



**REQUEST FOR PROPOSALS
FOR
BASIC AIR CONDITIONING AND REFRIGERATION SYSTEMS TRAINING
AND/OR
BASIC ELECTRICITY FOR THE NON-ELECTRICIAN TRAINING**

The Housing Authority of the City of Lakeland (LHA) is requesting proposals from reputable training providers with at least five years' experience interested in providing one or both of the above-referenced training services.

LHA reserves the right to award an unspecified number of contracts resulting from this Request for Proposals. Responses must be submitted by **10:00 a.m., Eastern Time**, on **December 14, 2015**. The appropriate forms may be obtained by emailing a request to Procurement@LakelandHousing.org.

Minority and Woman Business Enterprises (MBE/WBE) and Section 3 firms are strongly encouraged to respond to this and all LHA solicitations.

**REQUEST FOR PROPOSALS
FOR
BASIC AIR CONDITIONING AND REFRIGERATION SYSTEMS
AND/OR
BASIC ELECTRICITY FOR THE NON-ELECTRICIAN**

1. ADMINISTRATIVE BACKGROUND

The Housing Authority of the City of Lakeland (also known as the “Lakeland Housing Authority” or “LHA”) is a public body corporate and politic established in 1939 under the U.S. Housing Act of 1937 and Chapter 421, Florida Statutes. The LHA and its affiliate, the Lakeland-Polk Housing Corporation (“LPHC”), provide low-income housing assistance mainly to the residents of Lakeland, Florida. A seven member Board of Commissioners appointed by the Mayor of the City of Lakeland governs it. The LHA and its affiliate currently owns and, with the assistance of *West Lake Management, LLC*, manages: federally assisted housing rental properties that include a mix of public housing; tax credit; public housing/tax credit (mixed finance); and Section 8 Project based/tax credit affordable rental units, all of which are located in Polk County, Florida, most of which are located within the city of Lakeland. A majority of the LHA's revenue is received through the U.S. Department of Housing and Urban Development, the U.S Department of Labor, and agencies of or affiliated with the State of Florida.

The mission of the LHA is to provide quality, affordable housing and self-sufficiency opportunities in an effective and professional manner.

2. SCOPE OF SERVICES

LHA is seeking proposals from qualified training institutions with at least five years’ experience to provide one or both of the following trainings either at the LHA Administrative Offices located at 430 Hartsell Avenue, Lakeland, Florida or at another location within a 60 mile radius of Lakeland, Florida. LHA anticipates that 25 LHA staff will attend each training. Each training session: will be day-long events; will not exceed more than three full days; and must be provided prior to January 29, 2016.

2.A Desired Training Outcomes *--

2.A.1 *Basic Air Conditioning and Refrigeration Systems Training*—

At a minimum, upon completion of the training, each student should be:

- Knowledgeable of the fundamentals of Air Conditioning and Refrigeration Systems
- Able to identify the various system components and its function

- Aware of the types and differences of various refrigerants and oils
- Able to read and interpret various systems and component measurements
- Able to safely work on Air Conditioning and Refrigeration Systems
- Aware of licensing and certification requirements
- Able to troubleshoot, repair, service, and maintain Air Conditioning and Refrigeration Systems
- Aware of various regulatory requirements
- Sufficiently trained to pass the EPA 608 certification test

2.A.2 *Certification Test--*

The training provider will administer--either by its own staff or a certified third-party--the EPA 608 Certification test to all students at the end of the training session.

2.B Desired Training Outcomes*--

2.B.1 *Basic Electricity for the Non-Electrician Training—*

At a minimum, upon completion of the training, each student should be able to:

- Safely and correctly verify that a circuit is de-energized
- Perform voltage and resistance readings
- Perform clamp-on an ammeter readings
- Perform basic circuit checks for shorts, opens, and ground faults
- Read and interpret one-line electrical drawings, electrical floor plan, and common ladder, and schematic diagrams
- Determine the proper personal protective equipment to be worn
- Chose the right type and size of wire
- Determine how many wires can be pulled through a conduit
- Terminate wires using compression terminals and twist-on wire connectors
- Wire a variety of common electrical devices

- Identify components of a successful electrical preventive maintenance program
- Work in accordance with an Assured Equipment Grounding Conductor Program as required by OSHA and the National Electrical Code

**The above list of outcomes were generated, in most part, from written information provided by American Tranco.*

3. COMMUNICATION

In order to maintain a fair and impartial competitive process, LHA shall avoid private communication concerning this procurement with prospective proposers during the entire procurement process. Please respect this policy and do not attempt to query LHA personnel regarding this Request for Proposals (RFP.)

Ex parte communication regarding this solicitation is prohibited between a potential or current respondent and any LHA or *Lakeland-Polk Housing Corporation* ("LPHC") Board of Commissioners member, LHA or West Lake Management staff, or any other person serving as an evaluator during this procurement process. A respondent who contacts any LHA or LPHC Board of Commissioners member, LHA or West Lake Management staff, or proposal evaluator regarding this solicitation risks elimination of its proposal from consideration. Correspondence with the LHA's Facilities Manager, **Tom Hornack**, does not constitute *ex parte* communication. Oral instructions or information concerning the specifications of this project given out by any LHA or LPHC Board of Commissioners member or another LHA or West Lake Management employee or agent to prospective proposers shall not bind LHA or West Lake Management.

In the event that a potential proposer has questions that he/she would like to have addressed, the potential proposer may email questions to Procurement@Lakelandhousing.org, prior to **9:00 p.m., Eastern Time, on December 03, 2015**. Receipt of request will be acknowledged. A response will be sent to all potential proposers who received this RFP directly from LHA on or before **6:00 p.m., Eastern Time, on December 04, 2015**. It is the potential proposer's responsibility to monitor his/her email account for additional information relevant to this RFP.

4. MODIFICATION OF SOLICITATION

LHA reserves the right to modify this RFP as deemed necessary by LHA. Any such modification or amendment will be sent by email on or before **6:00 p.m., Eastern Time, on December 04, 2015** to all potential proposers who received this RFP directly from LHA.

LHA also reserves the right: to increase or delete any scheduled items; to award portions of this RFP; to waive informalities and technicalities; to make no award; to terminate this RFP solicitation at any time; and to make awards consistent with LHA's policies and the laws governing HUD, DOL, and/or State of Florida programs.

5. SUBMITTALS ARE PUBLIC RECORD

After the award of an agreement resulting from this RFP, all information submitted by the proposers shall be public record and subject to disclosure pursuant to the Florida Public Records law. A proposer shall not copyright or cause to be copyrighted any portion of any said document submitted to LHA as a result of this RFP.

6 SUBMITTAL SCHEDULE

An original—designated as the “original” and signed in blue ink--and four (4) copies of the submittal (for a total of five (5) copies) are to be delivered to the LHA on or before **10:00 a.m., Eastern Time, on December 14, 2015**. No submittal to this RFP will be accepted for consideration after this specified time.

(Note: any response submitted with less than the above-stated number of copies may be rejected as non-responsive.)

7. SUBMITTAL FORMAT

Proposals should be provided in the following format securely bound. Page separators/tabs should clearly identify each section to facilitate quick reference and comparison to the material submitted by other respondents. Brevity will be appreciated.

Proposals should address all items requested in this RFP including, but not limited to, the following:

Letter of Transmittal:

Include a letter of transmittal bearing the signature of an authorized representative of the respondent and the name and email address of the individual authorized to negotiate services and costs with the LHA.

Tab 1—The Proposer’s Experience

Demonstrate the proposer's experience in projects similar in scope and complexity as described in item **2, Scope of Services**, within the last five years.

Tab 2—Proposed Curriculum and Testing:

- Describe the proposer's proposed curriculum to attain the outcomes required in item *2.A.1, Basic Air Conditioning and Refrigeration Systems Training* and item *2.B.1, Basic Electricity for the Non-Electrician Training*.
- Describe the proposer's proposed means to administer--either by its own staff or a certified third-party--the EPA 608 Certification test.

- Indicate the anticipated dates for each training session and the EPA 608 certification test

Tab 3—Fee Schedule:

Provide a detailed fee schedule which includes information on: e.g., the training tuition, travel costs, per diem, and other miscellaneous cost for each:

- the *Basic Air Conditioning and Refrigeration Systems Training*
- the administration of the EPA 608 Certification test
- the *Basic Electricity for the Non-Electrician Training*.

Reasonableness and comparison of costs offered will be considered by the evaluation team.

(Note: All pricing and proposed services may be subject to later negotiation.)

Tab 4--Submission of Required Documents

Provide:

- At least, five references for the recent training projects--particularly with public sector entities--that are similar to the services requested in this RFP. Provide name of point of contact, entity, telephone number, and title of reference.
- Completed HUD Form 5369-C*
- Completed HUD Form 50070*
- Completed Section 3 Business Form*
- Completed Non-Collusion Certification*
- Completed Public Entity Crime Statement*

**Blank copies are attached to this RFP*

8. SUBMISSION OF OFFERS

- 8.A. All submittals transmitted by mail or hand-delivered shall be in sealed packages and addressed to:

**Tom Hornack
re: Basic Air Conditioning And Refrigeration Systems Training and/or
Basic Electricity For The Non-Electrician Training
Lakeland Housing Authority
430 Hartsell Avenue
Lakeland, Florida 33815**

- 8.B. Submittals transmitted by facsimile or electronic mail will not be accepted.
- 8.C. All submittals and accompanying material will become the property of LHA and will not be returned to the proposer.

9. CLARIFICATION OF RESPONSES

LHA reserves the right to obtain clarification of any point in a proposer's submittal or to obtain additional information necessary to properly evaluate a particular submittal. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of that proposer's response.

10. SCORING/AWARD EVALUATION CRITERIA

A committee shall evaluate and score each submittal using the method described in this RFP. A contract will be awarded to the respondent(s) whose submittal best meets the needs and requirements of LHA. LHA reserves the right to reject any or all submittals or to award no contract or multiple contracts. A phone interview with the finalists may or may not be required at the discretion of LHA.

The evaluation criteria to be used in reviewing submittals and their respective weights are as follows:

- *Transmittal letter* as described in item 7. **Submittal Format**--failure to provide this document may render the response to this RFP as *non-responsive* and, therefore, may cause the submitted response to be rejected.
- *The Proposer's Experience* as described in "Tab 1"--*up to 35 points*
- *Proposed Curriculum and Testing* as described in "Tab 2"--*up to 35 points*
- *Fee Schedule* as described in "Tab 3"--*up to 30 points*
- *Submission of Required Documents* as described in "Tab 4"--failure to provide these documents may render the response to this RFP as *non-responsive* and, therefore, may cause the submitted response to be rejected.

Total Possible Points – 100 points

LHA reserves the right to waive any minor irregularities or technicalities in the submittals received.

11. SMALL BUSINESSES, MINORITY BUSINESS ENTERPRISES, WOMAN BUSINESS ENTERPRISES, AND SECTION 3 QUALIFIED BUSINESSES

LHA strongly encourages the participation of Small Businesses, Minority-owned businesses, Women-owned businesses (please see item 2 of HUD Form 5369-C--

attached), and/or Section 3-qualified businesses (please see Section 3 Business Form attached) in this and all LHA projects, programs, and services.

12. NEGOTIATIONS AND AWARD

Negotiations may be conducted with respondents determined to have a reasonable chance of being selected for award based on evaluation of qualifications and other factors considered to be most advantageous to LHA. Such respondents shall be accorded fair and equal treatment with respect to any opportunity for negotiations and revisions of submittals—to assure full understanding of and conformance to the services requested by LHA. No respondent shall be assisted in bringing its submittal up to the level of another in order to be considered for award. LHA reserves the right to request additional information concerning any/all submittals submitted. A common deadline shall be established for the receipt of submittal revisions based on negotiations.

After the evaluation of the submittal revisions, if any, the contract will be awarded to the responsible respondent whose qualifications and other factors considered are the most advantageous to LHA.

13. LHA'S RESERVATION OF RIGHTS:

The LHA reserves its rights to:

- Terminate a contract awarded pursuant to this RFP, at any time for its convenience, upon five (5) business-days written notice to the successful respondent.
- Retain all proposals submitted and not permit withdrawal of a proposal for a period of 60 calendar days subsequent to the deadline for receiving proposals without the written consent of the LHA's Executive Director.
- Reject and not consider any proposal that does not meet the requirements of this RFP including, but not necessarily limited to, incomplete proposals and/or proposals offering alternate or non-requested services.
- Have no obligation to compensate any respondent for any costs incurred in responding to this RFP.
- At any time during the RFP or contract process, to prohibit any further participation by a respondent or reject any proposal submitted that does not conform to any of the requirements detailed herein.

14. DISPUTES

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder or the interpretation of the provisions of the RFP, the decision of LHA shall be final and binding upon all parties.

15. ASSIGNMENT

Neither the resultant contract nor any of the requirements, rights, or privileges demanded by it may be sold, assigned, contracted, or transferred by the selected respondent without the express written consent of LHA.

16. MANDATORY CONTRACT PROVISIONS AND CLAUSES

At a minimum, a contract awarded under this RFP will require compliance with the following HUD forms: *5369-C, 50070, and Table 5.1*—copies are attached to this RFP--as well as applicable portions, *if any*, of *LHA's Section 3 and Minority and Woman Business Enterprise Policy*, which can be accessed at: <http://uploads.lakelandhousing.org/MWBE-Section-3-Policy.pdf>

Certifications and Representations of Offerors

Non-Construction Contract

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

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

1. Contingent Fee Representation and Agreement

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

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

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

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

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

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

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

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

(Check the block applicable to you)

- | | |
|---|---|
| <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:

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Program/Activity Receiving Federal Grant Funding

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date

X

Section 3 Clause

[Code of Federal Regulations]
[Title 24, Volume 1, Parts 0 to 199]
[Revised as of April 1, 1998]
From the U.S. Government Printing Office via GPO Access
[CITE: 24CFR135.38]

[Page 604]

TITLE 24--HOUSING AND URBAN DEVELOPMENT

CHAPTER I--OFFICE OF ASSISTANT SECRETARY FOR EQUAL OPPORTUNITY, DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

PART 135--ECONOMIC OPPORTUNITIES FOR LOW- AND VERY LOW-INCOME PERSONS--Table of Contents

Subpart B--Economic Opportunities for Section 3 Residents and Section 3 Business Concerns

Sec. 135.38 Section 3 clause.

All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, 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 135. 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 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

Section 3 Clause

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

The Housing Authority of the City of Lakeland	SECTION 3 BUSINESS FORM
Business Name:	Employer (IRS) No:
Address:	Type of Business: <input type="checkbox"/> Minority-Owned Business <input type="checkbox"/> Woman-Owned Business

THE BUSINESS REPRESENTS AND CERTIFIES THAT IT IS *(Please check one of the following two choices):*

A SECTION 3 QUALIFIED BUSINESS since
(Please check all of the following that apply to your business.)

- 51% or more is owned by Section 3 qualified residents.*
- at least, 30% of its permanent full-time employees are current Section 3 qualified residents* or were Section 3 qualified residents within 3 years of the date of first employment with the business.
- it provided written evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business that meet the qualifications set forth in the two previous categories.

OR

NOT A SECTION 3 QUALIFIED BUSINESS, but who has and will continue to seek compliance with Section 3 by certifying its efforts to award subcontracts to Section 3 concerns.

*A Section 3 qualified resident is defined as a Public Housing resident or an individual who resides in the within Polk County and whose family income is below the following income limits:

Persons in Household:	1	2	3	4	5	6	7	8
Very Low-Income:	\$17,650	\$20,150	\$22,650	\$25,150	\$27,200	\$29,200	\$31,250	\$31,200

	Under penalty of law, I hereby certify that to the best of my knowledge and belief that the information provided in this document is true and correct.	
Date	Printed Name of Authorized Official	Signature

**NON-COLLUSION CERTIFICATION
RFP PROPOSAL**

The undersigned states that he/she is fully authorized by the entity indicated below to certify that:

- That this proposal or bid is made without collusion or fraud with any other person, firm, or corporation making a proposal or bid for the same purpose.
- *That no officer or employee or person whose salary is paid, in whole or in part, from the Lakeland Housing Authority or one of its various instrumentalities and affiliates, shall be, or will become interested, directly or indirectly, surety or otherwise: in this proposal or bid; in the performance of the contract; in the supplies, materials, equipment, and services or labor to which they relate; or in any portion of the profits thereof.*

By signing this form, the undersigned affirms that said proposal or bid is, in all respects, fair and without collusion or fraud.

Name of Entity: _____

Authorized Signature/Date: _____

Printed Name of Signer: _____

Title of Signer: _____

Corporate Seal, *if appropriate*

Note: *Failure to complete this statement as presented may result in the bid or proposal being rejected.*

PUBLIC ENTITY CRIMES STATEMENT RFP PROPOSAL

By signing this form, the *Proposer* certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs in accordance with: Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35; HUD regulations, 24 CFR 24; or by other federal agencies.

The *Proposer* also certifies that it is in compliance with Section 287.133, Florida Statutes, as it relates to Public Entity crimes. More specifically, the *Proposer* certifies that it acknowledges and it is in compliance with the following:

A person or an affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section [287.017](#), F.S. for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

Name of Entity: _____

Authorized Signature/Date: _____

Printed Name of Signer: _____

Title of Signer: _____

Corporate Seal, *if appropriate*

Note: Failure to complete this statement as presented may result in the bid or proposal being rejected.