



## HOUSING AUTHORITY CITY OF ELKHART

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[www.ehai.org](http://www.ehai.org)

ELKHART, INDIANA 46516  
TTY# (574) 295-9682

*Marsha Parham-Green,  
Interim Executive Director*

**WILLIE BROWN, Commissioner**  
**KRISTEN SMOLE, Commissioner**  
**DAN BOECHER, Commissioner**  
**HELENIA ROBINSON, Commissioner**  
**CYNTHIA BILLINGS, Commissioner**  
**SANDRA SCHREIBER, Commissioner**  
**LORIA MAYES, Commissioner**

February 25, 2026

Dear Sir or Madam,

Enclosed please find a copy of a Request for Proposal (RFP) to provide The Housing Authority City of Elkhart (HACE) Pest Control Services at our various Developments, Properties, and Office Locations. HACE will evaluate the RFP under the competitive proposal method, meaning we will consider both technical costs and factors in awarding the contract.

Please review the enclosed documents and submit a proposal for our consideration to:

Housing Authority City of Elkhart  
ATTN: Director Comprehensive Improvements  
1396 Benham Ave, Elkhart, IN 46516  
RE: Proposal for Pest Control Services

All proposals for Pest Control Services must be received by the Housing Authority City of Elkhart no later than 3:00PM (Eastern Time), on **March 27, 2026**. Proposals received or delivered after this date and time will not be considered and will be returned unopened.

**Ordering Instructions:** The Bid Specifications Package can be accessed from the HACE's website at <https://www.ehai.org/open-public-bids.html> or by calling 574-296-6958. **Contact:** Pre-proposal site visits are available by appointment only and can be arranged by contacting Erik Mathavan, Director of Comprehensive Improvements at 574-296-6958.

Erik Mathavan  
Director, Comprehensive Improvements

Enclosure: Request for Proposal – Pest Control Services



# Request for Proposal

For  
**Pest Control Services**

Various Properties The  
HOUSING AUTHORITY CITY OF ELKHART  
RFP 2026-03-PC Pest Control

Notice: Contact with members of the HACE Board of Commissioners, or HACE officers and employees other than the contact person listed herein, by any prospective Proposer, after publication of the RFP and prior to the execution of a contract with the successful proposer(s) could result in disqualification of your proposal. In fairness to all prospective proposer(s) during the RFP process, if HACE meets in person with anyone representing a potential provider of these services to discuss this RFP, an addendum will be issued to address all questions to ensure no Proposer has a competitive advantage over another. This does not exclude meetings required to conduct business not related to the RFP, or possible personal presentations after written qualifications have been received and evaluated.

## GENERAL INFORMATION

### Agency Background Information

The Housing Authority City of Elkhart (HACE) was established in 1962 to provide safe and affordable housing for qualified low-income persons residing in the Elkhart Area. The United States Department of Housing and Urban Development (HUD) as outlined under the United States Housing Act of 1937 and subsequent amendments has direct responsibility for administering low-income housing programs in the United States. HACE was recently ranked as a High Performer, an honor designated by HUD.

The housing authority manages 672 units of conventional housing across (3) high-rise buildings and two (2) scattered sites all within the city limits of Elkhart, Indiana. The following chart provides a breakdown of unit count by property:

PROPERTY NAME	TYPE	Area in Sq. Ft. (approx.)	UNIT COUNT	FLOORS	Community Address
Washington Gardens	Community Development	83,462	198	2-Story Quadruplex	315 Chapman Ave
Scattered Sites	Scattered Sites	75,318	98	Single	1 Malcolm Dr
Rosedale High Rise	High Rise	80,676	102	6	501 W Indiana Ave
Waterfall High Rise	High Rise	89,100	127	10	303 Waterfall Dr
Riverside High Rise	High Rise	138,290	147	7	181 N Elkhart Ave
Administration Bldg.	Office Building	17,184	N/A	1	1396 Benham Ave



This RFQ, for pest control service proposal, is limited to the Washington Gardens, Rosedale High Rise, and Scattered Sites developments.

## Contract Term

The agreement for Pest Control Services is for an initial contract term of **1 YEAR**, which may be awarded to one or more proposers with the company(s) that has the highest ordinal bid evaluation score on the primary or any alternative grouping. At the end each term, HACE may extend the contract for another term up to 4 times; for a total of 5 years before a new Request for Proposal will be required.

## Attachments

The following attachments are herein incorporated by reference for all purposes as part of this "Pest Control Services" Proposal Solicitation and Scope of Work:

- A. Scope of Work
- B. Proposed Rates
- C. HUD 5369-B
- D. HUD form 5370-C 2
- E. HUD Maintenance Wage Rates
- F. Section 3 Plan
- G. Section 3 Compliance & Program Acknowledgement Form
- H. HUD 50070-Certification of Drug Free Workplace
- I. Profile of Firm Form

## Format of Bid/Forms to Provide

No contract will be awarded without the following forms being completed:

- Proof of Insurance & Contractors must submit a City of Elkhart Business license
- Completion of Pricing Sheet/Bid Form
- Section 3 Compliance & Program Acknowledgement Form
- Financials and/or lines of credit (when requested). The apparent successful bidder will be requested to submit a concise description of its managerial and financial capacity to deliver the proposed services.
- List of at least three (3) references of work completed within the last two (2) years
- HUD Forms
- Company Profile

**At the time bids are opened, to be considered responsive, bids *must* contain the following:**

- Proof of Insurance
- Pricing Sheet/Bid Form(s)

## Conditions

The Housing Authority will not pay any cost incurred in the preparation or submission of any bid or any cost incurred in anticipation of a contract. The Bidder understands that the Executive Director of the Housing Authority shall be the sole authority to legally commit the Housing Authority to any expenditure of public funds for this procurement, subject to



approval by the Board of Commissioners. The Housing Authority reserves the right to reject any and all bids and to waive any informality whenever such rejection or waiver is in the best interest of the Housing Authority. This RFP in no way obligates the Housing Authority to award a contract. Contractor(s) shall have staff, qualified by training and experience, to perform the service required. All persons employed by Contractor(s) in the performance of any work under this Agreement shall be agents and employees of Contractor(s) only. Neither Contractor(s) nor any employees or agents of Contractor(s) shall be deemed as employees of the HACE for any purpose whatsoever. Contractor(s) is responsible for obtaining identification badges on all of his/her employees. Under no circumstances will a crewmember be allowed to work at development site without his/her ID on his/her person at all times. The contractor's personnel shall be neat and conduct all work in a professional manner with minimal disturbance to the Housing Authority. If any of Contractor's personnel are not satisfactory to the Housing Authority, Contractor(s) shall replace such personnel with satisfactory replacements. The Contractor(s) shall coordinate the work with the Housing Authority as much as possible. Regular reports of progress shall be required.

Contractors may appeal only deviations from laws, rules, regulations, or procedures. Disagreement with the evaluators' judgment with the number of points scored is not appealable. The following Appeal Procedure applies to Contractors who wish to appeal a disqualification of Bid or award of contract:

Contractors shall submit a written appeal to the Executive Director at HACE – 1396 Benham Ave, Elkhart, Indiana 46516 RE: APPEALS. Appeals must be received by the Executive Director no later than 4:00PM (local time) on the fifth (5th) business day after the postmarked date of the Notice of Award/Non-Award.

#### PERMITS, LAWS, AND REGULATIONS

The Contractor(s) will secure and pay for all permits, fees, and licenses necessary for the proper execution and completion of services. A copy of the permit will be made available to HACE upon the contractor's receipt of the permit. Where the Housing Authority chooses to arrange for the issuance of all or part of these permits, fees and licenses, without cost to the Contractor(s), the contract amount shall be reduced accordingly. The Contractor(s) shall observe and comply with all federal, state, county, and city laws, codes, ordinances, rules and regulations in accomplishing the work. The service performed shall be in conformance with and meet all industry standards. The Contractor(s) shall agree that, in a suit and/or claim in mediation or arbitration to enforce the rights and/or obligations of a Contract under this Bid, should the HACE prevail in the prosecution or defense of said suit and/or claim, the HACE shall be entitled to its reasonable attorney's fees, court costs and other reasonable litigation expenses, including, but not limited to, expert fees, costs of exhibits, staff time in the preparation for and/or attendance at trial, investigation expenses, and travel expenses. The Contractor(s) shall agree to indemnify and keep, hold and save harmless the Housing Authority from and against any and all liability, penalty, losses, damages, expenses suits and judgments arising from injuries on Housing Authority property premises during the term of the Contract to persons or property of any nature.



## COST OF SERVICES

The contractor(s) shall include in his/her Bid the all-inclusive cost to be charged to the Housing Authority for the provision of Pest Control Services as defined on the Scope of Work. It MUST accompany any bid for that bid to be responsive. Contractor(s) will provide the required chemicals, supplies, tools, and equipment necessary to fully comply with the Scope of Work listed in Attachment A.

## RESPONSIBILITY FOR SUBCONTRACTORS

All requirements for the “Prime” contractor shall also apply to all subcontractors. It is the Prime Contractors’ responsibility to ensure compliance by the subcontractors. Regardless of subcontracting, the Prime Contractor remains liable to HACE for the performance under this RFP or any resulting contract.

The contractor shall perform criminal history checks and drug screening tests on all employees performing work under this RFP and any resulting contract and if requested provide summaries of the results to HACE. Prospective employees whose criminal history checks disclose a misdemeanor or felony conviction involving crimes of moral turpitude or harm to persons or property shall not be used to perform work under this RFP or any resulting contract. The contractor is required to perform drug screening of all employees and to ensure acceptable test results. Criminal history and drug screening checks will be completed at the sole expense of the Contractor.

The contractor shall provide at the contractor’s own expense all equipment, labor, cleaning materials, and tools to perform all the services required under this RFP and any resulting contract.

If any employee of the Contractor is deemed unacceptable by HACE, the Contractor shall immediately replace such personnel with a substitute acceptable to HACE.

## TIME FOR RECEIVING PROPOSALS

All Proposals must be submitted in a sealed envelope marked “Pest Control Services” with the responder’s name and address on the exterior of the envelope” and received and date and time stamped at the Front Desk of the Housing Authority City of Elkhart, 1396 Benham Ave., Elkhart, Indiana 46516, no later than 3:00PM on **March 27, 2026**. Proposals received after 3:00PM. will NOT be opened and will not be returned to the responder. The determination as to whether a Proposal is timely received will be at the sole discretion of the Housing Authority.

## REQUIRED FORMS

All required forms furnished by HACE as a part of the RFP document issued shall, as instructed, be fully completed, and submitted by the proposer. Such forms may be completed in a legible hand-written fashion, by use of a typewriter, or may be downloaded and completed on a computer. If, during the download, a form becomes changed in any fashion, the proposer must “edit” the form back to its original form (for example, signature lines must appear on the page which the line was originally intended).



HACE intends to retain the successful proposer pursuant to a “Best Value” basis, not a “Low Bid” basis. Therefore, so that HACE can evaluate the proposals received, all proposals submitted in response to this RFP should be formatted in accordance with the sequence noted below.

The Proposal is to contain various categories of information which should be tabbed, sectioned, or distinctly separated so that the information submitted can be easily retrieved.

### **Tab/Section 1, PROFILE OF FIRM FORM AND PROOF OF INSURANCE AND BUSINESS/CONTRACTOR LICENSE**

Proposers must be able to provide proof of Insurance & Contractors must submit a business license. The Profile of Firm Form, a one-page Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal by the Proposer and each subcontractor. Also submit the Company Profile as part of this section. See Attachment I.

### **Tab/Section 2, BID FORM**

These Forms are attached hereto as Attachment B to this RFP document. This one-page Form must be fully completed and submitted under this tab as a part of the proposal submittal. The proposed fee section of this form will be intentionally left blank in the proposal submittals.

### **Tab/Section 3, SECTION 3 PLAN**

Proposers are required to read thru the HUD Section 3 program. See Attachment F.

### **Tab/Section 4, SECTION 3 COMPLIANCE AND PROGRAM ACKNOWLEDGEMENT**

Proposers are required to agree to the Section 3 compliance and, if desired, submit a business preference concern certification if eligible. See Attachment G.

### **Tab/Section 5, PAST PERFORMANCE**

The Proposer must submit under this section a concise description of its experience, to include:

- a. Firm’s experience with similar projects requiring proposed services.
- b. Firm’s experience in projects of this or greater scope.
- c. Length of time Contractor has been providing the services requested by this RFP.

### **Tab/Section 6, HUD FORMS**

These Forms are attached hereto as Attachments to this RFP document and must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal. See Attachments C, D, and H.

### **Tab/Section 7, CLIENT INFORMATION**

The proposer shall provide three former or current clients, preferably other than HACE, for whom the proposer has performed similar or like services to those being proposed herein. The list shall, at a minimum, include for each reference:



- The client's name;
- The client's telephone number and address,
- Description of services provided to the client, and
- Date of services

## PROPOSED COSTS

### BASE COSTS

Your proposed fee for each item is inclusive of all necessary costs to provide the proposed services, including, but not limited to: employee costs and benefits (must comply with Attachment E) clerical support; overhead; profit; supplies; materials; licensing; insurance, vehicle fuel, etc. Each fee proposed shall be fully "burdened" with profit and overhead costs. Prices: Your proposed price for each item listed on the Price Sheet shall be inclusive of all expenses incurred to perform the service under this RFP and any resulting contract. Price shall include but not be limited to, employee costs and benefits, clerical support, overhead, profit, supplies, materials, equipment, licensing, insurance, bonding, vehicle fuel, etc. Prices will be utilized to deduct for any work not performed or materials not used.

## PROPOSAL OPENING RESULTS

It is understood by all proposers/prospective proposers that the proposals are privately opened, and the results will be recorded internally. When HACE has concluded all evaluations, has chosen a final top-rated proposer, has completed the award and is ready to issue such results, HACE shall notify all proposers.

All proposal documents submitted by the proposers are generally a matter of public record unless information is deemed to be proprietary.

## AWARD OF CONTRACT

The Housing Authority reserves the right to reject any or all bids and to waive any minor informalities or irregularities in bids received. The contract shall initially be awarded to the highest scored RFP by a responsible Bidder whose Bid conforms to the RFP and to the specifications described herein, and whose product or service best suits the needs of the HACE. The Contractor shall perform Pest Control Services, as specified herein, on "as needed" basis at various HACE Properties per the included scope of work.

The contractor shall comply with all applicable federal, state and local laws regarding no smoking on HACE properties.

Proposal Prices: Proposers are advised that the Proposal Fee shall be all inclusive and fully burdened by proposer to accomplish the work as specified in this RFP and any resulting contract.

Regulatory: Contractor(s) shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses or permits required to provide the services



The contractor shall utilize Section 3 residents and businesses to perform the requirements under this proposal to the greatest extent feasible and shall document such efforts quarterly.

### PROPOSAL EVALUATION

All proposals will be evaluated by Housing Authority representatives. The evaluators may conduct interviews with “short-listed” firms to clarify information provided in the proposals. Proposals will be evaluated based on the following criteria:

1. Experience and Qualifications-15 points
2. Cost of Service-50 points
3. Capacity to Deliver Specified Service-25 points
4. Quality of References-10 points

### SCOPE OF WORK

Services shall include, but not necessarily be limited to, the following:

**SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S):** The HA is seeking proposals from qualified, licensed, and bonded entities to provide the following detailed services at the housing sites listed herein:

A. **GENERAL:** It is the intent of the HA to retain a contractor expected to work an average of 2 to 3 hours every week. 1 hour of this would be spent doing a walkthrough with the respective property manager of the property and vacant units to identify units and areas of concern. The remaining hours would be to, pursuant to the requirements of this RFP and the ensuing contract, perform various pest control services; including (a) pest control; (b) bed bugs. The contractor shall be responsible for sweep and cleanup and removal of any and all treated/deceased pests and carcasses from HACE property which includes dead mice from treatment. The contractor shall coordinate all work through and with the designated HA contact person. All pest control applications must be implemented in accordance with manufacturer instructions and State Law.

**COVERED PESTS:** The Contractor shall adequately suppress the following pests:

1. Indoor populations of rodents, insects, (including cockroaches and bed bugs) and arachnids.
2. Outdoor populations of potentially indoor-infesting species that are within the property boundaries of the specified buildings.
3. Nests of stinging insects within the property boundaries of the specified buildings.
4. Individuals of all excluded pest populations are incidental invaders inside the specified buildings, including winged termite swarmer emerging indoors.
5. Birds, bats, snakes, and all other vertebrates other than commensal rodents



The Contractor shall notify HACE if it notices unusual levels of the following pests. The contractor is not responsible for their control unless HACE and Contractor agree in writing.

1. Termites.
2. Mosquitoes.
3. Pests that primarily feed on outdoor vegetation.

**PEST CONTROL SERVICES:** The pest control services proposed shall consist of both initial service, weekly service and call-back service. It is the HA's impression that the treatment will include the application of a paste and/or gel product in the interior, granular product to the exterior and a spray product to both the interior and exterior of 15-18 units weekly. The HA realizes that the following noted guarantees are contingent upon all units within a building being treated within the same general period of time. All materials used shall be EPA-approved. Sticky traps may be used to monitor population densities. The level of the control program will be based on the densities accordingly.

1. **PEST CONTROL-GEL/PASTE TREATMENT:** The product applied such as Maxforce FC Magnum and Vendetta Plus or an "equal" or "same as" product. Products must be applied on an alternating schedule. Each proposer shall enter where provided on Attachment J all requested information pertaining to the proposed product(s) that he/she proposes to use (please note that the applicable manufacturer's specifications sheets and MSDS sheets will be required from the successful proposer). It is the HA's understanding that this product is primarily for the control of cockroaches. The gel shall be applied every 9 weeks in all rooms of the unit/area and shall be guaranteed for an equal period of time after application. As a part of the gel/paste treatment process, the interior areas of the building not treated (i.e. hallways) shall be sprayed in such a manner so as to not negate the gel/paste process. A log, in a form developed by the contractor and approved by the HA, shall be maintained by the contractor, and shall be delivered to the HA contact person within one-workday of the service.

2. **PEST CONTROL-GRANULAR/PROTEIN BAIT TREATMENT:** The products applied for exterior applications such as Advion, or an "equal" or "same as" product. Each proposer shall enter where provided on Attachment J all requested information pertaining to the proposed paste product(s) that he/she proposes to use (please note that the applicable manufacturer's specifications sheets and MSDS sheets will be required from the successful proposer). It is the HA's understanding that this product is primarily for the control of all insects including, but not limited to: bees, wasps, hornets, ants and spiders. The products shall be applied once every 9 weeks in all developments and shall be guaranteed for an equal period of time.

3. **RODENT CONTROL:** Contractor shall supply rodent traps and bait stations as required for service requests. Rodent traps and bait stations shall remain the property of Contractor.

**BED BUG SERVICES** The services proposed shall include initial treatment to all box springs and mattresses seams and cuffs; removal of dust covers on box springs and treat, then reattach; treatment to all furniture; including, but not limited to: end tables; nightstands; dressers; pictures; clocks; etc.; and any follow-up needed within 14 days after the initial service. Follow-up treatment shall be focused in areas where residual bed bugs are found. Treatment shall include industry recommended vacuuming procedures.

1. **CHEMICAL TREATMENT:** Chemical treatment shall consist of dust or powder, aerosol spray,



and liquid spray. Each proposer shall enter where provided on Attachment J all requested information pertaining to the proposed paste product(s) that he/she proposes to use (please note that the applicable manufacturer's specifications sheets and MSDS sheets will be required from the successful proposer). HACE reserves the right to request a change in chemicals prior to use.

- Examples of dust/powder are Alpine Dust, Delta Dust, and CimeXa or an "equal" or "same as" product.
- Examples of aerosol spray are Phantom II, Bedlam Plus, Zenprox, and Alpine or an "equal" or "same as" product.
- Examples of liquid spray are Transport GHP, Temprid SC, and Crossfire or an "equal" or "same as" product.

i. Dust/powder and aerosol spray shall be applied to, but are not limited to, the following areas:

- Behind electrical covers
- Behind light switch covers
- Behind HVAC controls
- Around ceiling light fixtures
- Around and behind smoke detectors
- Behind baseboards
- Any other visible crack or crevice

ii. Liquid spray shall be applied to, but not limited to, the floorboard perimeters of the areas indicated above.

2. HEAT TREATMENT (if available) The services proposed shall include utilization of thermal remediation equipment, heaters should be used in the space to introduce and recirculate heated air with a temperature not to exceed 135°F. A target temperature of 130°F must be reached, maintained, and circulated for a minimum of three (3) hours. Heat treatments must be guaranteed for 30 days, retreatment for ineffective treatments within guaranteed period will be at no cost to HACE.

i. At the time of heat treatment, high temperature fans must be used to move heated air throughout the space to reach insects in cracks and crevices or high infestation zones.

ii. Temperatures must be monitored and recorded, in real time, from a remote location. HACE prefers a minimum of six (6) wireless sensors are used to ensure lethal temperatures are reached and maintained, and overheating does not occur that would damage the space and its contents. Sensors shall be placed randomly throughout the space being heat treated, including inside furniture.

B. GENERAL TREATMENTS: The contractor shall assign a regular point of contact, whom has supervisory duties, and keep the manager fully informed of all pertinent issues during the treatment process, and shall submit, in writing, within 3 working days of discovery of such, notice of any and all problems relating to the treatment process or of any note-worthy conditions within the development that pertain to or affect the pest control treatment process. General Treatment shall be performed by one technician and include treatment behind major appliances, which may require appliance extraction and resetting. The contractor will leave with the resident unit a notice that treatment has been performed and include the next treatment date (if needed) which fulfills our 48-hour notice requirement to residents. Weekly, contractor shall obtain the signature of the HA manager on the contractor's work order form, thus affirming that all work listed thereon was



completed to the manager's satisfaction. When work is not rendered on a unit scheduled for treatment, Contractor must clearly document in every treatment report why they did not enter or treat the given unit. A copy of this form shall be submitted by the contractor along with the billing invoice the contractor submits to the HA accounts payable office for payment.

C. VACANCY TREATMENT: The HA may, from time-to-time, negate the effectiveness of the pest control treatment in a unit by painting over the treated areas. The HA shall retain the right to require the contractor to return to any such unit or area and again provide the treatment. Vacant units will be treated independently.

D. CALL-BACK RESPONSE: The contractor shall, if directed by the designated HA representative, respond to the site within 1 working day of being notified that corrections need to be made. All "call-backs" and ensuing additional treatment(s) during any guarantee period shall be at "no charge" to the HA, unless an action by the HA or an HA resident (i.e. denied entry; poor housekeeping; etc.), documented by the contractor at the original time of occurrence and delivered to the HA in a timely manner, precluded the contractor from being able to guarantee the original service—in this case the contractor shall be entitled to additional payment for the additional service. Calls backs may be generated by HACE or tenants of treated units.

E. ADDITIONAL SERVICES: It is possible that during the term of the ensuing contract the HA may have need of additional services from the contractor that have not been detailed herein or within the ensuing contract. Such work shall be calculated through mutual negotiation, using the information submitted by the contractor, including the proposed fees submitted by the contractor.



ATTACHMENT A  
Addresses Included in this Scope of Work

<b>PROPERTY NAME</b>	<b>TYPE</b>	<b>Area in Sq. Ft. (approx.)</b>	<b>BLDG. Count</b>	<b>UNIT Count</b>	<b>FLOORS</b>	<b>Communi ty Address</b>
Washington Gardens	Community Development	83,462	48	198	2 story apartment buildings	315 Chapman Ave - Comm Bldg
Scattered Sites	Scattered Sites	75,318	65	98	Single Family Homes and Quadruplex	Various - See Full List below
Rosedale High Rise	High Rise	38,100	1	102	6 story high rise	501 W Indiana Ave.



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Unit	Address	Apt	City	State	Zip	Beds	Bathrooms	Project Name	Project Number	Building	Year (Age)	Occupied
264428	1301 Moffat Ln		Elkhart	IN	46517	5	2.00	Scattered Site	IN026000004	SS01	1972 (54)	<input checked="" type="checkbox"/>
264429	1303 Moffat Ln		Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS02	1972 (54)	<input checked="" type="checkbox"/>
264430	1305 Moffat Ln		Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS03	1972 (54)	<input checked="" type="checkbox"/>
264431	1307 Moffat Ln		Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS04	1972 (54)	<input checked="" type="checkbox"/>
264432	1309 Moffat Ln		Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS05	1972 (54)	<input checked="" type="checkbox"/>
264433	1311 Moffat Ln		Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS06	1972 (54)	<input checked="" type="checkbox"/>
264434	1313 Moffat Ln		Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS07	1972 (54)	<input checked="" type="checkbox"/>
264435	1315 Moffat Ln		Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS08	1972 (54)	<input checked="" type="checkbox"/>
264436	1317 Moffat Ln		Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS09	1972 (54)	<input checked="" type="checkbox"/>
264437	1310 Laramie Ave		Elkhart	IN	46516	3	1.00	Scattered Site	IN026000004	SS42	1972 (54)	<input checked="" type="checkbox"/>
264438	1316 Laramie Ave		Elkhart	IN	46516	3	1.00	Scattered Site	IN026000004	SS43	1972 (54)	<input checked="" type="checkbox"/>
264439	1322 Laramie Ave		Elkhart	IN	46516	3	1.00	Scattered Site	IN026000004	SS44	1972 (54)	<input checked="" type="checkbox"/>
264440	1243 Okema		Elkhart	IN	46516	3	1.00	Scattered Site	IN026000004	SS55	1972 (54)	<input checked="" type="checkbox"/>
264441	1245 Okema		Elkhart	IN	46516	3	1.00	Scattered Site	IN026000004	SS56	1972 (54)	<input checked="" type="checkbox"/>
264442	2120 Pennsylvania Ave		Elkhart	IN	46516	5	2.00	Scattered Site	IN026000004	SS57	1972 (54)	<input checked="" type="checkbox"/>
264443	2115 Vermont		Elkhart	IN	46516	4	1.50	Scattered Site	IN026000004	SS58	1972 (54)	<input checked="" type="checkbox"/>
264444	2123 Vermont		Elkhart	IN	46516	4	1.50	Scattered Site	IN026000004	SS59	1972 (54)	<input checked="" type="checkbox"/>
264445	2201 Vermont		Elkhart	IN	46516	3	1.00	Scattered Site	IN026000004	SS60	1972 (54)	<input checked="" type="checkbox"/>
264446	2211 Vermont		Elkhart	IN	46516	3	1.00	Scattered Site	IN026000004	SS61	1972 (54)	<input checked="" type="checkbox"/>
264447	2215 Vermont		Elkhart	IN	46516	4	1.50	Scattered Site	IN026000004	SS62	1972 (54)	<input checked="" type="checkbox"/>
264448	2118 Vermont		Elkhart	IN	46516	5	2.00	Scattered Site	IN026000004	SS64	1972 (54)	<input checked="" type="checkbox"/>
264449	2225 Vermont		Elkhart	IN	46516	4	1.50	Scattered Site	IN026000004	SS63	1972 (54)	<input checked="" type="checkbox"/>
264450	1238 Waurika		Elkhart	IN	46516	3	1.00	Scattered Site	IN026000004	SS45	1972 (54)	<input checked="" type="checkbox"/>
264451	1244 Waurika		Elkhart	IN	46516	4	1.50	Scattered Site	IN026000004	SS46	1972 (54)	<input checked="" type="checkbox"/>
264452	1250 Waurika		Elkhart	IN	46516	4	1.50	Scattered Site	IN026000004	SS47	1972 (54)	<input checked="" type="checkbox"/>
264453	1312 Waurika		Elkhart	IN	46516	3	1.00	Scattered Site	IN026000004	SS48	1972 (54)	<input checked="" type="checkbox"/>
264454	1315 Waurika		Elkhart	IN	46516	3	1.00	Scattered Site	IN026000004	SS50	1972 (54)	<input checked="" type="checkbox"/>

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Unit	Address	Apt	City	State	Zip	Beds	Bathrooms	Project Name	Project Number	Building	Year (Age)	Occupied
264455	1318 Waurika		Elkhart	IN	46516	3	1.00	Scattered Site	IN026000004	SS49	1972 (54)	<input checked="" type="checkbox"/>
264456	1319 Waurika		Elkhart	IN	46516	4	1.50	Scattered Site	IN026000004	SS51	1972 (54)	<input checked="" type="checkbox"/>
264457	1324 Waurika		Elkhart	IN	46516	4	1.50	Scattered Site	IN026000004	SS53	1972 (54)	<input checked="" type="checkbox"/>
264458	1325 Waurika		Elkhart	IN	46516	4	1.50	Scattered Site	IN026000004	SS52	1972 (54)	<input checked="" type="checkbox"/>
264459	1330 Waurika		Elkhart	IN	46516	4	1.50	Scattered Site	IN026000004	SS54	1972 (54)	<input checked="" type="checkbox"/>
264460	3 Malcolm Drive	A	Elkhart	IN	46517	2	1.00	Scattered Site	IN026000004	SS11	1972 (54)	<input checked="" type="checkbox"/>
264461	3 Malcolm Drive	B	Elkhart	IN	46517	2	1.00	Scattered Site	IN026000004	SS11	1972 (54)	<input checked="" type="checkbox"/>
264462	3 Malcolm Drive	C	Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS11	1972 (54)	<input checked="" type="checkbox"/>
264463	3 Malcolm Drive	D	Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS11	1972 (54)	<input checked="" type="checkbox"/>
264464	5 Malcolm Drive	A	Elkhart	IN	46517	2	1.00	Scattered Site	IN026000004	SS10	1972 (54)	<input checked="" type="checkbox"/>
264465	5 Malcolm Drive	B	Elkhart	IN	46517	2	1.00	Scattered Site	IN026000004	SS10	1972 (54)	<input checked="" type="checkbox"/>
264466	5 Malcolm Drive	C	Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS10	1972 (54)	<input checked="" type="checkbox"/>
264467	5 Malcolm Drive	D	Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS10	1972 (54)	<input checked="" type="checkbox"/>
264468	7 Malcolm Drive	A	Elkhart	IN	46517	2	1.00	Scattered Site	IN026000004	SS12	1972 (54)	<input checked="" type="checkbox"/>
264469	7 Malcolm Drive	B	Elkhart	IN	46517	2	1.00	Scattered Site	IN026000004	SS12	1972 (54)	<input checked="" type="checkbox"/>
264470	7 Malcolm Drive	C	Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS12	1972 (54)	<input checked="" type="checkbox"/>
264471	7 Malcolm Drive	D	Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS12	1972 (54)	<input checked="" type="checkbox"/>
264472	9 Malcolm Drive	A	Elkhart	IN	46517	2	1.00	Scattered Site	IN026000004	SS13	1972 (54)	<input checked="" type="checkbox"/>
264473	9 Malcolm Drive	B	Elkhart	IN	46517	2	1.00	Scattered Site	IN026000004	SS13	1972 (54)	<input checked="" type="checkbox"/>
264474	9 Malcolm Drive	C	Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS13	1972 (54)	<input checked="" type="checkbox"/>
264475	9 Malcolm Drive	D	Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS13	1972 (54)	<input checked="" type="checkbox"/>
264476	10 Malcolm Drive	A	Elkhart	IN	46517	2	1.00	Scattered Site	IN026000004	SS14	1972 (54)	<input checked="" type="checkbox"/>
264477	10 Malcolm Drive	B	Elkhart	IN	46517	2	1.00	Scattered Site	IN026000004	SS14	1972 (54)	<input checked="" type="checkbox"/>
264478	10 Malcolm Drive	C	Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS14	1972 (54)	<input checked="" type="checkbox"/>
264479	10 Malcolm Drive	D	Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS14	1972 (54)	<input checked="" type="checkbox"/>
264480	12 Malcolm Drive	A	Elkhart	IN	46517	2	1.00	Scattered Site	IN026000004	SS15	1972 (54)	<input checked="" type="checkbox"/>
264481	12 Malcolm Drive	B	Elkhart	IN	46517	2	1.00	Scattered Site	IN026000004	SS15	1972 (54)	<input checked="" type="checkbox"/>

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Unit	Address	Apt	City	State	Zip	Beds	Bathrooms	Project Name	Project Number	Building	Year (Age)	Occupied
264482	12 Malcolm Drive	C	Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS15	1972 (54)	<input checked="" type="checkbox"/>
264483	12 Malcolm Drive	D	Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS15	1972 (54)	<input checked="" type="checkbox"/>
264484	14 Malcolm Drive	A	Elkhart	IN	46517	2	1.00	Scattered Site	IN026000004	SS16	1972 (54)	<input checked="" type="checkbox"/>
264485	14 Malcolm Drive	B	Elkhart	IN	46517	2	1.00	Scattered Site	IN026000004	SS16	1972 (54)	<input checked="" type="checkbox"/>
264486	14 Malcolm Drive	C	Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS16	1972 (54)	<input checked="" type="checkbox"/>
264487	14 Malcolm Drive	D	Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS16	1972 (54)	<input checked="" type="checkbox"/>
264488	16 Malcolm Drive	A	Elkhart	IN	46517	2	1.00	Scattered Site	IN026000004	SS17	1972 (54)	<input checked="" type="checkbox"/>
264489	16 Malcolm Drive	B	Elkhart	IN	46517	2	1.00	Scattered Site	IN026000004	SS17	1972 (54)	<input checked="" type="checkbox"/>
264490	16 Malcolm Drive	C	Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS17	1972 (54)	<input checked="" type="checkbox"/>
264491	16 Malcolm Drive	D	Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS17	1972 (54)	<input checked="" type="checkbox"/>
264492	18 Malcolm Drive	A	Elkhart	IN	46517	2	1.00	Scattered Site	IN026000004	SS18	1972 (54)	<input checked="" type="checkbox"/>
264493	18 Malcolm Drive	B	Elkhart	IN	46517	2	1.00	Scattered Site	IN026000004	SS18	1972 (54)	<input checked="" type="checkbox"/>
264494	18 Malcolm Drive	C	Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS18	1972 (54)	<input checked="" type="checkbox"/>
264495	18 Malcolm Drive	D	Elkhart	IN	46517	3	1.00	Scattered Site	IN026000004	SS18	1972 (54)	<input type="checkbox"/>
264496	606 Emerald		Elkhart	IN	46514	5		Scattered Site	IN026000004	SS19	1972 (54)	<input checked="" type="checkbox"/>
264497	1012 Emerald		Elkhart	IN	46514	3	1.00	Scattered Site	IN026000004	SS20	1972 (54)	<input checked="" type="checkbox"/>
264498	1013 Emerald		Elkhart	IN	46514	3	1.00	Scattered Site	IN026000004	SS21	1972 (54)	<input checked="" type="checkbox"/>
264499	1022 Emerald		Elkhart	IN	46514	3	1.00	Scattered Site	IN026000004	SS22	1972 (54)	<input checked="" type="checkbox"/>
264500	1023 Emerald		Elkhart	IN	46514	3	1.00	Scattered Site	IN026000004	SS23	1972 (54)	<input checked="" type="checkbox"/>
264501	1224 Dotson		Elkhart	IN	46514	3	1.00	Scattered Site	IN026000004	SS24	1972 (54)	<input checked="" type="checkbox"/>
264502	1232 Dotson		Elkhart	IN	46514	3	1.00	Scattered Site	IN026000004	SS25	1972 (54)	<input checked="" type="checkbox"/>
264503	1304 Dotson		Elkhart	IN	46514	4	1.50	Scattered Site	IN026000004	SS26	1972 (54)	<input type="checkbox"/>
264504	1312 Dotson		Elkhart	IN	46514	4	1.50	Scattered Site	IN026000004	SS27	1972 (54)	<input checked="" type="checkbox"/>
264505	1209 Conn		Elkhart	IN	46514	4	1.50	Scattered Site	IN026000004	SS28	1972 (54)	<input checked="" type="checkbox"/>
264506	1215 Conn		Elkhart	IN	46514	4	1.50	Scattered Site	IN026000004	SS29	1972 (54)	<input checked="" type="checkbox"/>
264507	1301 Conn		Elkhart	IN	46514	3	1.00	Scattered Site	IN026000004	SS30	1972 (54)	<input checked="" type="checkbox"/>
264508	1311 Conn		Elkhart	IN	46514	3	1.00	Scattered Site	IN026000004	SS31	1972 (54)	<input checked="" type="checkbox"/>

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Unit	Address	Apt	City	State	Zip	Beds	Bathrooms	Project Name	Project Number	Building	Year (Age)	Occupied
264509	1318 Conn		Elkhart	IN	46514	5	2.00	Scattered Site	IN026000004	SS33	1972 (54)	<input checked="" type="checkbox"/>
264510	1030 Baldwin		Elkhart	IN	46514	3	1.00	Scattered Site	IN026000004	SS32	1968 (58)	<input checked="" type="checkbox"/>
264511	604 Orange	A	Elkhart	IN	46514	2	1.00	Scattered Site	IN026000004	SS34	1972 (54)	<input checked="" type="checkbox"/>
264512	604 Orange	B	Elkhart	IN	46514	2	1.00	Scattered Site	IN026000004	SS34	1972 (54)	<input checked="" type="checkbox"/>
264513	605 Orange		Elkhart	IN	46514	5	2.00	Scattered Site	IN026000004	SS36	1972 (54)	<input checked="" type="checkbox"/>
264514	706 Orange	A	Elkhart	IN	46514	2	1.00	Scattered Site	IN026000004	SS35	1972 (54)	<input checked="" type="checkbox"/>
264515	706 Orange	B	Elkhart	IN	46514	2	1.00	Scattered Site	IN026000004	SS35	1972 (54)	<input checked="" type="checkbox"/>
264516	1111 Orange		Elkhart	IN	46514	3	1.00	Scattered Site	IN026000004	SS65	1972 (54)	<input checked="" type="checkbox"/>
264517	1416 Columbian	A	Elkhart	IN	46514	3	1.00	Scattered Site	IN026000004	SS37	1972 (54)	<input checked="" type="checkbox"/>
264518	1416 Columbian	B	Elkhart	IN	46514	3	1.00	Scattered Site	IN026000004	SS37	1972 (54)	<input checked="" type="checkbox"/>
264519	1420 Columbian	A	Elkhart	IN	46514	2	1.00	Scattered Site	IN026000004	SS38	1972 (54)	<input checked="" type="checkbox"/>
264520	1420 Columbian	B	Elkhart	IN	46514	2	1.00	Scattered Site	IN026000004	SS38	1972 (54)	<input checked="" type="checkbox"/>
264521	1308 Garden	A	Elkhart	IN	46514	3	1.00	Scattered Site	IN026000004	SS39	1972 (54)	<input checked="" type="checkbox"/>
264522	1308 Garden	B	Elkhart	IN	46514	3	1.00	Scattered Site	IN026000004	SS39	1972 (54)	<input checked="" type="checkbox"/>
264523	1320 Garden	A	Elkhart	IN	46514	3	1.00	Scattered Site	IN026000004	SS40	1972 (54)	<input checked="" type="checkbox"/>
264524	1320 Garden	B	Elkhart	IN	46514	3	1.00	Scattered Site	IN026000004	SS40	1972 (54)	<input checked="" type="checkbox"/>
264525	1408 Garden		Elkhart	IN	46514	5	2.00	Scattered Site	IN026000004	SS41	1972 (54)	<input checked="" type="checkbox"/>

## PRICING

### PROPOSED RATES

In addition to other information to be submitted by Proposer, unit rates by bedroom size.

### ENTRY OF PROPOSED FEES

The proposed fees shall be submitted by the proposer and received by the HA where provided in the fields below only. A proposer must enter a proposed fee for each item—a “No Proposal” will not be allowed for any item, though a “No Charge” will be allowed for certain items. The proposed fees submitted by each proposer are inclusive of all necessary costs to provide the proposed services not otherwise provided for herein, including, but not limited to: employee costs and benefits; clerical support; overhead; profit; supplies; materials; licensing; insurance; etc.



PRICING – ATTACHMENT B

DESCRIPTION	UNITS	AREA SQ FT (APPROX)	TREATMENT	TOTAL COST PER MONTH
Washington Gardens Pest Control Services	198	83,462	Heat Jobs plus one-time clean out of all units; all GPC, Bed Bugs – Chemical or Thermal	\$
Banneker Heights Pest Control Services	98	75,318	Heat Jobs plus one-time clean out of all units; all GPC, Bed Bugs – Chemical or Thermal	\$
Rosedale High Rise	102	38,100	Heat Jobs plus one-time clean out of all units; all GPC, Bed Bugs – Chemical or Thermal	\$
<b>Any other additional fees (list below)</b>				
Grand Total for all Properties/Month				\$



ADDITIONAL INFORMATION PERTAINING TO THE PRICING ITEMS:

1. QUANTITIES: As may be further detailed herein, the HA does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, as the ensuing contract will be a Requirements Contract, in that the HA shall retain one contractor only and shall retain the right to order from that contractor (successful proposer), on a task order basis, any amount of services the HA requires.

a) SUPERVISOR: The contractor's assigned skilled staff person who has responsibility to supervise the work at the HA site. This person may, while supervising, also perform work typically assigned to the Technician. It is understood that a Supervisor position will be paid by the HA only if there are 3 or more persons working on the site at the same time; if there is less than 3 persons working at the site at the same time, then the HA will only pay for such staff at the level they are actually working (i.e. Technician).

b) TECHNICIAN: The contractor's assigned skilled staff person who typically performs the required work.

2. PRICE ESCALATION: At the discretion of the CO, at the end of the first one-year contract period (and at the end of any ensuing extended contract period), there may be an escalation of labor costs allowed in the same amount of any escalation that occurs pertaining to the corresponding or most similar (a) State of Indiana Prevailing Wage Rates, (b) Davis-Bacon Wage Rates, or (c) HUD Maintenance Wage Rate Determination (MWRD) for the HA (either used at the HA's discretion), if the Contractor's labor rates match the corresponding minimum rates in Attachment E. For example, if, at the end of the first contract period the listed Prevailing/Davis-Bacon/MWRD wage rates increase 5% as compared with the listed rates on the date of contract execution, then the Contractor may be entitled to a 5% increase in the labor rates that he/she submitted in response to this RFP. Similarly, for ensuing years, the end-date of the previous contract period shall be the base-line date to determine the previously listed wage rate.

a) NOTIFICATION MUST BE RECEIVED FROM THE CONTRACTOR: The Contractor must notify the CO, in writing, of such desired escalation at least 60 days prior to the end of the noted contract period(s). Such escalations may occur no more than once in any 12 -month period without the express written consent of the CO.

3. OVERTIME: Pursuant to the Contract Work Hours and Safety Standards Act, overtime shall be not less than time and one half for hours worked in excess of 40 hours per week. The HA shall consider regular-time to be Monday-Friday (excluding holidays), 8:00AM – 5:00PM. Accordingly, the HA will pay a rate of 1.5 of the listed hourly rates within Lot No. 1-2 (or any increased rate that increased per Section 3 herein) for any work the HA requires the successful proposer to work specifically during non-regular-time hours (however, the HA shall NOT be responsible to pay the successful proposer for any work that the successful proposer CHOOSES to work during non-regular-time hours).



4. HUD MAINTENANCE WAGE RATES DETERMINATION (MWRD): HUD has determined that the HA must ensure that contractors do not pay its employees that perform such work for the HA at a rate less than the rates listed on the HUD MWRD. Therefore, by submitting a proposal, each proposer is thereby agreeing that he/she will not pay his/her employees at rates less than detailed within the following table. Please note that, as detailed within Section 10.10 of HUD Procurement Handbook 7460.8 REV 2 (most specifically within Section 10.10.E therein), the contractor will not be required to submit certified payrolls; however, the contractor must make its payroll records available to either the HA or HUD on request, and failure on the part of the contractor to comply with this requirement will be the sole responsibility of the contractor, including any ensuing penalties, court costs, or wages due to employees as a result of the contractor's failure to comply.

<b>Work Classification</b>	<b>HUD-Determined Rate</b>
General Maintenance Tech	\$13.00
Maintenance Supervisor	\$15.38

I (we) propose to furnish services in accordance with the terms, conditions, and specifications embodied herein, all of which terms, conditions and specifications are hereby accepted and made a part of this proposal which are described on the proposal sheet herein and opposite of which prices have been entered, at the price or prices quoted. It is further understood and agreed that the present price in this proposal shall remain open and valid for sixty (60) days, and this proposal shall constitute an offer which, when accepted by the HACE, and subject to the terms and conditions of such acceptance, shall constitute a valid and binding contract between the undersigned and contractor and HACE.



Date:

By:

---

(Typed Signature)

---

(Handwritten Signature)

---

(Company Name)

---

(Title)

---

(Business Address)

---

(Business Phone/Fax)

Seal if Bid is by a Corporation

(To Be Completed and Signed By Contractor)

**ATTACHMENT C**

HUD 5369-B

# 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 initialed 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 acknowledgment 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:]

**ATTACHMENT D**

HUD FORM 5370-C PART 2

# 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. 1/31/2027)

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 a person is not required to respond to a collection of information unless it displays a currently valid OMB number. This form includes those clauses required by OMB's common rule on grantee procurement, implemented at HUD in 2 CFR 200, and those requirements set forth in Section 3 of the Housing and Urban Development Act of 1968 and its amendment by the Housing and Community Development Act of 1992, implemented by HUD at 24 CFR Part 75. The form is required for maintenance contracts awarded by Public Housing Agencies (PHAs). The form is used by PHAs in solicitations to provide necessary contract clauses and allows PHAs to enforce their contracts. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157. Do not send this completed form to either of these addressees. The information collected will not be held confidential.

**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.

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

## 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

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

- (ii) A trainee program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, ETA; or
- (iii) 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

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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.

**ATTACHMENT E**  
HUD MAINTENANCE WAGE RATES

Agency Name: <b>Elkhart HA</b> <b>1396 Benaham Ave</b> <b>Elkhart IN 46516</b>	LR 2000 Agency ID No: <b>IN026A</b>	Wage Decision Type: <input checked="" type="checkbox"/> <b>Routine Maintenance</b> <input type="checkbox"/> <b>Nonroutine Maintenance</b>
	Effective Date: <b>April 1, 2021</b>	Expiration Date: <b>March 31, 2023</b>

The following wage rate determination is made pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended, (public housing agencies), or pursuant to Section 104(b) of the Native American Housing Assistance and Self-determination Act of 1996, as amended, (Indian housing agencies). The agency and its contractors may pay to maintenance laborers and mechanics no less than the wage rate(s) indicated for the type of work they actually perform.

**Loretta Szweduk /s/, CIRS**

**2-25-21**

HUD Labor Relations  
(Name, Title, Signature)

Date

WORK CLASSIFICATION(S)	HOURLY WAGE RATES	
	BASIC WAGE	FRINGE BENEFIT(S) (if any)
Maintenance Supervisor	\$15.38	As defined by the HA
HVAC	\$14.00	As defined by the HA
General Maintenance	\$13.00	As defined by the HA
Hi-Rise Custodian	\$10.50	As defined by the HA
Groundskeeper	\$10.31	As defined by the HA
Office Custodian-Part-time	\$10.00	n/a
Painter	\$11.00	As defined by the HA
		<input type="checkbox"/> The agency employee benefit program has been determined by HUD to be acceptable for meeting the prevailing fringe benefit requirements.  <small>(HUD Labor Relations: If applicable, check box and initial below.)</small>  _____ LR Staff Initial

**FOR HUD USE ONLY**  
**LR2000:**  
**Log in:**  
**Log out:**

ATTACHMENT H

HUD 50070-CERTIFICATION OF DRUG FREE WORKPLACE

# 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 Federal agency 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



REQUEST FOR PROPOSAL - RFP 2024-02-PC, Pest Control Services

PROFILE OF FIRM FORM  
(Attachment I)

(This Form must be fully completed and submitted to the Agency when notified to do so by the Agency after the submittal deadline.)

(1) Prime  Sub-contractor  (This form must be completed by and for each).

(2) Name of Firm:  
Telephone:  
Fax:  
Email:

(3) Street Address, City, State, Zip:

(4) Please attached a brief biography/resume of the company, including the following information: (a) Year Firm Established; (b) Year Firm Established in Indiana; (c) Former Name and Year Established (if applicable); (d) Name of Parent Company and Date Acquired (if applicable).

(5) Identify Principals/Partners in Firm (submit under Tab No. 5 a brief professional resume for each):

[Table No. 1]

(1) Name	(2) Title	(3) % of Ownership

(6) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit under Tab No. 5 a brief resume for each. (Do not duplicate any resumes required above):

[Table No. 2]

(1) Name	(2) Title

Signature

Date

Printed Name

Company

ELKHART HOUSING AUTHORITY, IN

REQUEST FOR PROPOSAL - RFP 2024-02-PC, Pest Control Services

PROFILE OF FIRM FORM  
(Attachment I)

(This Form must be fully completed and submitted to the Agency when notified to do so by the Agency after the submittal deadline.)

(7) Bidder Diversity Statement. You must mark all the following that apply to the ownership of this firm and enter where provided enter the correct percentage (%) of ownership of each:

- Caucasian American (Male) \_\_\_\_\_%       Public-Held Corporation \_\_\_\_\_%       Government Agency \_\_\_\_\_%       Non-Profit Organization \_\_\_\_\_%

Resident- (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following):

- Resident-Owned\* \_\_\_\_\_%       African American \_\_\_\_\_%       Native American \_\_\_\_\_%       Hispanic American \_\_\_\_\_%       Asian/Pacific American \_\_\_\_\_%       Hasidic Jew \_\_\_\_\_%       Asian/Indian American \_\_\_\_\_%

- Woman-Owned (MBE) \_\_\_\_\_%       Woman-Owned (Caucasian) \_\_\_\_\_%       Disabled Veteran \_\_\_\_\_%       Other (Specify): \_\_\_\_\_%

WMBE Certification Number:

Certified by (What Agency):

(NOTE: A CERTIFICATION/NUMBER IS NOT REQUIRED TO PROPOSE - ENTER IF AVAILABLE)

(8) Federal Tax ID No.:

(9) Local Business License No. (if applicable):

(10) State of Indiana License Type and No. (if applicable):

(11) Federal License Type and No. (if applicable):

(12) Worker's Compensation Insurance Carrier:

Policy No.:

Expiration Date:

(13) General Liability Insurance Carrier:

Policy No.

Expiration Date:

(14) Automobile Liability Insurance Carrier:

Policy No.

Expiration Date:

Signature

Date

Printed Name

Company



# Section 3 Plan

## 1. Overview of Section 3 Requirements

### A. WHAT IS SECTION 3?

Section 3 is a provision of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) that is regulated by the provisions of 24 CFR 75. Section 3 regulations ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

### B. PURPOSE OF THIS DOCUMENT

This plan outlines how the Housing Authority City of Elkhart (HACE) and its subrecipients, contractors and subcontractors will comply with HUD's Section 3 requirements in implementing HUD funded programs. Bidder will, to the greatest extent feasible, ensure that employment and other economic opportunities are directed to low- and very low-income persons (Section 3 workers and Targeted Section 3 workers) and to eligible businesses (Section 3 Businesses) and requires the same of its contractors.

Housing Authority City of Elkhart may amend its Section 3 Policies and Procedures document as necessary to ensure continued compliance with HUD's requirements and/or to reflect updated Section 3 guidance and outreach strategies.

### C. APPLICABILITY

For public housing financial assistance, all funding is covered, regardless of the amount of expenditure or size of a contract. This plan applies to development assistance, operating funds, capital funds, and all mixed-finance development.

For housing and community development financial assistance, this plan applies to housing rehabilitation, housing construction, and other public construction projects that exceed \$200,000 or more of housing and community development financial assistance from one or more HUD programs. Applicability is determined at the project level.

For projects funded with Lead and Hazard Control and Healthy Homes Programs, this plan applies to projects that exceed \$100,000.

This plan also applies to projects that include multiple funding sources. Multiple funding source projects include projects that include public housing financial assistance, housing and community development financial assistance for single or multiple recipients, and the Lead Hazard Control and Healthy Homes Program.

Section 3 requirements **do not** apply to: 1) Material Supply Contracts - § 75.3(b), 2) Indian and Tribal Acknowledgments - § 75.3(c), and 3) Other HUD assistance and other Federal assistance not subject to Section 3 §75.3 (d). However, for financial assistance that is not subject to Section 3, recipients are encouraged to consider ways to support the purpose of Section 3.

## Section 3 Coordinator

Housing Authority City of Elkhart Section 3 Coordinator serves as the central point of contact for Section 3 compliance for the PHA and its subrecipients, contractors and subcontractors supporting the program. Subrecipients, contractors, subcontractors and others are encouraged to reach out to the HACE Section 3 Coordinator with questions regarding Section 3 compliance:

**Erik Mathavan**

Director, Comprehensive Improvements

[Erik.Mathavan@ehai.org](mailto:Erik.Mathavan@ehai.org)

## 2. Employment, Training, and Contracting Goals

### A. SAFE HARBOR COMPLIANCE

Bidder will be considered to have complied with the Section 3 requirements and met safe harbor, if they certify that they followed the required prioritization of effort and met or exceeded the Section 3 benchmarks, absent evidence of the contrary.

Prior to the beginning of work, contractors and subcontractors will be required to certify that they will follow the required prioritization of effort for Section 3 workers, Targeted Section 3 workers, and Section 3 business concerns as outlined below in Section C. After completion of the project, on the Section 3 Cumulative Report, contractors and subcontractors will be required to certify that they followed the prioritization of effort requirements.

If the contractor and subcontractor does not meet the safe harbor requirements, they must provide evidence that they have made qualitative efforts to assist low and very low-income persons with employment and training opportunities.

### B. SAFE HARBOR BENCHMARKS

Bidder has established employment and training goals that subrecipients, contractors, and subcontractors should meet to comply with Section 3 requirements outlined in 24 CFR Part 75.9 - for public housing financial assistance. The safe harbor benchmark goals are as follows:

- 1) Twenty-five (25) percent or more of the total number of labor hours worked by all workers employed with public housing financial assistance in the PHA's fiscal year are Section 3 workers;

Section 3 Labor Hours/Total Labor Hours = 25%

And

- 2) Five (5) percent or more of the total number of labor hours worked by all workers employed with public housing financial assistance in the PHA's fiscal year are Targeted Section 3 workers, as defined at 24 CFR Part 75.11.

Targeted Section 3 Labor Hours/Total Labor Hours = 5%

HUD establishes and updates Section 3 benchmarks for Section 3 workers and/or Targeted Section 3 workers through a document published in the Federal Register, not less frequently than once every 3 years. Given that the Section 3 benchmarks are subject to change every three years or sooner, Housing Authority City of Elkhart will review and update the Section 3 Plan every 6 years/months, as needed.

It is the responsibility of contractors to implement efforts to achieve Section 3 compliance. Any contractor that does not meet the Section 3 benchmarks must demonstrate why meeting the benchmarks were not feasible. All contractors submitting bids or proposals to the Housing Authority City of Elkhart are required to certify that they will comply with the requirements of Section 3.

## C. CERTIFICATION OF PRIORITIZATION OF EFFORT FOR EMPLOYMENT, TRAINING, AND CONTRACTING

### EMPLOYMENT AND TRAINING

Under the HACE Section 3 Program, contractors and subcontractors should make best efforts to provide employment and training opportunities to Section 3 workers in the priority order listed below:

- 1) To residents of the public housing projects for which the public housing financial assistance is expended;
- 2) To residents of other public housing projects managed by the PHA that is providing the assistance or for residents of Section 8-assisted housing managed by the PHA;
- 3) To participants in YouthBuild programs; and
- 4) To low- and very low-income persons residing within the metropolitan area (or nonmetropolitan county) in which the assistance is expended.

Low and very low-income within Elkhart County, IN, is defined as residents within the following income levels for FY 2025 (Median Income = \$89,600):

**[Table No. 1]**

Income Limit Category	(1) Person	(2) Persons	(3) Persons	(4) Persons	(5) Persons	(6) Persons	(7) Persons	(8) Persons
Very Low (50%)	\$31,300	\$35,800	\$40,300	\$44,750	\$48,350	\$51,950	\$55,500	\$59,100
Extremely Low (30%)	\$18,800	\$21,500	\$26,650	\$32,150	\$37,650	\$43,150	\$48,650	\$54,150
Low (80%)	\$50,150	\$57,300	\$64,450	\$71,600	\$77,350	\$77,350	\$88,800	\$94,550

Income Limit figures are based on FY2025 Fair Market Rent (FMR). For a detailed account of how these limits are derived, please see our associated FY2025 FMR documentation.

## CONTRACTING

Under the HACE Section 3 Program, contractors and subcontractors must make their best efforts to award contracts and subcontracts to business concerns that provide economic opportunities to Section 3 workers in the following order or priority:

- 1) Section 3 business concerns that provide economic opportunities for residents of public housing projects for which the assistance is provided;
- 2) Section 3 business concerns that provide economic opportunities for residents of other public housing projects or Section-8 assisted housing managed by the PHA that is providing assistance;
- 3) YouthBuild programs; and
- 4) Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the assistance is provided.

Contractors and subcontractors will be required to certify that they will and have made best efforts to follow the prioritization of effort requirements prior to the beginning work and after work is completed.

## 3. Section 3 Eligibility and Certifications

Individuals and businesses that meet Section 3 criteria may seek Section 3 acknowledgement from HACE or its contractors/subcontractors for training, employment, or contracting opportunities generated by public housing financial assistance. To qualify as a Section 3 worker, Targeted Section 3 worker, or a Section 3 business concern, each must self-certify that they meet the applicable criteria.

Businesses who misrepresent themselves as Section 3 business concerns and report false information to HACE may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities.

### A. SECTION 3 WORKER AND TARGETED SECTION 3 WORKER CERTIFICATION

A Section 3 worker seeking certification shall submit self-certification documentation to the recipient contractor or subcontractor, that the person is a Section 3 worker or Targeted Section 3 worker as defined in 24 CFR Part 75. For the purposes of Section 3 worker eligibility, HACE will use individual income rather than family/household income to determine eligibility. The income limits will be determined annually using the guidelines published at <https://www.huduser.org/portal/datasets/il.html>.

Persons seeking the Section 3 worker acknowledgment shall demonstrate that it meets one or more of the following criteria currently or when hired within the past five years, as documented:

- 1) A low or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or
- 2) Employed by a Section 3 business concern; or
- 3) A YouthBuild participant.

Persons seeking the **Targeted** Section 3 worker acknowledgment shall demonstrate that it meets one or more of the following criteria:

Employed by a Section 3 business concern or

- 1) Currently meets or when hired met at least one of the following categories as documented within the past five years:
  - a) A resident of public housing; or
  - b) A resident of other public housing projects or Section 8-assisted housing; or
  - c) A YouthBuild participant.

The individual must contact the Housing Authority City of Elkhart or developer from which they are seeking employment or contracting opportunities. They should identify themselves as a Section 3 worker or Targeted Section 3 worker and provide the documentation required for certification procedures. Prospective Section 3 workers may self-certify that they meet the requirements as defined in the regulations.

There are many ways that a worker can be certified as either a Section 3 Worker or Targeted Section 3 Worker under 24 CFR part 75:

- (1) For a worker to qualify as a Section 3 worker, one of the following must be maintained:
  - (i) A worker's self-certification that their income is below the income limit from the prior calendar year;
  - (ii) A worker's self-certification of participation in a means-tested program such as public housing or Section 8-assisted housing;
  - (iii) Certification from a PHA, or the owner or property manager of project-based Section 8- assisted housing, or the administrator of tenant-based Section 8-assisted housing that the worker is a participant in one of their programs;
  - (iv) An employer's certification that the worker's income from that employer is below the income limit when based on an employer's calculation of what the worker's wage rate would translate to if annualized on a full-time basis; or
  - (v) An employer's certification that the worker is employed by a Section 3 business concern.
- (2) For a worker to qualify as a Targeted Section 3 worker, one of the following must be maintained:
  - (i) A worker's self-certification of participation in public housing or Section 8-assisted housing programs;
  - (ii) Certification from a PHA, or the owner or property manager of project-based Section 8- assisted housing, or the administrator of tenant-based Section 8-assisted housing that the worker is a participant in one of their programs;
  - (iii) An employer's certification that the worker is employed by a Section 3 business concern; or
  - (iv) A worker's certification that the worker is a YouthBuild participant.

The documentation must be maintained for the period required for record retentions in accordance with applicable program regulations or, in the absence of applicable program regulations, in accordance with 2 CFR § 200.334, Retention Requirements for Records ([www.ecfr.gov/cgi-bin/retrieveECFR?n=se2.1.200\\_1334](http://www.ecfr.gov/cgi-bin/retrieveECFR?n=se2.1.200_1334)), which provides for retaining records for at least three years, as described in detail in that regulation. HACE or Bidder may report on Section 3 workers and Targeted Section 3 workers for five years from when their certification as a Section 3 worker or Targeted Section 3 worker is established.

HUD does not prescribe any specific forms of evidence to establish Section 3 eligibility. Acceptable documentation includes, but is not limited to the following:

- Proof of residency in a public housing project; or
- Evidence of participation in the YouthBuild program.

## **B. SECTION 3 BUSINESS CONCERN CERTIFICATION**

Businesses that believe they meet the Section 3 Business requirements can/may self-register in the HUD Business registry, here: <http://www.hud.gov/Sec3Biz> as well as the HACE website here: <https://www.ehai.org/business-concern-certification---section-3.html>. Businesses may seek Section 3 Business Concern acknowledgment by demonstrating that it meets one or more of the following criteria:

- 1) At least 51 percent of the business is owned and controlled by low- or very low-income persons; or
- 2) At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing; or
- 3) Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers.

Businesses that seek Section 3 acknowledgment shall certify, or demonstrate to the Housing Authority City of Elkhart, contractors, or subcontractors, that they meet the definitions provided in the above. Businesses may demonstrate eligibility by submitting the Section 3 Business Concern Certification Form attached.

Section 3 Business Concern Certification Forms must be submitted at the time of bid/proposal. If the HACE previously approved the business concern to be Section 3 certified, then the certification can be submitted along with the bid, as long as the form is submitted within the prescribed expiration date. The Section 3 Business Concern Certification Form will expire after 12 months. Establishing a 12 month certification of eligibility period allows the HACE the ability to assess contractor performance to ensure the business is striving to meet the required goals.

# Section 3 Compliance and Business Concern Acknowledgement Explanation

## A. IS PARTICIPATION IN SECTION 3 OPTIONAL?

- Except for purchases or contracts solely for commodities and equipment, as a part of the solicitation the Housing Authority City of Elkhart (HACE) will offer all bidders and proposers the option of an Acknowledgement.
- In response to a competitive solicitation (quotes; bids; RFP's), bidders and proposers are not required to respond to the HACE with a claim of an Acknowledgement (meaning, such claim is optional and failure to respond with a claim of an Acknowledgement will not cause the bidder or proposer to be deemed non-responsive); however, if a bidder or proposer does claim an Acknowledgement, then the HACE will consider, investigate, and determine the validity of each such claim for an Acknowledgement.
- Regardless of whether or not a bidder or proposer claims an Acknowledgement in response to a solicitation, the recipient of the award will be required to, "to the greatest extent feasible," implement the requirements of Section 3 during the ensuing awarded contract term.

## B. ACKNOWLEDGEMENT AWARD

- A Business which obtains the Business Concern Certification will be recognized for their outstanding effort and achievement amongst our community.
- Certification shall serve as proof of participation and aid in the award of any points or preference offered as stated in the bid documents.
- To apply for Business Concern Certification, go to [ehai.org](http://ehai.org), under Comprehensive Improvements, select Business Concern Certification – Section 3 or go to the following link: <https://www.ehai.org/business-concern-certification---section-3.html>
  - Certification form must be completed by the time of sealed bid submission.

## C. SECTION 3 COMPLIANCE & PROGRAM ACKNOWLEDGEMENT\*

**\*(The following must be signed regardless of Business Concern certification/eligibility)**

I have read the Section 3 Plan provided. I am aware that an award as the result of this competitive solicitation, even though I may not receive an Acknowledgement from the HACE because of my Business Concern status, I am still required to, to the greatest extent feasible, provide training, employment, contracting and other economic opportunities to low and very low-income persons, especially recipients of government assistance for housing, and to businesses/subcontractors that provide economic opportunities to low and very low-income persons.

Whether or not I apply for Section 3 Business Concern Certification for Contracting, I may be required to provide HACE an estimate number of Section 3 Labor Hours to arise as a result of my business participation on this project.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_