

NOTICE OF INVITATION TO BID/Request for Proposal
RFP/No. FS-09-03
Financial Services Department Temporary Staffing Services

San Diego Housing Commission (SDHC)
Contact

San Diego Housing Commission
1122 Broadway, Suite 300
San Diego, CA 92101
Attn: Lori J. Brierre
lorib@sdhc.org
619.756.2655
619.578.7563

How to obtain the Request For Proposal and
supporting documents via the SDHC website

Go to: <http://www.sdhc.org/>
Click on the “Requests for Proposals, Requests for
Qualifications, and Notices of Funding Availability”.
If you have any problems in accessing the system,
please call 619.578.7563.

Pre-Proposal Conference

San Diego Housing Commission
1122 Broadway, Suite 300
San Diego, CA 92101
April 20, 2009
1:30pm to 3:30pm

Proposal Submittal Return and Deadline

Proposals marked “Temporary Staffing Services” will
be received until **May 4th at 4:00 p.m.** (PST) at:
San Diego Housing Commission
1122 Broadway, Suite 300
San Diego, CA 92101
Attn: Lori J. Brierre
lorib@sdhc.org
Mobile: 619.756.2655
Office: 619.578.7563

Request for Proposals

On

**Financial Services Department
Temporary Staffing Services**

RFP Number

FS-09-03

Date: April 13, 2009

A. SUMMARY STATEMENT

Since its inception in 1979, the San Diego Housing Commission (Commission) has acted as the primary local government agency charged with providing affordable housing opportunities for residents of the City of San Diego (City). As an agency of the City, established under California statute and through the general policy direction of the Housing Authority, the Commission has been directly responsible for the planning, financing and implementation of publicly assisted housing programs, especially those conducted on a citywide basis. The Commission has also worked in collaboration with agencies to educate the community, policy leaders, and various stakeholders about the need for affordable housing for all San Diegans – and the impact the shortage of affordable housing has on the City’s economic well being. Commission staff helps to clarify issues, explain programs, and identify potential actions to address the affordable housing shortage. The San Diego Housing Commission applies its resources to three major areas of work:

- a. **Housing Assistance** – The agency helps more than 13,700 families pay rent in private housing, owns and manages nearly 1,750 apartments and provides residents with academic support and career development tools.
- b. **Housing Finance Partner** – Through favorable financing and incentives, the agency has helped nonprofit and for-profit developers create nearly 25,000 for sale and rental homes, of which 12,000 are deemed affordable. Agency programs have also enabled 4,300 families to buy their first homes and 10,000 families to repair older homes.
- c. **Housing Policy Advisor** – The agency helps shape the city’s affordable housing programs by providing policy advice to the San Diego City Council as well as initiating, monitoring or implementing municipal ordinances that advance affordable housing production and protect existing stock.

The Commission is soliciting proposals from agencies for temporary staffing services for its Financial Services Department based on a two year contract with three additional one year options. This contract will serve to set invoicing acceptance and delivery requirements for temporary staffing services at the Commission. A summary of work is contained in the Scope of Services section of this Request for Proposal. Interested and qualified agencies including woman or minority owned and disadvantaged small businesses are invited to submit a proposal. Solicitation packages with complete instructions are available at the following address:

San Diego Housing Commission
Business Services Department
1122 Broadway, Suite 300
San Diego, CA 92101
Attn: Lori J. Brierre
619.756.2655 or 619.578.7563

Proposals marked “Temporary Staffing Services for Financial Services” will be received until 4:00 p.m. (PST) May 4, 2009 at the address above. Four additional copies of the proposal must be submitted with the original bid packet. Late postmarked or faxed proposals will not be accepted. A Pre-proposal Conference will be held at 1:30 p.m. (PST) on April 20, 2009, at the San Diego Housing Commission on 1122 Broadway, Suite 300, San Diego, CA 92101, in Room 426 North.

The attention of proposers is directed to the fact that the proposed services may be financed in whole or in part with federal funds and, therefore, all applicable Federal Statutes, Rulings and Regulations will apply to such services. The Commission reserves the right to reject any or all proposals, to award contracts to multiple agencies, to waive any informalities in compliance with the specifications and/or general conditions and/or the proposal process and/or to cancel the solicitation, in whole or in part, to issue addenda and or clarifications of the request, if it determines that such action(s) is/are in the best interests of the Commission.

C. Terry Whitesides
Director Business Services Department

Date

B. SCOPE OF SERVICES

Statement of Work

The purpose of this request for proposals is to establish a contract with qualified reputable agencies capable of filling the temporary professional accounting staffing needs of the Commission. The selected agency(s) should provide a comprehensive catalog of professional accounting service options to the Commission. In addition, the agency(s) will make every effort to ensure diversity among the temporary agency worker(s) (Temp(s) provided to the Commission).

Scope of Services

1. Commission will call the accepted agency(s) for temporary services and provide the title and any special skills or experience required. Certain positions may require bilingual skills.
2. The agency(s) will call the Commission within **one day** to report status or provide name(s) for Commission approval.
3. The agency(s) will compare job requirements with worker qualifications and will e-mail resumes and test results of Temp(s) (if any) as requested.
4. Once the Commission has approved a Temp placement, the agency(s) will provide the Temp with the forms listed below. These forms are to be provided to the Commission prior to the first day of work:
 1. Conflict of Interest Statement and Disclosure Form - Signed
 2. Electronic Mail and Internet Usage Summary – Signed
 3. Commission’s Appearance Guidelines and Information – Signed
 4. Work Place Guidelines - Signed

The selected agency(s) should ensure the following prior to recommending any Temp for placement to the Commission:

1. Background checks are conducted with positive results as requested
 2. Drug screenings are conducted with negative results as requested
 3. Educational background is verified as requested
 4. References are verified as requested
5. In addition, Temps will be required to comply with the Commission's Standards of Conduct Policy and disclose any conflict of interest prior to the acceptance and start date. These policies are subject to change from time to time and it is the expectation that Temps will comply with all regulations pertaining to professional work practices, behavior and service expectations. These documents will be made available to the successful agency(s) by the Commission.
6. The Commission will not pay for parking or transportation for temporary employees. The responsibility for parking and transportation is that of the contractor and or temporary employee. Parking is available in the basement of our main offices, as well as, in lots surrounding the location.
7. It is the agency’s responsibility to notify Temps of the end of assignment. If the agency is unable to notify Temp of the end of assignment, the agency will be at the work site to notify Temp prior to the start of the next work day. The agency shall assume all responsibility for the collection of the

Temp's personal belongings. After 48 hours, the Commission reserves the right to dispose of all personal articles left behind by Temps. In addition, it is the responsibility of the agency to obtain and return Commission property in the possession of terminated Temps or as requested by the Commission.

8. Commission reserves the right to end a Temp's assignment if work performed is substandard, attendance is poor, or for other business related reasons. The agency will be requested to notify their Temp of the end of the assignment, and must locate an alternate Temp within 24 hours if requested. The agency will notify Temp after normal business hours of the end of assignment. If agency is unable to notify Temp of end of assignment, agency will be at the work site to notify Temp prior to start of next work day.
9. Placement of a Temp does not guarantee regular staffing. Regular staffing is subject to merit competition conducted by the Commission.
10. The Commission does not provide longevity or merit service increases for Temps. Rate of pay is based on duties performed and in accordance with the agreed upon fee schedule. The agency shall assume the full responsibility to respond to a worker's request for pay increase due to length of assignment or merit service.
11. The agency(s) will provide follow-up customer service including phone contact, surveys and site visitation to ensure quality of service on a monthly basis.
12. The firm will provide the Commission with a weekly status report. The report should include:
 - A listing of all Temps
 - Reasons for termination of Temps no longer on assignment
 - Pay rates for all Temps
 - Billing rate for all Temps
 - Hours and dates worked
 - Departments in which Temps were/are assigned
 - Placement classification for each Temp
 - Total amount billed to date
 - Cumulative fiscal year to date summaries
 - Section 8 subsidy recipient status

Service Categories Please note the sample service categories listed in this document should not be construed as a detailed description of the tasks to be performed but rather a broad and general outline that identifies the minimum requirements for each position. When a position opens the Commission will provide the Agency(s) with the specific field requirements needed to the specific open position. For example, the Commission may need an Accountant with payroll experience or an Accountant with audit experience. The Commission would expect agencies to send resumes that meet the minimum requirements of the position based on the job description and meet the specific field experience required for the position.

HUD Section 3 Program Requirements

1. The agency(s) agrees to comply with HUD Section 3 program requirements to hire qualified Commission residents for placement when possible. The Commission's Section 3 coordinator will work in conjunction with agency(s) to assist in program implementation. The agency(s) agrees to meet with Human Resources, the Equal Opportunity Office and Workforce and Economic Development quarterly to review the success of the program and make adjustments to the program as mutually agreed upon.
2. The agency(s) agrees to provide temporary staffing placement opportunities for qualified residents, wherever possible, outside of the Commission and to provide notice to the Commission of placements.
3. If there are four or more Temps placed with the Commission, 25% shall be resident(s) of the Commission. If less than four Temps are employed, at least one worker shall be a resident of the Commission. If no residents are interested in staffing with the agency, this requirement shall be waived.
4. The agency(s) agrees to target staffing opportunities and to recruit, interview, select, and hire qualified residents for positions. Outreach to residents may include: a) producing marketing materials for the various housing locations and training facilities; b) conducting an annual job fair; c) coordinating job related presentations for the Family Self Sufficiency Program.
5. The agency agrees to notify the Commission upon termination of a Commission resident and to provide the reason for termination. Upon termination of resident, agency agrees to replace the services of the temporary worker in the position with another resident whenever possible.
6. The agency(s) agrees to maintain and document all placements.

I. DELIVERABLES

- Ensure that a sufficient and adequate number of temporary support services are available.
- Provide appropriate method to match the Commission's needs within specified time frames.
- Confirm all scheduled work dates with Commission at least one business day before the start of assignments.
- Provide an invoice for each Temp request, according to the specifications prescribed by the Commission.

II. PERIOD OF PERFORMANCE

The contract period of performance shall be for two years from the award of the contract with options to renew for three additional one year periods. Options to renew for each of the three additional one year periods will be at a negotiated rate not to exceed the base price of the original contract plus the increase in the Consumer Price Index.

III. PAYMENTS

Weekly invoicing shall be provided to the Commission for processing. Payment shall be made within 30 days of receipt following acceptance by the Commission of satisfactory service. The determination of whether services were preformed satisfactorily is at the sole discretion of the Commission.

IV. CONTACTS

Performance under this Delivery Order will be closely coordinated with the Human Resources Officer and any other member designated by the Commission. Questions pertaining to the scope of services and

requests for technical guidance and direction should be directed in writing to the Procurement Program Analyst, or other designated Commission representative. However, only the Commission's Director of Financial Services may make changes to the terms and conditions of this engagement. The Human Resources Officer will provide the necessary background information and guidance.

V. PROGRESS REPORTS AND MEETINGS

Throughout the engagement, the agency(s) shall prepare and deliver to the Human Resources Officer detailed weekly reports to include names of Temps, start and end dates, pay rates, bill rates, cumulative hours worked, total billing to date and other information as requested by the Commission. Reports and meetings are required to ensure effective contract monitoring of this engagement and serve as a venue to assist in the monitoring of the agency's performance over the life of the contract.

VI. KEY PERSONNEL

The successful agency(s) shall designate qualified account representatives and key personnel as point of contact to assist the Commission as needed throughout the engagement. Names, phone number, and e-mail addresses of proposed account representatives and key personnel are to be listed in the proposal. Use of individuals other than those listed in the proposal must be approved, in advance and in writing, by the Financial Services contact.

VII. LOCATION OF WORK

1122 Broadway, Suite 300, San Diego, CA 92101

VIII. TYPE OF DELIVERY ORDER

Indefinite quantity

C. SUBMITTAL INSTRUCTIONS

In addition to the required submittal documents listed in Section D, the following information shall be submitted in the agency's written proposal. Omission of any of the required submittal documents, may lead to a determination that the proposal is non-responsive. A Pre Proposal Conference will be held at 1:30 pm. (PST) on April 20, 2009, at the San Diego Housing Commission, 1122 Broadway Suite 300 San Diego, CA 92101 in Room 426 North.

Methodology

An overall introduction of the agency, that includes a statement of the agency's interest in contracting for a fixed term indefinite quantity service agreement.

1. Provide a description of the agency's organizational structure this includes a list of qualified account representatives and key personnel as points of contact to assist the Commission as needed throughout the engagement.
2. A description of any lawsuits brought against the agency or principals in courts situated in California within the past five years.
3. A description that conveys the agency understands the services to be performed. Respondent must indicate and fully explain the organization's recruitment and selection method for providing temporary personnel services and specifically state whether the temporary service workers are employees of the respondent or independent contractors/subcontractors of the respondent.

Qualifications Experience and References

Furnish a narrative supported by relevant data regarding qualifications and past experience with similar projects. Proposer must provide detailed description of previous relevant work completed and the results or outcome of that work. Each respondent shall also furnish three to five current client references including names, addresses, e-mail addresses, phone numbers, and principal contacts in which the proposer has provided comparable services.

Cost Proposal to include the following information:

- A comprehensive pricing guide that outlines the minimum level of experience for each price range
- A no cost conversion (or “release”) timeline in billable hours

Permits

The Agency must include a list of relevant business permits (with expiration dates) and a copy of a valid Business Tax Registration Certificate (City business license) issued by the appropriate entity.

Subcontractors

The Commission has approval rights over the utilization of subcontractors. It is not the intent of the Commission to create a third party beneficiary with any subcontractor. The Commission has no obligation to the subcontractor.

Additional Data

The proposal should include any other relevant information the respondent believes is essential to the evaluation of the proposal.

D. REQUIRED SUBMITTAL DOCUMENTS

1. ***Completed Cover Page - Attachment (1) (SDHC FORM 444)***, including the following:

Proposals: Proposers shall develop and submit a proposal that addresses at minimum each item identified in this solicitation, and shall verify through the completion and submittal of the proposal package cover sheet page that all required information and documentation for this solicitation process is included.

2. ***Bid Proposal Form - Attachment (2)***. Complete, sign and submit form.
3. ***Statement of Bidder's Qualifications - Attachment (3)***. Complete, sign and submit form.
4. ***Certificate as to Corporate Principal - Attachment (4)***. Complete, sign and submit form.
5. ***Non-Collusive Affidavit - Attachment (5)***. Complete, sign and submit form.
6. ***Certificate of Compliance - Attachment (6)***. Complete, sign and submit form.
7. ***Work Force Report of San Diego County - Attachment (7)***. Complete, sign and submit form from San Diego County-based employees or for the county where the company office is located.
8. ***Schedule of deliverables quotation sheet- Attachment (8)*** – Complete, sign and submit form.

If these documents are not filled out completely and returned by the proposal due date, the proposal may be deemed non-responsive and may not be considered for contract award.

E. Selection Process

Selection of the successful agency(s) will be made after a review of all proposals. Proposers may be requested to respond to questions or to meet with an evaluation panel to discuss their submissions. Proposals shall be valid for a period of 90 days after the submission deadlines to allow sufficient time for evaluations.

F. Evaluation Process

Each written proposal submitted for consideration will be reviewed and evaluated by the Commission. The following points will be assigned to the proposal for evaluation purposes.

Overall qualifications, experience, and demonstrated ability.	40 points
Quality and responsiveness of proposal to the goals and objectives and scope of service detailed in this RFP	30 points
Cost reasonableness, appropriateness, and necessity as compared to all other proposals to provide the services proposed.	30 points

G. Questions

The last day for questions is on April 23, 2009 at 2:00 p.m. All questions must be submitted in writing by either e-mail or US Mail and addressed as shown below or parties may view information online at: <http://www.sdhc.org/dbcontract1.shtml>.

US Mail:

Lori J. Brierre, Procurement Program Analyst

San Diego Housing Commission

1122 Broadway, Suite 300

San Diego, CA 92101

E-Mail: lorib@sdhc.org

H. Addenda

No change to the specifications or to the other terms and conditions of this solicitation will be made orally to any proposer. Requests for clarification shall be submitted to the Commission at least five days prior to the close of the bidding period. Solicitation changes will be issued in the form of a written addendum; such addendums shall become part of the solicitation, and will be posted to the Commission's website at: <http://www.sdhc.org/dbcontract1.shtml>.

I. Completion of Forms

Each agency must provide the full business address of the agency and should be signed with proposer's usual signature. Ensure all forms are completed in their entirety. When requested, proposers shall furnish satisfactory evidence of the authority of the officer signing on behalf of the corporation or partnership.

J. Late Proposals

Late proposals will be returned to the agency unopened.

K. Withdrawal of Proposals

Proposals may be withdrawn either personally, by written request or by electronic request at any time prior to the scheduled closing time of receipt of proposals. No proposal shall be withdrawn for a period of 90 days

subsequent to the opening/ranking of proposals without consent of the Commission.

L. Rejection of Proposals

The Commission reserves the right to award contracts to multiple agencies, to reject any or all proposals, to waive any informality in the proposal process, or to cancel in whole, or in part, this solicitation if it is in the best interest of the Commission to do so. A proposal may be rejected if it is incomplete, illegible or conditional. Alternate proposals or explanations may be made on separate sheets. Such alternates or explanations will not be considered in determining the accepted response, but may be used in negotiations after determination of the successful agency(s). The agency(s) shall initiate all corrections.

M. Responsible Proposer

"Responsible proposer" is defined as one who has met all requirements of the solicitation including completing all required documents correctly, complying with the general provisions and scope of services, and demonstrating through reputation and past performance the capability of meeting contract requirements and as further defined in the applicable state and local law.

N. Award of Contract

The identity of the successful agency(s)/responder(s) may not be determined at proposal opening. The Commission reserves the right to obtain opinion of Counsel regarding the legality and sufficiency of proposals. The contract will be awarded, if at all, to the responsible, responsive proposer(s) that are awarded a successful score in the evaluation process. Insurance certificates must be received prior to contract execution.

O. Equal Employment Opportunity for Contractors

Proposers are required to submit a Report of San Diego County Workforce and a signed Certificate of Compliance with their proposal. Proposers who do not maintain a permanent office in San Diego County must submit a workforce report for the county from which the proposed goals or services will be delivered. If the recommended agency's workforce analysis reflects under-representation, the agency shall be required to submit an acceptable Equal Employment Opportunity Plan to the San Diego Housing Commission's Equal Opportunity officer.

P. Equal Opportunity Contracting Program

It is the policy of the Commission to encourage equal opportunity in its contracts. Proposals from small businesses, disabled veteran owned businesses, women owned businesses, and agencies owned by African Americans, American Indians, Asian Americans, Filipinos and Hispanics (Latinos), and local agencies are strongly encouraged. Prime contractors are encouraged to subcontract or joint venture with these agencies. The Commission endeavors to do business with agencies sharing the Commission's commitment to equal opportunity and will not do business with any agency that discriminates on the basis of race, religion, ancestry, age, gender, disability, medical condition or place of birth.

Proposers claiming status as a certified minority, women or disabled veteran business enterprise must also submit current City of San Diego or California Department of Transportation (CalTrans) certificates. If a contractor or subcontractor is not a certified minority, women or disabled veteran business enterprise and wishes to apply for certification, they can do so by completing the form entitled "Application for Certification as a Minority, Women, or Disabled Veteran Business Enterprise."

Note: Applications for Certification as a minority, woman or disabled veteran owned business are available to agencies/businesses that desire to be certified as a minority, woman or disabled veteran owned business for the City of San Diego and/or Commission contracting. Additional information is available through this office or CalTrans. The Commission does not discriminate on the basis of sex, race, color, creed, nationality, age, religion or disability. The Commission strongly encourages certified minority, woman or disabled veteran owned businesses to submit proposals. The Commission does not certify minority, woman or disabled veteran

owned businesses but does recognize current CalTrans or City of San Diego certifications.

Certification of minority, woman or disabled veteran owned business enterprises is provided by the following agencies:

Office of Small Business and DVBE Services
707 3rd Street, 1st Floor, Room 1-400
West Sacramento, CA 95605
<http://www.pd.dgs.ca.gov/smbus/getcertified.htm>

State of California
Department of General Services Procurement Division
Small Business & DVBE Certification Application
STD. 812 (REV. 2/1/2007c)
Office of Small Business and DVBE Services (OSDS)
707 3rd Street, 1st Floor, Room 1-400
West Sacramento, CA 95605
www.pd.dgs.ca.gov/smbus
916.375.4940

Office of Small Disadvantaged Business Certification and Eligibility
409 Third Street, S.W. - 8th Floor
Washington, D.C. 20416
http://www.sba.gov/aboutsba/sbaprograms/sdb/apply/sdb_apply_cert.html
202.619.1850

SOLICITATION, OFFER AND AWARD				 San Diego HOUSING COMMISSION	
1. CONTRACT NUMBER		2. TYPE OF SOLICITATION		3. DATE ISSUED	
FS-09-01		☐ Invitation for Bids ☒ Negotiated (RFP)		4/13/2009	
4. ISSUED BY: San Diego Housing Commission 1122 Broadway, Suite 300 San Diego, CA 92101				5. ADDRESS OFFER TO: (if other than item 4)	
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".					
SOLICITATION					
6. Sealed offers in original and 4 copies for furnishing the supplies or services in the schedule will be received at the place specified in Item 4, or if hand carried, deliver to 1122 Broadway, Suite 300, San Diego, CA 92101 until 4:00pm PST May 4, 2009 .					
CAUTION: Late Submissions, Modifications, and Withdrawals: See Section C. All offers are subject to all terms and conditions contained in this solicitation.					
7. FOR INFORMATION CALL: ▶		7A. Name Lori Brierre		7C. Other Contact Info:	
		7B. Telephone (No Collect Calls)		Fax #:	
		Area Code Number Ext.		619-578-7352	
		619 578-7563		Email Address: lorib@sdhc.org	
8. TABLE OF CONTENTS					
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	E.	Cover Page- Form 444	12		K.
	F.				
OFFER (Must be fully complete by offeror)					
9. In accordance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the prices set opposite each item, delivered at the designated point(s), with the time specified in the Schedule.					
10. DISCOUNT FOR PROMPT PAYMENT		▶			
		10 Calendar Days (%)		20 Calendar Days (%)	
				30 Calendar Days (%)	
				____ Calendar Days (%)	
11. ACKNOWLEDGMENT OF ADDENDUMS (The offeror acknowledges receipt of addendums to this Solicitation for Offers and related documents numbered and dated):		▶			
		Addendum		Date	
12A. NAME AND ADDRESS OF OFFEROR:		13. Name and Title of Person Authorized to Sign Offer (Type or Print)			
12B. Telephone Number		12C. Check If Remittance Address is different from above. Enter such address on an attachment.		14. Signature	
Area Code	Number	Ext.		15. Offer Date	
AWARD (To be completed by the Commission)					
16. ACCEPTED AS TO ITEMS NUMBERED		17. AMOUNT		18. AUDITOR'S CERTIFICATE INFORMATION	
19. Authorization for using other than full and open competition:		20. SUBMIT INVOICES TO ADDRESS SHOWN IN (2 COPIES unless otherwise specified)		▶ 22	
				Item	
21. ADMINISTERED BY: (If other than Item 7)		22. Payment will be made by: San Diego Housing Commission- Business Services Dept 1122 Broadway, Suite 300 San Diego, CA 92101			
23. NAME OF CONTRACTING OFFICER OR DULY AUTHORIZED REPRESENTATIVE (Type or Print)				25. Award Date	
		24. Signature of Contracting Officer or Duly Authorized Representative			

IMPORTANT: Award will be made on this Form or by authorized official written notice.

FORM 444 Updated 3/4/2008

4/17/2009

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BID PROPOSAL FORM

To: San Diego Housing Commission
 Attn: Lori J. Brierre
 1122 Broadway, Suite 300
 San Diego, CA 92101

The undersigned, having made myself familiar with the local conditions affecting the cost of the work, the services to be performed for the Commission and with the Specifications (including the Invitation for Bids, Instructions to Bidders, this Bid, the form of Non-Collusive Affidavit, and Addenda, if any thereto, as prepared by Commission staff), proposes to furnish such services, when and as requested, at the prices indicated in the attached Bid Quotation Sheets for the time covered by this contract. The undersigned, as bidder, agrees that:

- In submitting this bid, it is understood that the Commission reserves the right to reject any and all bids. If written notice of the acceptance of this bid is mailed, telegraphed or delivered to bidder within sixty (60) days after the opening thereof, bidder agrees to execute and deliver a contract in the prescribed form and furnish any required performance and payment bonds within ten (10) days after the contract is presented to bidder for signature.
- Attached hereto is an affidavit in proof that bidder has not entered into any collusion with any person in respect to this proposal or any other proposal or the submission of proposals for this contract.
- Certification of Non-segregated facilities: By signing this bid, bidder certifies that segregated facilities are not and will not be maintained or provided for employees of bidder at any establishments owned by bidder, and bidder does not and will not permit employees to perform their services at any location, under the control of bidder, where segregated facilities are maintained. Bidder agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting room, work areas, rest rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, housing facilities provided for employees, which are segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. Bidder further agrees that (except where identical certifications from proposed subcontractors for specific time periods has been obtained) it will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provision of the Equal Opportunity clause; that such certifications will be retained in bidder's files; and that a notice will be forwarded to proposed subcontractors as provided in the instruction to bidders.
- Addenda: All addenda, bulletins, letters, etc., bound with specifications or issued during the bidding period, are included in the Contract documents, and shall be considered in the amount of bid. The receipt of such addenda, if any, is acknowledged hereinafter. Fill out the cover sheet and below:

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

- Designation of Subcontractors: In compliance with the Subletting and Subcontracting Fair Practices Act (Chapter 2, Section 4100 *et seq.*, Division 5, Title 1 of the Government code of the State of California) and any amendments thereof, each bidder sets forth below: (a) the name and location of place of business of each subcontractor who will perform work or labor or render service to the bidder in construction, improvement, repair or maintenance to be performed under this contract or a subcontractor licensed by the State of California who, under subcontract to the bidder, fabricates and installs a portion of the work, improvement, repair or maintenance in an amount in excess of one-half of one percent of the bidder's total bid and (b) the portion of the work which will be done by each subcontractor under this act. The bidder shall list only one subcontractor for each such portion as is defined by the bidder in this bid.

If a bidder fails to specify a subcontractor or if a bidder specifies more than one subcontractor for the same portion of work to be performed under the contract in excess of one-half of one percent of the total bid, bidder shall be deemed to have agreed that bidder is fully qualified to perform and shall perform that portion him/herself.

BID PROPOSAL FORM

No bidder whose bid is accepted shall (a) substitute any subcontractor, (b) permit any subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the original proposal, or (c) sublet or subcontract any portion of the work in excess of the one-half of one percent of the bidder's total bid as to which the original bid did not designate a subcontractor, except as authorized by the San Diego Housing Commission.

Subletting or subcontracting of any portion of the work in excess of one-half of one percent of the bidder's total bid as to which no subcontractor was designated in the original bid shall only be permitted in cases of public record of the authority awarding this contract setting forth the facts constituting the emergency or necessity.

Note: *Making of a False, Fictitious, or Fraudulent Certification, May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.*

Date: _____

Printed Name of Bidder

Contractor License # _____
(If applicable)

Signature _____

Title _____

Official Address: _____

SIGN ORIGINAL ONLY

STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered. All information must be clear and complete. Attach additional pages if needed.

1. Name of bidder: _____
2. Names and titles of principals: _____

3. Names of authorized signatories: _____

4. Permanent main office address: _____

 Phone: _____ Fax: _____ Email: _____
5. Date organized: _____
6. Location of incorporation: _____
7. Check Yes if your agency has been certified by CalTrans as a Minority Business Enterprise [☐] Yes
 Women Business Enterprise [☐] Yes or Disabled Veteran Business Enterprise [☐] Yes.
 - a. Date Certification issued: _____
 - b. Date Certification expires: _____
 - c. CalTrans Certification Number: _____
8. Number of years engaged in business under your present name: _____
9. List at least three private or public agencies that you have supplied/provided with similar services to that in this solicitation. Include a contact name and telephone number:
 1. _____
 2. _____
 3. _____

10. Have you ever defaulted on a contract? ☐ Yes ☐ No

a. If yes, what was the name of the contract? _____

b. What was the reason for default? _____

11. Have you refused to sign a contract after award of the bid? ☐ Yes ☐ No

a. If yes, what was the name of the contract? _____

b. What was the reason for refusal? _____

12. List the number of current employees and any branch offices : _____

13. Attach written evidence of amount and type of credit available.

14. Upon request, will you complete a detailed financial statement and furnish any other information required by the Commission?
☐ Yes ☐ No

15. The undersigned hereby authorizes and requests any person, agency or corporation to furnish any information requested by the Commission, verifying the declarations included in this Statement of Bidder's Qualifications.

Signature of Bidder's Representative

Title

Date

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____ certify that I am the _____ of the company named as Contractor herein; that _____, who signed this Contract on behalf of the Contractor, was then _____ of said Company; that said Contract was duly signed for and in behalf of said company by authority of its governing body, and is within the scope of its corporate powers.

INCLUDE CORPORATE SEAL

Signature of Corporate Principal

Print Name of Corporate Principal

Title

Date

NON-COLLUSIVE AFFIDAVIT

Bidder

State of _____

County of _____

_____, being first duly sworn deposes and says:

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

(Individual Signature)

(Partner Signature)

Officer of Corporation

Date

Subscribed and sworn to (or affirmed) before me on this day _____, by _____, personally known to me or proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

My commission expires on _____.

Notary Public Signature

CERTIFICATE OF COMPLIANCE

**EQUAL EMPLOYMENT OPPORTUNITY PROGRAM FOR CONTRACTORS DOING BUSINESS WITH
THE SAN DIEGO HOUSING COMMISSION**

The City of San Diego, The San Diego Housing Commission and Housing Authority are committed to an Equal Opportunity Program pursuant to applicable State and Federal laws and guidelines, which provide Equal Opportunity in all activities of the State and its agencies, including the employment of individuals and agencies which contract with the San Diego Housing Commission Agency.

CERTIFICATE OF COMPLIANCE

Name of Agency

As an authorized official for the above named agency, I hereby certify by the signature affixed to this document that said agency will comply with Executive Order 11246, Title VII of the Civil Rights Act of 1964, as amended, the California Fair Employment Practices Act and any other applicable Federal and State laws and regulations hereinafter enacted.

Further, I am submitting a current Work Force Report of San Diego County and if requested, an acceptable Equal Employment Opportunity Plan, which addresses the affirmative actions that will be taken by this agency to eliminate any under-representation within, identified categories. The elements of this plan would include effective outreach and other employment practices to maximize opportunities for all qualified individuals.

Authorized Official

Signature of Authorized Official

Date

Workforce Report of San Diego County
SAN DIEGO HOUSING COMMISSION 1122 Broadway Suite 300, San Diego, CA 92101

Payroll Ending Date: _____ **Name of Contractor:** _____

Signature of Contractor: _____

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- | | |
|--|-----------------------------|
| (1) African-American, Black | (4) American Indian, Eskimo |
| (2) Latino, Hispanic, Mexican-American, Puerto Rican | (5) Caucasian |
| (3) Asian, Pacific Islander | (6) Other Ethnicity |

OCCUPATIONAL CATEGORY	(1) African-American		(2) Latino		(3) Asian Pacific Islander		(4) American Indian		(5) Caucasian		(6) Other Ethnicities	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Executive, Administrative, Managerial												
Professional Specialty												
Engineers/Architects												
Technicians and Related Support												
Sales												
Administrative Support/Clerical												
Services												
Precision Production, Craft and Repair												
Machine Operators, Assemblers, Inspectors												
Transportation and Material Moving												
Handlers, Equipment Cleaners, Helpers and Non-Construction Laborers*												
TOTALS FOR EACH COLUMN												
DISABLED (by ethnicity & gender)												
GRAND TOTAL OF ALL EMPLOYEES												
*NON-PROFIT AGENCIES ONLY												
President												
Vice President												
Secretary												
Treasurer												
TOTALS FOR EACH COLUMN												

*Gender and minority composition of the board is required above. Please substitute titles of officers or board members as necessary.

OCCUPATIONAL CATEGORY LIST**Executive, Administrative and Management**

Executive, Administrative Management Related

Professional Specialty

Engineers, Architects, Surveyors
 Mathematical and Computer Scientists
 Health Diagnosing
 Health Assessment and Treating
 Teachers, Post-secondary
 Teachers, Except Post-secondary
 Counselors, Educational and Vocational
 Librarians, Archivists, Curators
 Social Scientists and Urban Planners
 Social, Recreation and Religious Workers
 Lawyers and Judges

Technicians and Related Support

Health Technologists and Technicians
 Engineering and Related Technologists and Technicians
 Technicians, Except Health, Engineering and Service

Sales

Supervisors and Proprietors
 Sales Representatives, Finance and Business Services
 Sales Representatives, Commodities except Retail
 Sales Workers, Retail and Personal Services

Administrative Support

Supervisors, Administrative Support
 Computer Equipment Operators
 Secretaries, Stenographers, Typists
 Information Clerks
 Records, Processing Except Financial
 Financial Records Processing
 Duplicating and Other Office Machine Operators
 Communications Equipment Operators
 Mail and Message Distributing
 Material Recording and Distributing Clerks
 Adjusters and Investigators
 Other Administrative Support

Precision Production, Craft and Repair

Supervisors, Mechanics and Repairers
 Vehicle and Mobile Equipment Mechanics and Industrial Machinery Repairer
 Machinery Maintenance
 Electrical and Electronic Equipment Repairers
 Heating, Air Conditioning, Refrigeration Mechanics
 Other Mechanics and Repairers
 Supervisors Construction
 Construction Trades, Except Supervisors
 Extractive Occupations
 Precision Production Occupations

Machine Operators, Assemblers and Inspectors

Metalworking and Plastic Working Machine Operator
 Metal and Plastic Processing Machine Operators
 Woodworking Machine Operators
 Printing Machine Operators
 Textile, Apparel and Furnishing Machine Operators
 Machine Operators, Assorted Materials
 Fabricators, Assembler & Hand Working Occupations

Transportation and Material Moving

Motor Vehicle Operators
 Rail Transportation Occupations
 Water Transportation Occupations
 Material Moving Equipment Operators

Handler, Equipment Cleaners, Helpers and Laborers

Handlers
 Equipment Cleaners
 Helpers
 Laborers

Services

Private Households
 Protective Services
 Supervisors, Protective Services
 Firefighting and Fire Prevention
 Police and Detectives
 Guards
 Supervisors, Food Preparation and Services
 Health Services
 Cleaning and Building Services

Schedule of Deliverables

 Agency Name

Complete the Quotation Sheet below and provide the Bill Rate Ranges as requested.

All bill rate ranges shall be agency(s) and shall be guaranteed for the period of performance from date of contract which is approximately June 30, 2009 through June 30, 2011.

As provided for under this contract, options to renew for each of the three (3) additional one (1) year periods will be at a negotiated rate not to exceed the base price of the base contract plus the increase in the Consumer Price Index.

Position Title	Hourly Bill Rate Including Mark-up	Over Time Bill Rate Including Mark-up	Mark-up rate	No cost conversion Billable hours required for no Cost conversion