Chair

Brian S. Suchinski, Vice-Chair

Ada O. Avilés

Bibi Hafford

David A. Hartley

Phone: (860) 582-6313

Fax: (860) 585-6033

TDD: (860) 584-1565

Website: www.bristolhousing.org

**ACTIVE OR PROSPECTIVE
VENDOR QUALIFICATION PACKAGE**

In order to be considered as a prospective vendor/supplier or continue to be an active vendor/supplier, the undersigned is submitting the attached information for the use of the Housing Authority of the City of Bristol (BHA). To assist in determining the qualifications of the undersigned to perform services for BHA.

The undersigned warrants and represents that all statements made, and information furnished herein are true and accurate and can be relied upon in fulfilling requirements of BHA. The undersigned hereby authorizes BHA to make use of statements and information furnished herein and otherwise available to BHA from any source whatsoever in determining the undersigned's qualifications and does further release BHA from any and all obligations, liabilities, duties, and other responsibilities to the undersigned and to its officers, agents, and employees, for such use of said statements and information. Without limiting the foregoing, BHA may make inquiries of all persons as it deems necessary or desirable to determine the undersigned qualifications. The banks, firms, corporations, or any other persons named herein are hereby authorized to furnish BHA with any information BHA may request concerning the undersigned including, but not limited to, performance on previous work or credit standing with any of them. The undersigned hereby releases any and all such parties from any liability whatsoever for furnishing such information to BHA. The undersigned agrees to accept BHA's determination of qualifications without prejudice.

BHA will exercise the same degree of care as it employs to protect the confidentiality of its own information of like sensitivity. However, the undersigned agrees that BHA will not be liable for any unauthorized disclosure, which may occur despite such care.

This request is for information only and should not be construed as a decision to purchase services or products from the undersigned. BHA reserves the right to refuse any offer made to it at its sole discretion.

It is understood that BHA employees and representatives are not permitted to solicit or accept gifts, entertainment, or remuneration of any value, directly or indirectly, from the undersigned.

The undersigned agrees to immediately notify BHA of any changes in the information provided herein.

Date: _____ Name of Organization: _____

Print Name: _____ Signature: _____ Title: _____

State of _____

County of _____

_____, being duly sworn deposes and says that he/she is the _____ of
(Print Name) _____ (Title)

_____, Contractor(s), and that answers to the questions herein and all statements contained
(Company Name)

are true and correct. Subscribed and sworn before me this _____ day of _____ 20 _____.
Notary Public: _____

My Commission Expires: _____

Housing Authority of the City of Bristol, Connecticut (BHA) Vendor Qualification Package

I. IDENTIFICATION (List complete names, including dba, aka)

A. Name of Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Tax I.D. #: _____

(Attach copy of Tax Certificate, I.D. #, etc.)

B. List of Principals and Key people to service BHA

Name	Title	Experience
------	-------	------------

C. Names of other businesses your principals are associated with in a management or ownership Capacity: _____

II. FINANCIAL DETAILS (Please circle "Yes" or "No" to the questions provided.)

A. Do you rely on a parent company or other principals for capitalization or working funds? Yes Or No

If yes, list organization, contact names and telephone #'s:

If yes, are your obligations guaranteed by the organizations? Yes or No

B. Has your firm or principals ever filed for Bankruptcy Protection? Yes or No
(if yes, please attach a brief description and case number)

C. List judgments or liens entered, and any contingent liabilities pending, against the company or principals, which may have a material adverse effect on the operations:

III. BUSINESS EXPERIENCE

A. List lines of business and how long company has been involved in them. Indicate if manufacturer or distributor and attach catalogs and brochures as appropriate.

B. List significant services you have provided BHA in the past five years:

Dates of Svc	Type Svc	Contact Name	Tel. #
_____	_____	_____	_____
_____	_____	_____	_____

IV. LEGAL ORGANIZATION AND COMPLIANCE

A. Type of Organization (Circle only one)

Corporation Limited Partnership Sole Proprietorship Other: _____

If a corporation, answer the following questions:

Date of incorporation: _____ State of incorporation: _____

President's Name: _____

Vice President's Name: _____

Secretary's Name: _____

Treasurer's Name: _____

If partnership or proprietorship, answer the following:

Date of organization: _____ State of organization: _____

List of all Partners: (State whether general or limited partnership)

Name	Address	General or Limited?

If Other was selected, answer the following:

Describe organization: _____

Principals Names	Address

B. How long has your organization been in business as a General Contractor/ Vendor? _____

C. When was this business originally formed? _____

D. How long has your organization been in business under its present name? _____

E. Which state and/or county laws are you organized under? _____

F. List your organization's licenses, certifications, and registrations: (Attach Copies)

State/Authority	License Type	License/Reg. #	Expiration Date

G. Are you in compliance with all applicable laws, statutes, and regulations, including federal, state, and local requirements (e.g., OSHA)? Yes or No

H. Are you an Equal Opportunity Employer? Yes or No

I. List all labor organization affiliations:

Organization	Expiration Date

- J. How many employees do you have? _____ Management _____ Non-Management
- K. Have any of your principals, employees or relatives ever been employed, connected, or contracted with, or are they currently with, BHA? Yes or No
(If Yes, Disclosure Notice required)
- L. Are any of your principals or employee's relatives of current or former employees, representatives, or commissioners of the Bristol Housing Authority? Yes or No
(If Yes, Disclosure Notice required)
- M. List personnel authorized to execute contracts:

- N. Is your company Minority-Owned (MBE), Woman-Owned (WBE), or Veteran-Owned (VBE or DVBE)? Yes or No (If Yes, please attach your certification)

V. BUSINESS REFERENCES

- A. List Suppliers you work with:

Contact Name	Address	Tel. #
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- B. List Consultants you work with:

Contact Name	Address	Tel. #
--------------	---------	--------

VI. STATEMENTS

- A. **Debarred Statement:** Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government Agency, any State Government, the State of Connecticut, or any Local Municipalities within the State of Connecticut? Yes or No
(If "Yes," please attach a full detailed explanation, including dates, circumstances, and status.)
- B. **Disclosure Statement:** Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of BHA? Yes or No
(If "Yes," please attach a full detailed explanation, including dates, circumstances, and status.)
- C. **Verification Statement:** The proposer 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 BHA discovers that any information entered herein is false, that shall entitle BHA to not consider nor make award or to cancel any award with the undersigned party.

VII. MISCELLANEOUS ITEMS

- A. Summary of Requested Attachments

1. Completed W9 Form
2. An original ACORD Insurance form showing BHA as certificate holder (If awarded)
3. Disclosure Form (if required, must be requested)

W-9

Form W-9
(BHA Substitute W-9 Form)
Rev. October 2004

Request for Taxpayer Identification Number and Certification

Completed form should be given to the requesting department or the department you are currently doing business with.

Please print or type

Name (List legal name, if joint names, list first & circle the name of the person whose TIN you enter in Part I-See Specific Instruction on page 2)

Business name, if different from above. (See Specific Instruction on page 2)

Check the appropriate box: Individual/Sole proprietor Corporation Partnership Other ►

Legal Address: number, street, and apt. or suite no.

Remittance Address: if different from legal address number, street, and apt. or suite no.

City, state and ZIP code

City, state and ZIP code

Phone # ()

Fax # ()

Email address:

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instruction on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 2.

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number

□□□-□□-□□□□

OR

Employer identification number

□□-□□□□□□□□□

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Services (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am an U.S. person (including an U.S. resident alien).
4. I am currently a Boston Housing Authority Employee: (check one): No _____ Yes _____

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply.

Sign Here

Authorized Signature ►

Date ►

Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify you are not subject to backup withholding

If you are a foreign person, use the appropriate Form W-8. See Pub 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

What is backup withholding? Persons making certain payments to you must withhold a designated percentage, currently 29% and pay to the IRS of such payments under certain

conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions on page 2.

Penalties

Failure to furnish TIN. If your fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name. If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Part I - Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box.

If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are an **LLC** that is **disregarded as an entity** separate from its owner (see **Limited liability company (LLC)** above), and are owned by an individual, enter your SSN (or "pro-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

Note: See the chart on this page for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office. Get **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site www.irs.gov.

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments.

The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Part II - Certification

To establish to the paying agent that your TIN is correct or you are a U.S. person, or resident alien, sign Form W-9.

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold a designated percentage, currently 29% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

What Name and Number to Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹ The minor ²
3. Custodian account of a minor (Uniform Gift to Minors Act)	The grantor-trustee ¹
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

If you have questions on completing this form, please contact the BHA Procurement Department. (617) 988-4041.

Upon completion of this form, please submit it with your bid or proposal response.



HOUSING AUTHORITY OF THE CITY OF BRISTOL
164 JEROME AVENUE – BRISTOL, CT 06010

General Terms and Conditions

1. Contract

- (a) The Housing Authority of the City of Bristol ("BHA") uses these general terms and conditions in contracts for professional services that are fully or partially funded by the U.S. Department of Housing and Urban Development (HUD).
- (b) The Contract Documents consist of: (i) the Request for Proposals (RFP), (ii) the Respondent's/Contractor's response to the RFP, (iii) all attachments and addenda to the RFP, and (iv) the Owner-Contractor Agreement, all of which shall constitute the entire agreement between the Contractor and BHA unless mutually amended in writing (OCA). Any and all requested exceptions to the OCA should be noted by each Respondent/Contractor as part of its proposal/response to the RFP.
- (c) Receipt of a signed proposal/response is considered a binding offer by the Respondent/Contractor which shall remain firm for a period of 60 days from the due date for proposal delivery. In the event of withdrawal after proposal/response delivery, the BHA may take such action as it deems appropriate including legal action for damages or specific performance.

2. Definitions

- (a) Terms not defined in these General Terms & Conditions (GTC) are found in the main contract document incorporating these GTC.
- (b) "Contractor" includes contractor's officers, employees, agents, and subcontractors.

3. Contract Term

- (a) Contractor shall begin performance on the date of the OCA, unless otherwise provided herein.
- (b) BHA may extend the term of the OCA at its sole discretion if Contractor's service is essential to BHA or a project's completion.
- (c) BHA may terminate the OCA in whole, or from time to time in part, for BHA's convenience or the failure of the Contractor to fulfill the OCA obligations. The BHA 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:
 - 1) immediately discontinue all services affected (unless the notice directs otherwise), and
 - 2) deliver to BHA all information, reports, papers, and other materials accumulated or generated in performing the OCA, whether completed or in process.
- (d) If the termination is for the convenience of BHA, the BHA shall be liable only for payment for services rendered before the effective date of the termination.
- (e) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract, the BHA may, at its sole and exclusive option:
 - 1) require the Contractor to deliver to it, in the manner and to the extent directed by the BHA, any work described in the Notice of Termination;
 - (ii) take over the work and prosecute the same to completion by contract of otherwise, and the Contractor shall be liable for any additional cost incurred by the BHA; and/or
 - (iii) withhold any payments to the Contractor, for the purpose of set-off or partial payment, as the case may be, of amounts owned by the BHA to the Contractor.
- (f) BHA's Contracting Officer will decide any dispute in accordance with BHA's procurement policy at the time of the dispute.

4. Performance Standard

Contractor shall make its best effort to provide its service using the highest professional skill and competence.

5. Establishment and Maintenance of Records

Contractor shall establish and maintain fiscal control and accounting procedures that assure proper accounting for all funds paid by BHA to Contractor.

6. Payments

- (a) BHA shall pay Contractor for invoices submitted to BHA, for service done to BHA's satisfaction, within 45 days. BHA will not pay invoiced amounts not submitted by Contractor within 4 months of work being performed. Contractor bears the burden of proof of invoice submission to BHA.
- (b) Payment terms are NET 45 days following receipt of correct invoice. The BHA is responsible for all payments to Contractor under the OCA.

7. Subcontracting

The Contractor shall not have the right or power to assign, subcontract, or transfer interest in the OCA without the prior written consent of BHA.

8. Status Reports

Contractor shall furnish BHA with such information and reports concerning the progress and management of the OCA as BHA may require from time to time.

9. Examination and Retention of Contractor's Records

Contractor shall permit BHA, HUD, Comptroller General of the United States, or any of their duly authorized representatives to 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 the OCA for the purpose of making audit, examination, excerpts, and transcriptions, for a period of three years after final payment under the OCA.

10. Ownership and Proprietor, Interest

BHA has 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, resulting from the OCA, including reports, memoranda, or letters relating to any contractual research and reporting tasks.

11. Liability Coverage

Contractor shall have and maintain through the Term of the OCA the following insurance:

- (a) Commercial General Liability. Commercial General Liability Each Occurrence. BHA shall be named as an Additional Insured on a primary non-contributory basis for products & ongoing and completed operations that includes bodily injury & property damage with a combined single limit (CSL) of \$2,000,000. In addition, such policy shall contain a broad form contractual liability endorsement or similar wording within the policy form, if applicable. Waiver of Subrogation to be provided in favor of BHA.
- (b) Professional Liability Insurance. Professional Liability/Errors and Omissions coverage to be provided with a \$1,000,000 limit and \$1,000,000 aggregate. Limits of not less than \$1,000,000 per occurrence, covering acts, errors and omissions arising out of the rendering of, or failure to render, professional services related to this contract if applicable to the services provided under contract.
- (c) Fidelity/Crime Insurance. Fidelity/Crime Insurance. Limits of not less than \$100,000 per occurrence, which covers claims incurred as a result of Contractor's employees' dishonesty, burglary, theft, fraud, or destruction of property if applicable to the services provided under contract.
- (d) Automobile Liability Insurance. Auto Liability Combined Single Limit \$1,000,000 for all owned, hired and non- owned vehicles for property damage and liability. Housing Authority for the City of Bristol shall be named as an Additional Insured. Limits not less than \$1,000,000 for all damages for any bodily injury sustained by each person as a result of any occurrence, and \$1,000,000 for damage because of bodily injury sustained by two or more persons as the result of any occurrence, and \$100,000 for property damage sustained as the result of any one occurrence, or a limit of not less than \$1,250,000 Combined Single Limit (CSL).
- (e) Umbrella/Excess Liability \$1,000,000 and \$1,000,000 Aggregate. General Liability, Auto Liability and Workers' Compensation to be listed as underlying coverages. Umbrella/Excess Liability to follow form with respect to Additional Insured and Waiver of Subrogation.

- (f) Contractor shall purchase insurance coverage from an insurance company licensed to conduct business in Connecticut with a minimum AM Best's Rating of "A" VIII. All carriers are subject to approval by BHA.
- (g) Contractor shall ensure all required insurance policies provide occurrence-based coverage.
- (h) BHA may review the insurance requirements and coverages from time to time. Contractor agrees to comply with BHA's reasonable new or modified insurance requirements.
- (i) Contractor shall pay all insurance deductibles, if any, or indemnify BHA from paying Contractor's insurance deductibles, or both.
- (j) Contractor agrees that the amount of insurance required does not, in any way, limit the liability of Contractor by virtue of its obligation to indemnify BHA, so that all claims resulting in a settlement or judgment or other claim-related payment in excess of the coverage amounts required, if any, are the sole responsibility of Contractor to pay, to indemnify BHA from paying, or both.
- (k) If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of the OCA. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.
- (l) Contractor shall ensure that following phrase is placed by its insurer in the ACORD Certificate of insurance form's comments section: "The Housing Authority of the City of Bristol is named as an Additional Insured."
- (m) Contractor shall furnish BHA all insurance renewal certificates at least thirty (30) days prior to policy expiration.
- (n) Contractor shall maintain insurance coverage in full force for the duration of the OCA, including extensions or renewals. Contractor's cancellation or termination of insurance policies required by the OCA without immediate replacement is a breach and default of the COA. BHA may cure such a default by procuring insurance on behalf of Contractor, at Contractor's expense.
- (o) Contractor shall ensure that Contractor's insurer will provide BHA 30-days' notice before cancellation or decrease in coverage, of any insurance policy required. Contractor shall advise all their insurers of the contract provisions regarding insurance. The failure of the Contractor to notify insurers of the contract provision shall not relieve the Contractor from its insurance obligations under the contract. Non-fulfillment of the insurance provisions shall constitute a breach of the COA and the BHA retains the right to stop work until proper evidence of insurance is provided.

12. Worker's Compensation Insurance

- (a) For all the employees employed by the Contractor, the Contractor shall maintain Workers' Compensation Insurance in accordance with Connecticut's Workers' Compensation Act. In case any class of employees is engaged in hazardous Work under the OCA and is not protected under the Workers' Compensation Act, the contractor shall provide Workers' Compensation Insurance for the protection of such employees not otherwise protected. Waiver of Subrogation to be provided.
- (b) In addition to any other requirements related to worker's compensation insurance, if Contractor is a sole proprietor, a single member limited liability company or otherwise has no employees, Contractor shall maintain Worker's Compensation Insurance as if it were an "employer" as such term is defined in and in accordance with Connecticut's General Statutes or as if it were an employer in accordance with the statutes of Contractor's home state. Contractor shall immediately indemnify BHA for any charges levied by the then current BHA worker's compensation insurance carrier related to Contractor's failure to carry or provide proof of carrying insurance as described in this provision. This provision of the Contract survives termination or expiration of the Contract.

13. BHA Indemnification

- (a) In this section, the following definitions apply:

"Litigation Expense" means any reasonable out-of-pocket expense incurred in defending a Proceeding or in any related investigation or negotiation, including court filing fees, court costs, arbitration fees, witness fees, and attorneys' and other professionals' fees and disbursements.

"Losses" means any amount awarded in, or paid in settlement of, any Proceeding, including any interest and any Litigation Expenses.

"Proceeding" means any judicial, administrative, or mediation/arbitration action, suit, claim, investigation, or proceeding.

- (b) Contractor shall indemnify and hold harmless BHA against all Losses arising out of a Proceeding against BHA related to the OCA and initiated by a non-party to the OCA ("Claim"), except to the extent that BHA negligently or intentionally caused those Losses.
- (c) BHA must promptly notify Contractor of that Claim and deliver to Contractor a copy of all legal pleadings with respect to the Claim.
- (d) To assume the defense of a Claim, Contractor must notify BHA that it is doing so. Promptly thereafter, Contractor shall retain to represent it in the Claim, independent legal counsel that is reasonably acceptable to BHA.
- (e) BHA is entitled to participate in the defense of a Claim. BHA may defend a Claim with counsel of its own choosing and without Contractor participating if
 - (i) Contractor notifies BHA that it does not wish to defend the Claim,
 - (ii) by midnight at the end of the tenth business day after BHA notifies Contractor of the Claim Contractor fails to notify BHA that it wishes to defend the Claim, or
 - (iii) representation of Contractor and BHA by the same counsel would, in the opinion of that counsel, constitute a conflict of interest.
- (f) Contractor shall pay any Litigation Expenses that BHA incurs in connection with defense of the Claim before Contractor assumes the defense of that Claim, except with respect to any period during which BHA fails to timely notify Contractor of that Claim. Contractor will not be liable for any Litigation Expenses that BHA incurs in connection with defense of a Claim after Contractor assumes the defense of that Claim, other than Litigation Expenses that BHA incurs in employing counsel in accordance with subsection (e), which Litigation Expenses Contractor shall pay promptly as they are incurred.
- (g) After Contractor assumes the defense of a Claim, Contractor may contest, pay, settle, or compromise the Claim at its discretion, except that it may not compromise or settle the Claim without the consent of BHA unless that compromise or settlement (1) does not entail any admission on the part of BHA that it violated any law or infringed the rights of any Person, (2) has no effect on any other claim that may be brought against BHA, (3) provides as the claimant's sole relief monetary damages that are paid in full by Contractor, and (4) requires that the claimant release BHA from all liability in respect of the Claim.

14. Additional Defaults

- (a) Default includes, in addition to those stated elsewhere in the OCA:
 - (i) a competent authority, such as a government official or a Certified Public Accountant, determines that Contractor's management of, or any accounting for, its funding, as relates to this contract, is improper, inadequate, or illegal; or
 - (ii) a court having jurisdiction enters a decree or order adjudging Contractor bankrupt or insolvent, or approving as properly filed Contractor's petition seeking reorganization, readjustment, arrangement, composition, or similar relief for Contractor under federal bankruptcy laws, or any other similar applicable law.
- (b) BHA may waive any default. BHA's waiver as to a particular default does not constitute a waiver of any other default, whether of the same or different type, and whether preceding or succeeding the waived default. BHA's waiver of a default is not effective unless written and signed by BHA's Chief Executive Officer.

15. Remedies

- (a) BHA may elect to pursue any one or more of the following remedies, in any combination or sequence, for any default not waived by BHA:
 - (i) any action as BHA deems necessary, including the temporary withholding or reduction of payment;
 - (ii) suspend Contractor's authority to proceed;
 - (iii) require Contractor to cure such default to BHA's satisfaction; and
 - (iv) terminate the OCA contract.
- (b) BHA's selected remedy does not prohibit BHA from pursuing any other remedy and does not constitute a waiver by BHA of any other right or remedy.

16. BHA Section 3 Clause

- (a) Unless specifically exempted in the OCA, the work to be performed hereunder is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended ("Section 3").

- (b) The parties to the OCA agree to comply with HUD's regulations in 24 CFR part 75, which implement Section 3. Such regulations include, but are not limited to the following:
- (c) Contractors and their subcontractors shall make their best efforts to provide training and employment opportunities generated from the expenditure of Section 3 covered assistance in the following order of priority:
- (i) Residents of the housing development or developments for which the Section 3 covered assistance is expended;
 - (ii) Residents of other housing developments managed by BHA;
 - (iii) Participants in HUD YouthBuild programs;
 - (iv) To low-and very low-income persons residing within the Bristol metropolitan area.
 - (v) Contractors and their subcontractors shall make their best efforts to award contracts and subcontracts to business concerns that provide economic opportunities to Section 3 workers in the following order of priority:
 - (vi) To Section 3 Business Concerns that provide economic opportunities for residents of the public housing projects for which the Section 3 covered assistance is provided;
 - (vii) To Section 3 Business Concerns that provide economic opportunities for residents of other public housing projects or Section-8 assisted housing managed by BHA;
 - (viii) To YouthBuild programs; and
 - (ix) To Section 3 Business Concerns that provide economic opportunities to Section 3 Workers residing within the Bristol metropolitan area.
- (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) The Contractor shall notify local labor unions of the applicability of Section 3 to the OCA and shall also post all potential job openings and their applicability to potential Section 3 Workers prominently at each site as well. Contractors shall ensure that their subcontractors follow these requirements as well.
- (f) Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of the OCA for default, and debarment or suspension from future HUD assisted contracts.
- (g) Contractor shall promptly submit total labor hours worked for each project, Section 3 labor hours worked for each project and Targeted Section 3 labor hours worked for each project upon BHA request on a form provided by the BHA (the "Labor Hours Audit"). The Labor Hours Audit may be required by BHA on a quarterly, semi-annual, annual or project end basis. The Labor Hours Audit form may change from time to time at discretion of BHA. Failure of Contractor to submit a Labor Hours Audit within 15 business days from BHA request (Saturdays, Sundays and Authority Holidays excluded) is per se an event of default by Contractor under the OCA.
- (h) The BHA Section 3 Plan is incorporated in its entirety into the OCA. Any failure to comply with the provisions of the BHA Section 3 Plan may be deemed a default under the OCA or under any other contract between contractor and BHA. In the case of any conflict between this clause and any other Section 3 clause included in any attachment the provisions of this clause prevail.

17. Youth and Resident Contact

- (a) Contractor represents that it has appropriate hiring policies and screening procedures for employees who will be working with youths and public housing residents.
- (b) Contractor shall permit BHA to review Contractor's hiring policies and screening procedures for employees who will be working with youths and public housing residents.
- (c) BHA may terminate the OCA if (i) Contractor's performance includes working with youths and public housing residents; (ii) BHA determines that Contractor's hiring policy is not appropriate; or (iii) Contractor fails to promptly modify its hiring policy.

18. Hiring Indemnity

Contractor shall indemnify and hold harmless BHA for any failure of Contractor's hiring policies and screening procedures.

19. Recovered Materials

- (a) In accordance with the Solid Waste Disposal Act, 42 U.S.C. § 6962, the Contractor shall procure items that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, unless the Contractor determines that such items:
- (i) are not available in a reasonable period of time;
 - (ii) fail to meet reasonable performance standards; or
 - (iii) are only available at an unreasonable price.
- (b) This provision applies to items purchased under this contract where:
- (i) the Contractor purchases in excess of \$10,000 of the item under this contract; or
 - (ii) during the preceding Federal fiscal year, the Contractor:
 - 1) 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
 - 2) purchased a total of in excess of \$10,000 of the item both under and outside that contract.
- (c) In addition to the above Contractor must procure solid waste management services in a manner that maximizes energy and resource recovery; and establish an affirmative procurement program for procurement of recovered materials identified in EPA guidelines.

20. Warranty

- (a) The Contractor warrants to BHA that materials and equipment furnished under the OCA will be of good quality and new unless otherwise required or permitted by BHA. The Work will be free from defects not inherent in the quality required or permitted, and that the work will conform to the requirements of the OCA. Work not conforming to these requirements, including substitutions not properly approved and authorized by BHA, may be considered defective.
- (b) The Contractor shall guaranty any substantial work performed on BHA property for a period of one (1) year. Any part of the work shall, in the reasonable determination of BHA, require replacing or repairing due to the fact that it is broken, defective, or otherwise does not conform to the OCA, BHA will notify the Contractor to make the required repairs or replacement.
- (c) If the Contractor neglects to corrective measure to the satisfaction of BHA within ten (10) days from the date of Notice in (b) above, BHA may employ other persons to make the corrections at contractor's expense.

21. Energy Efficiency

Contractor shall comply with all mandatory standards and policies relating to energy efficiency contained in the energy conservation plan issued by the State of Connecticut in compliance with the Energy Policy and Conservation Act.

22. Authorized Personnel

While engaged in the performance of the services described herein, only authorized employees of the Contractor are allowed at BHA locations where the work is being performed. During the performance of these services, the Contractor employees are not to be accompanied in the work area by acquaintances, family members, associates, or any other person(s) who are not a current, authorized employee(s) of the Contractor.

23. Conflict of Interest

- (a) Contractor represents that it has disclosed to BHA any immediate family member (parent, parent-in-law, spouse, child, brother, sister, brother-in law, sister-in-law, or stepparent) of any of its employees, agents, or subcontractors, who is employed by BHA.
- (b) All Respondents/Contractors must disclose in writing with their proposal the name of any owner, officer, director, or agent who is also an employee of BHA. All Respondents/Contractors must also disclose in writing with their proposal the name of any employee of BHA who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent's/Contractor's firm or any of its branches or subsidiaries. By submitting a proposal, the Respondent/Contractor certifies that there is no relationship between the Respondent/Contractor and any person or entity which is or gives the appearance of a conflict of interest related to the RFP.

24. Communications

- (a) Both parties agree that write all notices, including demands, requests, instructions, approvals, proposals, and claims shall be in writing.
- (b) BHA will deliver all notices to Contractor by delivering them to Contractor's registered business address; sending them via email or other electronic transmission to Contractor's contact electronic address or by mailing them in sealed, postage-paid envelopes, addressed to Contractor's registered mailing address.
- (c) Contractor may specify a different address for notices by delivering an address change notice to BHA.
- (d) Contractor will deliver all notices to BHA by delivering them to Contracting Officer at BHA's main office; sending them via email or other electronic transmission to lvelazquez@Bristolhousing.com and by mailing them in sealed, postage-paid envelopes, addressed to Contracting Officer at BHA's main office.
- (e) BHA may specify a different address for notices by delivering an address change notice to Contractor.

25. Licenses

- (a) Contractor shall hold, at all times, all licenses required by Federal, Government, State of Connecticut and the City of Bristol, if applicable. Failure to maintain licensing will be immediate grounds for termination.
- (b) Contractor shall insure that its employees meet and maintain all applicable OSHA or other similar workplace safety and licensing requirements (OSHA 10, etc.) and adhere to all OSHA and other required safety standards and regulations that apply while performing their job duties.
- (c) Contractor shall provide proof of licensure and compliance with all applicable safety requirements upon request by BHA.

26. Entire Agreement

- (a) The OCA constitutes the final agreement between the parties. It is the complete and exclusive expression of the parties' agreement on the matters contained herein. All prior and contemporaneous negotiations and agreements between the parties on matters contained in the OCA are expressly merged into and superseded by the terms hereof. The provisions of the OCA may not be explained, supplemented, or qualified through evidence of trade usage or a prior course of dealings.
- (b) In entering into the OCA, neither party has relied upon any statement, representation, or agreement of the other party, except for those expressly contained herein.

27. Choice of Law

- (a) The laws of the State of Connecticut, without giving effect to its conflicts of law principles, govern all matters arising out of or relating to the OCA, including its validity, interpretation, construction, performance, and enforcement.
- (b) The OCA is made under and shall be governed and construed in accordance with all BHAs Procurement Policy, General Terms and Conditions, U.S. Department of Housing and Urban Development (HUD) and any applicable Federal, State of Connecticut, or Local laws and/or regulations.

28. Forum & Venue

- (a) Any party bringing a legal action or proceeding against any other party arising out of or relating to the OCA may bring the legal action or proceeding in the United States District Court for the District of Connecticut or in any court of the State of Connecticut.
- (b) Each party waives, to the fullest extent permitted by law:
 - (i) any objection which it may now or later have to the laying of venue of any legal action or proceeding arising out of or relating to this contract brought in the United States District Court for the District of Connecticut or in any court of the State of Connecticut; and
 - (ii) any claim that any action or proceeding brought in any such court has been brought in an inconvenient forum.
- (c) For the purposes of all legal actions and proceedings arising out of or relating to the OCA, each party hereto submits to the nonexclusive jurisdiction of any court of:
 - (i) the United States District Court for the District of Connecticut and its appellate courts; and
 - (ii) the State of Connecticut and its appellate courts.

29. Sales Tax

BHA shall provide Contractor the necessary tax-exempt information when required.

30. BHA Policies- Fraud, Ethics, Drug and Conflict of Interest

The BHA Fraud Policy and the BHA Ethics and Conflicts of Interest Policy are hereby incorporated herein. Contractor shall comply with their provisions as applicable. Copies of the policies are available upon request.

31. BHA Non-Smoking Policies

BHA is 100% smoke free. Smoking is absolutely forbidden on all BHA grounds and in all BHA facilities during the entire term of hereof. This prohibition includes smoking in vehicles parked on BHA grounds.

32. Prohibition on certain telecommunications and video surveillance systems or equipment

- (a) BHA is prohibited from obligating or expending loan or grant funds to:
 - (i) Procure or obtain;
 - (ii) Extend or renew a contract to procure or obtain; or
 - (iii) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems;
- (b) that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);
- (c) for the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- (d) Telecommunications or video surveillance services provided by such entities or using such equipment;
- (e) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.
- (f) See Public Law 115-232, section 889 for additional information.
- (g) Contractor is prohibited from attempting to sell any covered telecommunications equipment or from utilizing such equipment in carrying out the purposes of the OCA.

33. Domestic preferences for procurements

- (a) As appropriate and to the extent consistent with law, BHA has, to the greatest extent practicable under a Contract award, provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The Contractor shall provide such preference as well for contracts and purchase orders necessary to carry out the purposes of the OCA and all requirements of this section must be included in all subawards including all contracts and purchase orders for work or products hereunder.
- (b) For purposes of this section:
 - (i) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
 - (ii) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.



HOUSING AUTHORITY OF THE CITY OF BRISTOL

164 JEROME AVENUE – BRISTOL, CT 06010

Sample Owner-Contractor Agreement

THIS CONTRACT made this _____ day of _____ Month _____ in the year Two Thousand Twenty-four, by and between _____ Company Name _____, an organization existing under the laws of the State of Connecticut, hereinafter called the "Contractor," and the *Housing Authority of the City of Bristol*, hereinafter called the "BHA".

WITNESSETH, that the Contractor and the BHA for the consideration stated herein mutually agrees as follows:

ARTICLE 1: Statement of Work

The Contractor shall furnish all labor, materials, equipment, and associated services required to perform the work throughout BHA in strict accordance with the Request for Proposal issued _____ Date _____ and is incorporated herein by reference.

ARTICLE 2. The Service Fee

BHA shall pay the contractor for the performance of the _____ Trade _____ services, in current funds, subject to additions and deductions as provided in the proposal signed _____ Date _____, provided by the Contractor (attached).

No additional charges shall be allowed without prior authorization.

ARTICLE 3. Contract Documents

The contract shall consist of this instrument and the following component parts and are considered a part hereof.

Request for Proposal	/ x /
Form of General Bid	/ x /
HUD Form 5369	/ x /
General Terms & Conditions	/ x /
HUD Form 5369-A	/ x /
Non-Collusive Affidavit	/ x /
HUD Form 5369-B	/ x /

BHA Vendor Package	/ x /
Reference Form	/ x /
Addenda Acknowledgement Form	/ x /
W-9 Form	/ x /
Section3 Certifications (part 2&3)	/ x /
Corporate Vote	/ x /
HUD Form 5370-C	/ x /

ARTICLE 4. Time Commencement and Date of Completion

The work to be performed under this Contract shall be a one (1) year service contract from _____ Date _____, 202_____, and end on _____ Date _____, 202_____. The service contract may be extended in one (1) year increments with a written agreement of both parties, each year for no more than two (2) consecutive years, such that the total contract length does not exceed three (3) years. BHA reserves the right to extend the service contract to a maximum of five (5) years, in strict accordance with the Department of Housing and Urban Development provisions.

ARTICLE 5. Hold Harmless

The Contractor shall protect, indemnify, and hold harmless the BHA, its agents, servants, commissioners, and representatives from and against any and all liabilities, obligations, claims, losses, damages, penalties, cause of action, cost and expenses, (including reasonable attorneys' fees, expenses, and disbursements, and cost of investigations) imposed upon, incurred, or asserted against the BHA, its agents, servants, commissioners and representatives or to which the BHA, its agents, servants, commissioners and representatives may become subject, under or by the reason of this Contract, or compliance with the provisions hereof, performance thereunder or if required, enforcement thereof.

ARTICLE 6. Dispute Resolution

All claims and disputes relating to this Contract shall be subject to mediation and/or as provided herein in accordance with the Arbitration Rules of the American Arbitration Association for the Construction Industry then obtaining.

If a claim, dispute, or other matter in question relates to or is the subject of a mechanic's lien, the party asserting such matter may proceed in accordance with applicable law to comply with the lien notice or filing deadlines.

The parties shall endeavor to resolve their disputes by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with their Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. Written notice of demand for arbitration shall be filed with the other party to the Contract and with the American Arbitration Association, within a reasonable time after the dispute has arisen. If an arbitration is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

If the parties have selected arbitration as the method for binding dispute resolution in the Agreement, any claim, subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association, in accordance with the Arbitration Rules in effect on the date of this Agreement. Demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

Any party to an arbitration may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of a Claim not described in the written Consent.

ARTICLE 7. Claims for Consequential Damages

The Contractor and BHA waive claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes:

(I) damages incurred by the BHA for rental expenses, for losses of use, income, profit, financing, business, and reputation, and for loss of management or employee productivity or of the services of such persons; and

(ii) damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business, and reputation, and for loss of profit except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with the Dispute Resolution provisions hereof. Nothing contained in this Section shall be deemed to preclude an award of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

ARTICLE 8. Contractor's Liability Insurance

CONTRACTOR agrees to keep in force, at its own expense, during the entire period of this Contract such liability insurance as will protect it from claims, under Workmen's Compensation and other employee benefit laws, for bodily injury and death, and for property damage, that may arise out of work under this contract, whether directly or indirectly by CONTRACTOR, or directly or indirectly by a subcontractor. The minimum liability limits of such insurance shall not be less than \$1,000,000.00, or by law for that type of damage claim. Such insurance shall include contractual liability insurance applicable to CONTRACTOR'S obligations under this contract. Proof of such insurance shall be filed by CONTRACTOR with BHA within a reasonable time after execution of this Contract.

ARTICLE 9. Work Changes

BHA reserves the right to order work changes in the nature of additions, deletions, or modification, without invalidating the contract, and agrees to make corresponding adjustment in the contract price and time for completion. All changes will be authorized by written change order signed by BHA and CONTRACTOR. The change order will include conforming changes in the Contract and completion time. All added changes will be paid before being applied and installed.

Work shall be changed, and the contract price and completion time shall be modified only as set out in the written change order. Any adjustment in the contract price resulting in a credit or charge to BHA shall be determined by mutual agreement of the parties, or by arbitration, before starting the work involved in the change.

ARTICLE 10. Termination of the Contract

TERMINATION BY THE CONTRACTOR

If the BHA fails to make payment as provided herein, for a period of 30 days, the Contractor may, upon seven additional days' written notice to the BHA, terminate this Contract and recover from the BHA payment for Work executed, including reasonable overhead and profit, costs incurred by reason of such termination, and damages.

TERMINATION BY THE BHA FOR CAUSE

The Authority reserves the right to terminate the Contract at any time for cause. The violation of any provision or condition contained in the Contract, or the refusal, failure, or inability to carry out any provisions of the Contract shall constitute sufficient grounds to terminate the Contract for cause. Should BHA elect to terminate the Contract for cause, the Authority will notify the Contractor 30 days prior to the termination date and shall specify the cause for termination as well as the date the termination shall be effective. This termination notice will be issued via a written letter sent by certified U.S. mail. Immediate dismissals may be executed if deemed necessary by BHA.

TERMINATION BY THE BHA FOR CONVENIENCE

The Authority may, at any time, terminate the Contract for the BHA's convenience and without cause. Written notice of termination must be sent via certified U.S. mail no later than thirty (30) days prior to the termination date. The Contractor shall be entitled to receive payment for Work executed, and costs incurred.

This instrument, together with the other documents enumerated in this Article 3, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract. In the event that any provision in any component part of this Contract conflicts with any provision of any other component part, the provision of the component part first enumerated in this Article 3 shall govern, except as otherwise specifically stated. The various provisions in Addenda shall be construed in the order of preference of the component part of the Contract which each modifies.

IN WITNESS WHEREOF, the parties hereto have caused this Instrument to be executed in
three (3) original counterparts as of the day and year first above written.

Attest:

(Contractor)

By: _____
(Signature)

Title: _____

Business Address:

(Street)

(City, State, Zip Code)

Attest:

Bristol Housing Authority
(BHA)

By: _____
Mitzy Rowe

Title: _____
Chief Executive Officer

Business Address:

164 Jerome Avenue
(Street)

Bristol, Connecticut 06010
(City, State, Zip Code)



**HOUSING AUTHORITY OF THE CITY OF BRISTOL
164 JEROME AVENUE – BRISTOL, CT 06010**

LIST OF DEVELOPMENTS

FEDERAL PROPERTIES:

Cambridge Park

Address:

Number of Buildings:

On Premises Common Facilities:

189 Units - 1, 2, 3, & 4 Bedrooms

Davis Drive, Quaker Lane, Jerome Avenue

83

Central Office, Boys & Girls Club

Bonnie Acres & Extension

Address:

Number of Buildings:

On Premises Common Facilities:

140 Units - 1, & 2 Bedrooms

Vance Drive

26

Community Building & Maintenance Garages

J.F. Kennedy Apartments

Address:

Number of Buildings:

On Premises Common Facilities:

80 Units - 1 Bedrooms

70 Gaylord Street

1

Community Room

Gaylord Towers

Address:

Number of Buildings:

On Premises Common Facilities:

120 Units - Efficiency & 1 Bedrooms

55 Gaylord Street

1

Community Room

Hillcrest Apartments

Address:

Number of Buildings:

On Premises Common Facilities:

6 Units - 3 Bedrooms (Each)

75 A-F Union Street

3

None

West Street Apartments

Address:

Number of Buildings:

On Premises Common Facilities:

2 Units - 3 Bedrooms (Each)

268 West Street

1

None

STATE PROPERTIES:

Zbikowski Park MR21

Address:

Number of Buildings:

On Premises Common Facilities:

90 Units - 1, 2, & 3 Bedrooms

Armand Road, Lillian Road and Salladin Road

46

Maintenance and Office Building

Zbikowski Park M8

Address:

Number of Buildings:

On Premises Common Facilities:

32 Units - 1, 2, & 3 Bedrooms

Armand Rd, Lillian Rd, Rollinson Rd & Lake Avenue

16

None

Mountain Laurel Manor

Address:

Number of Buildings:

On Premises Common Facilities:

40 Units - Efficiency & 1 Bedrooms

81 Field Street

10

Community Room

Komanetsky Estates

Address:

Number of Buildings:

On Premises Common Facilities:

44 Units - Efficiency & 1 Bedrooms

81 Grove Avenue

1

Community Room and Kitchen

****All addresses are in the city of Bristol****