Invitation for Quote

IFQ# 23-023
Moving & Relocation Services
Overlook at Thornton Apartments

1.0 ABOUT MAIKER HOUSING PARTNERS

Adams County Housing Authority dba Maiker Housing Partners, serves Adams County residents for whom conventional housing is unaffordable. We assist individuals, families, seniors, and persons with disabilities throughout all of Adams County, including the rural and unincorporated areas. Our goal is to provide these households with quality, affordable housing options while supporting their efforts to achieve economic self-sufficiency.

Our programs and services include the following: Public Housing, Section 8 Voucher Program, Housing Counseling, Family Self-Sufficiency Program (FSS), Financial Assistance Programs (rent/mortgage and utilities assistance), and a Homeownership Program. We also own and manage several affordable multi-family apartment communities throughout the county. The Agency owns and manages 1,932 units, which most are available at or below market rents, and we supply about 1,500 Section 8 Housing Choice Vouchers.

The Housing Authority is an independent public corporation authorized by the State under the Colorado Revised Statutes §29-4-501. It is governed by a seven-person Board of Commissioners and is subject to the requirements of the Code of Federal Regulations CFR 2 §200.317 - §200.326 Maiker is a body corporate and politic agency, which was officially organized in 1974 and has been an approved housing counseling agency since 1978 by the U. S. Department of Housing and Urban Development (HUD). Though brought into existence by a resolution of the Adams County Board of Commissioners, Maiker is a separate entity and operates independently of the Adams County, Colorado government.

Our mission is to work in partnership with diverse communities, to promote economic self-sufficiency, to preserve and expand affordable housing opportunities, and to enhance the livability of neighborhoods in Adams County.
2.0 QUOTE INFORMATION AT A GLANCE

| MAIKER CONTACT PERSON | Kirk Kemp  
Procurement Specialist  
kkemp@maikerhp.org |
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<tr>
<td>QUOTE SUBMISSION DEADLINE</td>
<td>Friday, June 16, 2023 at 3:00 PM MST</td>
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Respondents will provide Procurement Officer access to electronic drop box of respondent's choice for proposal. OR Email submissions are acceptable provided all attachments are sized to be sent/received by email.

| ANTICIPATED AWARD DATE | On or around June 30th, 2023 |

3.0 MAIKER’S RESERVATION OF RIGHTS:

3.1. Maiker reserves the right to reject any or all Quotes, to waive any formality in the Quote process, or to terminate the Quote process at any time, if deemed by Maiker to be in its best interests.

3.2. Maiker reserves the right not to award a contract pursuant to this Quote.

3.3. Maiker reserves the right to terminate a contract awarded pursuant to this Quote, at any time for its convenience upon 7 days written notice to the successful Responder(s) as shall be further described in such contract.

3.4. Maiker reserves the right to determine the days, hours, and locations that the successful Responder(s) shall complete the work called for in this Quote.

3.5. Maiker reserves the right to retain all Quotes submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving Quotes without the written consent of Maiker Procurement Officer (PO).

3.6. Maiker reserves the right to negotiate the fees proposed by any Responder.

3.7. Maiker reserves the right to reject and not consider any Quote that does not meet the requirements of this Quote request, including but not necessarily limited to incomplete Quotes and/or Quotes offering alternate or non-requested services.

3.8. Maiker shall have no obligation to compensate any Responder for any costs incurred in responding to this Quote.

3.9. Maiker shall reserve the right to at any time during the Quote or contract process prohibit further participation by a Responder or reject any Quote submitted that does not conform to any of the requirements detailed herein. Each prospective Responder is thereby agreeing to abide by all terms and conditions listed within this document, within the attachments and further agree that he/she will inform Maiker in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by Maiker that he/she feels needs to be addressed.

4.0 INTRODUCTION: Maiker Housing Partners is seeking to procure a moving company for relocating residents of the Overlook at Thornton community located at 647 W. 91st Avenue in
Thornton, Colorado. Overlook at Thornton is a nine-building community comprised of 160 units including 60 one-bedroom, 75 two-bedroom, and 25 3-bedroom apartments. The majority of moves will occur within the Overlook at Thornton community, however some residents may need to be relocated to another property in Adams County before returning to Overlook at Thornton. Construction is anticipated to begin in September 2023 and finish in March 2025. Construction and resident relocation will occur in phases throughout the approximate 18-month construction timeline.

Moves are expected to take place as described below but very likely subject to change. Due to the variable nature of construction, a successful resident relocation project will require strong communication and coordination with the moving service provider, moving coordinator, property management, and the construction company.

• Phase 1: Move 15, 2-bedroom units in August 2023
• Phase 2: Move 15, 1-bedroom units in September 2023
• Phase 3: Move 10, 3-bedroom units in November 2023
• Phase 4: Move 15, 2-bedroom units January 2024
• Phase 5: Move 20, 1-bedroom units in April 2024
• Phase 6: Move 15, 2-bedroom units in June 2024
• Phase 7: Move 20, 1-bedroom units in August 2024
• Phase 8: Move 10, 3-bedroom units in October 2024
• Phase 9: Move 10, 2-bedroom units in December 2024.

5.0 SCOPE OF WORK (SOW): Selected contractor shall move residents’ furnishings and packed belongings to similar units in buildings throughout the property. Units are in three story walk-up buildings with entrances on the 1st, 2nd, and 3rd levels. The community consists of 60 1-Bed/1Bath units, 75 2-Bed/1Bath units, and 25 3-Bed/1.5Bath units. Each 1-bedroom unit is approximately 650 square feet, each 2-bedroom unit is approximately 850 square feet, and each 3-bedroom unit is approximately 950 square feet. See Attachment A - Community Site Map, and Attachment B - Unit Floor Plans for additional information.

Contractor must also be able to provide packing and unpacking services to residents that are unable to complete the move on their own as designated by property management. Property management will work with the Contractor to identify these individuals/units.

Specifications/Statement of Work of Contractor Services: Outlined below are the specifications for services sought by Owner in connection with Overlook at Thornton.

• Contractor and property management will conduct a walkthrough of each unit at least 30 days prior to anticipated move date to estimate time and crew sizes needed for each move.
• All moving dates will be scheduled with the Contractor at least 5 business days in advance unless agreed upon by the Contractor and property management.
• Most moving sites will be located at the Overlook at Thornton apartment community located at 647 W. 91st Avenue in Thornton, Colorado.
• Simultaneous residential moves in a single truck are not allowed.
• Trucks should be cleaned prior to each scheduled move free of debris, liquids, rodents, and insects.
• Contractor may be required to pack and unpack all belongings upon request of management. For moves requiring packing and unpacking, Contractor will be responsible for packing and unpacking all items and furniture in designated apartments.
• Contractor will provide moving supplies including boxes, packing tape, and protective packing materials.
• Moving services will include any disassembling/assembling necessary to complete the move.
• Property management will coordinate move dates, times, and locations with the Contractor.
• Hourly charges are to begin upon arriving at the move location, not the time leaving the contractor shop.
• Hourly charges are to end upon completion of the work, not the time arriving back at the contractor shop.
• Each unit move shall be commenced and completed on the scheduled day unless agreed upon in writing by the property management.
• Contractor will be responsible for damage caused by the Contractor’s employees during moving, packing and unpacking.
• Contractor will be responsible for protecting from damage all transported items during the entire moving process.
• Contractor will follow all COVID safety protocols to ensure the safety of residents and staff.

6.0 COMPLIANCE: All items furnished must comply in all respects to the standards and regulations established by Federal and Colorado State Laws. Vendor must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C 1837(h)), section 508 of the Clean Water Act (33 U.S.C 1368), Environmental Protection Agency regulations (40 CFR), and OSHA Enforcement Procedures for Occupational Exposure to Bloodborne Pathogens Standard (29 CFR 1910.1030.)

7.0 BEST VALUE CLAUSE: Maiker intends to retain the successful responder pursuant to a “Best Value” basis, not necessarily a “Low Quote” basis. Maiker will, as detailed within the following sections, consider factors other than just cost in making the award decision.

8.0 BID PRICE & FEE GUIDELINES: Contractor agrees to abide by the following items.

8.1. Proposed Costs All-Inclusive: Maiker understands the complexity and variables associated with moving and relocating ±130 apartments ranging in size, bedroom count, quantity of belongings, amount of packing materials needed, and any special circumstances such as required packing/unpacking services. As such, Contractor is expected submit invoices based on an hourly rate actually incurred for each move completed. These invoices will be paid by Maiker based on the terms determined in this Agreement.

Contractor shall propose an hourly rate to perform resident relocation services. The hourly rate quote should be inclusive of all related costs that the Contractor will incur during the execution of the contract including labor and tip, equipment, tools, overhead/profit, and all related costs. The Contractor’s fee shall include all costs necessary to perform and deliver the work.
Separate from the hourly rate, Contractor shall propose a price to provide all packing materials including boxes, packing tape, and protective material needed for the project. The proposed price for packing materials should assume an average, normal, and customary number of personal belongings needed to be moved. Additionally, the proposed price for packing materials should determine the number of materials needed for each 1-bedroom, 2-bedroom, and 3-bedroom units.

Lastly, Contractor shall propose an hourly rate to provide packing and unpacking services assuming an average, normal, and customary number of personal belongings needed to be packed/unpacked. This hourly rate shall be in addition to the hourly rate proposed for moving services described above.

8.2. Fee Assumptions: Contracted fees resulting from this RFP shall be based on the following fee assumptions.

- Transportation time to and from the project (Destination Fee), if any, shall be based on a pre-negotiated flat fee and shall apply only once per moving crew per day.
- Packing and unpacking services for specified residents shall be charged based on a set hourly rate, inclusive of all Contractor costs to deliver those services.
- Moving of furniture and packed belongings shall be billed based on a set hourly rate for each individual unit.
- Following Contractor selection, Contractor shall be required, at its expense, to evaluate the contents of each unit along with property management at least 30 days in advance unless otherwise agreed upon.

8.3. Reimbursables: No additional expenses, such as mileage or out-of-pocket, will be reimbursed by Maiker unless otherwise agreed in writing.

8.4. Tax Exempt: Maiker is exempt from sales tax and as such, the pricing should take into consideration the tax-exempt nature of Maiker.

8.5. Permit Fees and Inspections: IF permit fees and inspections are connected with work resulting from this IFQ, the Contractor will be required to obtain any required permits and to ensure the completion of any inspections. Maiker will reimburse, at cost, the permit fees.

8.6. Trip Charges: Transportation time to and from the project (Destination Fee), if any, shall be based on a pre-negotiated flat fee and shall apply only once per moving crew per day.

8.7. Additional Materials/Supplies/Equipment/Services: It is possible that Maiker will require additional materials/services in support of the contract. In such cases, Maiker and the contractor will negotiate such needs for a mutually agreeable solution.

8.8. Personnel & Equipment: Contractor agrees to furnish all equipment and fully trained personnel necessary to perform the services specified herein and agree to perform said services in a timely, professional, and competent manner. The contractor may not sub-contract services to a third party without written consent from Maiker. Contractors shall comply with all OSHA standards.

8.9. Contract Options and Renewals: It is anticipated that the work performed according to the contract issued resulting from this procurement, will end when the work as detailed in the Scope
of Work is satisfactorily completed and agreed upon by Maiker. There are no planned contract renewal options associated with this procurement and contract.

8.10. **Contractor Liability:** Damages caused by the Contractor or Contractor’s employees while performing the services specified herein shall be the responsibility of the Contractor and limited to the subsequent repair or replacement at Owner’s option of said damages or damaged property.

8.11. **Inspection of Records:** Contractor shall maintain at the Contractor’s designated office, all records and reports for the three (3) years following the expiration or termination of the contract. All files must be made available for inspection by the agency or its representatives or HUD representatives during normal business hours upon a written 24 hours’ notice.

8.12. **Davis-Bacon:** Davis-Bacon Wage requirements are not required for this project.

8.13. **Billing and Payments:** Contractor agrees to submit invoices monthly and no more than 30 days after the complete of work. Maiker payment terms are Net 30, after receipt of invoice. Maiker reserves the right to refuse payment for any invoice received 6 months after the completion of any work or services. Maiker payment terms are net 30, after receipt of invoice. Contractor agrees to submit invoices on a day of the month at Maiker’s choosing.

9.0 **QUOTE FORMAT:** All proposals must be formatted with the sequence below to be considered responsive. Each part must be separated and labeled with the corresponding part reference, noted below. None of the proposed services may conflict with any requirement Maiker has published herein or has issued by addendum.

9.1. **Contractor Profile or Resume** – This document should include a general description of the company, including the number of years in operation, capacity to perform the work, and experience with similar projects. Please also provide a client list or contact information for at least two references.

9.2. **Cost Proposal** – Proposer shall provide a total dollar amount for each major category of tasks given in **Attachment C: Form of Bid**

9.3. **Required Attachments:** The following attachments must be fully completed, signed, and submitted as directed.

9.3.1 **Attachment D: Profile of Firm**
9.3.2 **Attachment E: Certification of Compliance**

9.4.1 **Attachment F: HUD Form 5369B Instructions to Offerors Non-Construction**

**NOTE:** This form is for informational purposes only. Responders understand and agree to the requirements. There is no need to sign or include this form with your submittal.

9.4.2 **Attachment G: HUD Form 5369C Representations & Certifications**

10.0 **LICENSING AND INSURANCE REQUIREMENTS:** Prior to commencement of any work, the successful responder will be required to provide:

10.1. **Workers Compensation:** An original certificate evidencing the responder’s current industrial (workers compensation) insurance carrier and coverage amount.

10.2. **Professional Liability:** An original certificate evidencing insurance coverage with minimum of $1,000,000 each occurrence.
10.3. **Automotive:** An original certificate showing the responder’s automobile insurance coverage in a combined single limit of $1,000,000.00. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than $50,000.00/$100,000.00 and medical pay of $5,000.00.

10.4. **Licenses:** A copy of the responder’s business license allowing that entity to provide such services with the County of Adams, Colorado, or any local municipality located with the County of Adams, Colorado. Additionally, if applicable, a copy of the responder’s license is sued by the State of Colorado or the municipal licensing authority allowing the responder to provide the services in their jurisdiction herein.

10.5. **W-9:** A copy of the contractor’s W-9.

11.0 **QUOTE SUBMISSION:** The proposal package exterior must clearly denote the Quote number and must have the responder’s name, address, and e-mail and telephone number. Respondents will provide Procurement Officer access to electronic drop box of respondent’s choice for proposal. OR Email submissions are acceptable provided all attachments are sized to be sent/received by email. The proposal must be submitted by Friday, June 16th, 2023 by 3:00 PM MST

**Proposals submitted after the published deadline will not be considered.**

11.1. **Contact with Maiker:** It is the responsibility of the responder to address all communication and correspondence pertaining to this Quote process to the designated Maiker Procurement Officer. Responders must not make inquiry or communicate with any other Maiker staff member or official (including members of the Board of Commissioners) pertaining to this Quote without prior permission from the Procurement Officer. Failure to abide by this requirement may be cause for Maiker to not consider a submittal received from any responder who has not abided by this directive.

11.2. **Restrictions:** All persons having familial (including in-laws) and/or employment relationships (current) with principals and/or employees of a Responder entity will be excluded from participation on Maiker evaluation panel. Similarly, all persons having ownership interest in and/or contract with a Responder entity may be excluded from participation on an Maiker evaluation panel.

11.3. **Submission Responsibilities:** It shall be the responsibility of each Responder to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by Maiker, including the Quote document. The documents listed within Section 8 and required attachments submitted by the Responder. By virtue of completing, signing, and submitting the completed documents, the Responder is stating his/her agreement to comply with the all conditions and requirements set forth within those documents. Written notice from the Responder not authorized in writing by Maiker to exclude any of Maiker requirements contained within the documents may cause that Responder to not be considered for award. Responders shall examine the entire solicitation, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting proposal. Failure to examine any requirements shall be at responder’s risk. Negligence in preparing an offer confers no right of withdrawal after due date and time.
12.0. CONTRACT AWARD PROCEDURES: If a contract is awarded pursuant to this Quote, the following procedures will be followed:

12.1 Equal Quotes: If equal quotes are received from responsive responders, award may be determined by an interview process.

12.2 Final Scope of Work: The final scope of work may be revised at Maiker’s option based on, among other factors, the value of proposals received, and the availability of funds.

12.3 Final Award: Upon completion of the proposal evaluation process, Maiker will formulate and forward to the Maiker Executive Director (ED) for approval a written award recommendation. The ED may choose to approve the award, or the ED may approve staff to take the award recommendation to the Maiker Board of Commissioners at a scheduled board meeting for approval (typically for contracts with a total value greater than $50,000). If so, the Board will then make its determination of whether or not to follow staff’s recommendation. If the recommendation is approved for award, all responders will receive a Notice of Results of Proposal. Contract price negotiations may, at the Maiker’s option, be conducted prior to or after the Board approval.

12.4 Protesting Award: Any protest against the award of a contract must be received within ten (10) calendar days after contract award, or the protest will not be considered. All proposal protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his or her discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented. The Contracting Officer shall issue a written decision within ten (10) business days after receiving all required information regarding the protest.

13.0 CONTRACT CONDITIONS: The following provisions are considered mandatory conditions of any contract award made by Maiker pursuant to this Quote:

13.1 Contract Form: Maiker will not execute a contract on the successful responder’s form—contracts will only be executed on the Maiker form and by submitting a proposal, the successful responder agrees to do so. However, Maiker will consider any contract clauses that the responder wishes to include therein, but the failure of Maiker to include such clauses does not give the successful responder the right to refuse to execute Maiker’s contract form. It is the responsibility of each prospective responder to notify Maiker, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. Maiker will consider and respond to such written correspondence, and if the prospective responder is not willing to abide by Maiker’s response (decision), then that prospective responder shall be deemed ineligible to submit a proposal.

13.2 Assignment of Personnel: Maiker shall retain the right to demand and receive a change in personnel assigned to the work if Maiker believes that such change is in the best interest of Maiker and the completion of the contracted work.

13.3 Unauthorized Sub-Contracting Prohibited: The successful responder shall not assign any right, nor delegate any duty for the work proposed pursuant to this procurement (including, but not limited to, selling or transferring the contract) without the prior written consent of Maiker. Any purported assignment of interest or delegation of duty, without the prior written consent of Maiker shall be void and may result in the cancellation of the contract with Maiker, or may result in the full or partial forfeiture of funds paid to the successful proposal as a result of the proposed contract as determined by Maiker.
13.4 **Contract Period:** Successful contractors will begin work according to the 9-phase moving plan as outlined in Section 4.0 Introduction.

13.5 **Contract Service Standards:** All work performed pursuant to this Quote must conform and comply with all applicable local, state, and federal laws.

13.6 **Warranty/Guarantee:** All work provided by any Contractor pursuant to any contract that ensues from this Quote shall be warranted or guaranteed by that Contractor for a period of 1-year.

13.7 **Termination for Cause and/or Convenience:** The PHA may terminate this contract in whole, or from time to time in part, for the PHA’s convenience or the failure of the Contractor to fulfill the contract obligations (cause/default). The PHA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the PHA all information, reports, papers, and other materials accumulated or generated in performing the contract, whether completed or in process.

13.7.1 **Convenience:** If the termination is for the convenience of the PHA, the PHA shall be liable only for payment for services rendered before the effective date of the termination.

13.7.2 **Cause:** If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (cause/default), the PHA may (1) require the Contractor to deliver to it, in the manner and to the extent directed by the PHA, any work described in the Notice of Termination; (2) take over the work and prosecute the same to completion by contract of otherwise, and the Contractor shall be liable for any additional cost incurred by the PHA; and (3) withhold any payments to the Contractor, for the purpose of set-off or partial payment, as the case may be, of amounts owned by the PHA by the Contractor. In the event of termination for cause/default, the PHA shall be liable to the Contractor for reasonable costs incurred by the Contractor before the effective date of the termination. Any dispute shall be decided by the Contracting Officer.

14.0 **SCHEDULE OF ATTACHMENTS:**

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<thead>
<tr>
<th>ATTACHMENT A</th>
<th>Community Site Map</th>
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<tr>
<td>ATTACHMENT B</td>
<td>Unit Floor Plans</td>
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<td>ATTACHMENT C</td>
<td>Form of Bid</td>
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<td>ATTACHMENT D</td>
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<td>HUD Form 5369C Representations &amp; Certifications</td>
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IFQ# 23-023 MOVING & RELOCATION SERVICES
Attachment A
Overlook at Thornton Apartments Site Map

Legend:
- LR- Laundry Room
- S- Storage and Electric Rooms

1 Bedroom: 60 apts.
- 547- 20 apts.
- 563- 20 apts.
- 595- 20 apts.
- 773- 18 apts.

2 Bedroom: 75 apts.
- 633- 21 apts.

3 Bedroom: 25 apts.
- 647- 12 apts.
- 663- 18 apts.
- 677- 13 apts.
- 753- 18 apts.
- 773- 18 apts.
ALTA/NSPS LAND TITLE SURVEY
MH OVERLOOK
A PARCEL OF LAND LOCATED IN THE SOUTHWEST QUARTER OF SECTION 22, TOWNSHIP 2 SOUTH,
RANGE 68 WEST OF THE SIXTH PRINCIPAL MERIDIAN,
CITY OF THORNTON, COUNTY OF ADAMS,
STATE OF COLORADO

LEGAL DESCRIPTION

LEGAL DESCRIPTION: 54 ACRES, MORE OR LESS, BIRCHWOOD SUBDIVISION, LOT 9, PLOT NO. 1, SECTION II, TOWNSHIP 2 SOUTH, RANGE 68 WEST, COUNTY OF ADAMS, STATE OF COLORADO.

NOTES:

1. THIS SURVEY IS BASED ON THE PRESENT SURVEY OF THE BIRCHWOOD SUBDIVISION, PLAT NO. 8, RECORDED OCTOBER 30, 1970, IN BOOK 891, PAGE 956, COUNTY OF ADAMS, STATE OF COLORADO.
3. THE SURVEY WAS MADE BY THE SURVEYOR OF ADAMS COUNTY.
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TITLE COMMITMENT SCHEDULE 8-9 EXCEPTIONS

8. PROPERTY SUBJECT TO ANY ESTATES, LEASES, OR TRUSTS THAT ARE NOT SHOWN ON THE FINAL SURVEY (NOTE: NO SURVEY)
9. PROPERTY SUBJECT TO ANY LIENS, ENCUMBRANCES, OR SECURITY INTERESTS THAT ARE NOT SHOWN ON THE FINAL SURVEY (NOTE: NO SURVEY)
10. PROPERTY SUBJECT TO THE TERMS, CONDITIONS, PROMISSORY NOTICES, AND OTHER DOCUMENTS APPURED TO THE RECORDS IN THE OFFICE OF THE REGISTER OF DEEDS OF THE COUNTY OF ADAMS, STATE OF COLORADO.

TITLE COMMITMENT SCHEDULE 8-9 EXCEPTIONS

11. PROPERTY SUBJECT TO ANY ESTATES, LEASES, OR TRUSTS THAT ARE NOT SHOWN ON THE FINAL SURVEY (NOTE: NO SURVEY)
12. PROPERTY SUBJECT TO ANY LIENS, ENCUMBRANCES, OR SECURITY INTERESTS THAT ARE NOT SHOWN ON THE FINAL SURVEY (NOTE: NO SURVEY)
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FLOOD CERTIFICATION

TO DETERMINE IF THIS PROPERTY IS IN A FLOOD HAZARD AREA, CONSULT THE FLOOD HAZARD AREA MAPS AVAILABLE FROM THE FLOOD CONTROL DISTRICT OF ADAMS COUNTY, COLORADO.

PACKING STATEMENT

SHEET 1 OF 3
Attachment B

Overlook at Thornton: 1-Bedroom Floor Plan Approximately 650 SF
Attachment B

Overlook at Thornton: 2-Bedroom Floor Plan
Approximately 850 SF
Overlook at Thornton: 3-Bedroom Floor Plan
Approximately 950 SF
IFQ# 23-023, MOVING & RELOCATION SERVICES
FORM OF BID
ATTACHMENT C

1. The undersigned responder agrees, if this proposal is accepted, to enter into an agreement with owner, with this form included in the IFQ documents, to perform and furnish the work as specified or indicated in the IFQ documents for the costs indicated in accordance with the other terms and conditions of the contract documents.

2. In submitting this proposal, Contractor represents that:
   a. Contractor agrees that Maiker Contract #23-023 will be the starting point for contract negotiation.
   b. This proposal will remain subject to acceptance for 90 days after the day of the proposal deadline;
   c. The owner has the right to reject this proposal;
   d. Contractor accepts the provisions of the instructions and supplementary instructions provided;
   e. Contractor has examined of all the IFQ documents;
   f. Contractor has visited the site and become familiar with the general, local, and site conditions of the project;
   g. Contractor is familiar with federal state, and local laws and regulations;

3. Contractor will complete the work in accordance with the Scope of Work for the amounts entered below. Please enter the HOURLY RATES for the requested services.

   1. Moving Only – 650 Sq. Feet 1 bedroom $______________
   2. Moving Only - 850 Sq. Feet 2 Bedroom $______________
   3. Moving Only – 950 Sq. Feet 3 bedroom $______________
   4. Packing & Unpacking $______________
   5. Transportation to/from worksite $______________
   6. Other _________________________________ $______________

Please attach additional page detailing pricing for supplying packing materials. Maiker acknowledges the actual cost will vary, but please supply a pricing sheet for bid selection purposes.

Signature: ________________________________ Date: __________________

Company: ____________________________________________________________________________
This Form must be fully completed and placed under Tab #1 of the proposal submittal.

This form must be completed by and for each subcontractor.

1. Prime Contractor ___________________________ Subcontractor ___________________________

2. Name of Firm: ________________________________________________________________________

3. Address: ____________________________________________________________________________
   City, State, Zip: _______________________________________________________________________

4. Please attach a brief biography/resume of the company, including the following information:
   (a) Year Firm Established,
   (b) Year Firm Established in Colorado,
   (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 #5 a brief professional resume for each

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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 #5 a brief resume for each. (Do not duplicate any resumes required above):

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7. Proposer Diversity Statement: You must circle all of the following that apply to the ownership of this firm and enter where provided 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* American _______%
  - African American _______%
  - **Native American _______%
  - Hispanic American _______%
  - Asian/Pacific American _______%
  - Hasidic American _______%
  - Asian/Indian American _______%

-   American _______%
-   American _______%
-   American _______%
-   American _______%
-   American _______%
-   Jewish _______%
☐ Woman-Owned ☐ Woman-Owned ☐ Disabled ☐ Other (Specify):
(MBE) (Caucasian) Veteran


WMBE Certification Number:______________________________________________________________
Certified by:______________________________________________________________
(NOTE: A CERTIFICATION/NUMBER NOT REQUIRED TO PROPOSE – ENTER IF AVAILABLE)

8. Federal Tax ID No.:______________________________________________________________

9. State of Colorado License Type and No.:________________________________________________

10. Worker’s Compensation Insurance Carrier:__________________________________________________
    Policy No.:_________________________ Expiration Date:_________________________

11. General Liability Insurance Carrier:__________________________________________________________
    Policy No. ___________________________ Expiration Date:_________________________

12. Professional Liability Insurance Carrier: ______________________________________________________
    Policy No. ___________________________ Expiration Date:_________________________

13. Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the
    Federal Government, any state government, the State of Colorado, or any local government agency within or
    without the State of Nevada? Yes ☐ No ☐
    If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

14. Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional
    relationship with any Commissioner or Officer of Unison? Yes ☐ No ☐
    If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

15. Verification Statement: The undersigned proposer hereby states that by completing and submitting this form he/she is
    verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that
    if Unison discovers that any information entered herein is false, that shall entitle Unison Housing Partners to not
    consider nor make award or to cancel any award with the undersigned party.

Signature: ___________________________________________ Date: _________________

Printed Name: ______________________________________________________________________

Phone: ____________________________________________________________________________

Email: _____________________________________________________________________________
Pursuant to Colorado Revised Statute, §8-17.5-101, et. seq., effective August 7, 2006, as prerequisite to entering into a contract for services with Maiker Housing Partners, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien and that the Contractor has participated or attempted to participate in the Basic Pilot Program, also known as E-Verify (created in Pub. L. 104-208, as amended, and expanded in Pub. L. 108-156, as amended, that is administered by the United States Department of Homeland Security), in order to verify that it does not employ any illegal aliens.

CONTRACTOR:

_____________________________________    __________________
Company Name        Date

______________________________________
Signature

Note: Registration for the Basic Pilot Program, also known as E-Verify, can be completed at: https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES. It is recommended that employers review the sample “Memorandum Of Understanding” available at the website prior to registering.
1. Preparation of Offers
(a) Offerors are expected to examine the statement of work, the
proposed contract terms and conditions, and all instructions to
failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicita-
tion. 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.
Errors 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 consid-
ered.

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 solicita-
tion 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 consid-
ered 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 solicita-
tion 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 solicita-
tion, 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 if -
   (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 IA.
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 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.

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.

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.

[Description bid or proposal preparation instructions here:]
1. Contingent Fee Representation and Agreement

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

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

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

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

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

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

(a) [ ] is, [ ] is not a small business concern. “Small business concern,” as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) [ ] is, [ ] is not a women-owned small business concern. “Women-owned,” as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control the business.

(c) [ ] is, [ ] is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

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

(1) Black Americans
(2) Hispanic Americans
(3) Native Americans
(4) Hasidic Jewish Americans
(5) Asian Pacific Americans
(6) Asian Indian Americans

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

1. [ ] has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
2. [ ] has, [ ] has not been and will not be knowing disclosure by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
3. No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

1. Is the person in the bidder/offeror’s organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
2. [ ] has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder/offeror deletes or modifies subparagraph (a)(2) above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

(a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor’s organizational, financial, contractual or other interest are such that:

(i) Award of the contract may result in an unfair competitive advantage;

(ii) The Contractor’s objectivity in performing the contract work may be impaired; or

(iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

(b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

(c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

(d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled “Organizational Conflict of Interest.”

7. Offeror’s Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Signature & Date:

Typed or Printed Name:

Title: