

Informal Solicitation No. 27-IS-HKPaint

Exterior Painting for Housing Kitsap

Issue Date: 8/20/2026

Housing Kitsap (HK) is accepting proposals from qualified contractors for the professional painting of Housing Kitsap's commercial office building located at 2244 NW Bucklin Hill Road, Silverdale, WA 98383.

WALKTHROUGH: There will be a site walkthrough on **Wednesday, August 26, 2026 at 8:30am.**

If you cannot attend, independent property visits are encouraged.

Personnel on the property may not answer any questions or provide additional information. All questions must be made in writing to ensure consistent communication of information to all parties.

QUESTIONS must be submitted by email by **2:00 PM on Friday, August 28, 2026**, to auerbachl@housingkitsap.org. No questions (oral or written) may be asked of any HK employee or resident regarding this solicitation other than to the Director of Procurement, Laura Auerbach.

Cancellation: Housing Kitsap reserves the right to cancel this solicitation at any time for any reason.

PROPOSALS ARE DUE BY 10:00 AM on Friday, September 4, 2026. Bids must be emailed by that time to auerbachl@housingkitsap.org. Late submissions will not be accepted.

The following documents must be included in the Contractor's Proposal:

- State of Washington Business License
- Contractor's License
- Proof of Bonding
- Evidence of Insurance Certificate
- Bidder Questionnaire
- Signed copy of HUD 5369-a
- W-9

Service Address:

Housing Kitsap
2244 NW Bucklin Hill Rd.
Silverdale WA 98383

Detailed Services Required:

See Scope of Work on Page 4.

Evaluation of Proposals:

Awards will be made to the responsible contractor whose bid will be most advantageous to Housing Kitsap considering only price and price-related factors specified in the solicitation. Housing Kitsap reserves the right to award additional related work to the winning bidder.

Included in your submission to be considered a responsive and responsible bidder:

- **Pricing** (must be inclusive of all labor, equipment and other considerations)
- **Schedule**/timeframe to start and perform the work, including the number of weeks expected before delivery of materials and how quickly work can begin once materials arrive. Bidders must include an estimated schedule of completion from the date of notice to proceed.
- **Summary** of experience and capacity to complete the SOW
- **Documents** listed above

Pricing: No pricing form is provided. Please use your own format to provide your estimate showing a breakdown of fees based on the scope of work below. This is a tax-exempt property.

Prevailing Wage: It is the sole responsibility of the contractor and subcontractors to assign the appropriate classifications to all laborers, workmen or mechanics performing any work pursuant to any Public Works Contract and to ascertain the applicable prevailing wage rates and fringe benefits for each such classification. Current prevailing wage data can be obtained by the contractor from the Industrial Statistician of the Department of Labor and Industries, Prevailing Wage Office, P.O. Box 44540, Olympia, Washington 98504-4540, (360) 902-5335, or go to their website at <https://www.lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>. An intent to Pay Prevailing Wage, Affidavit of Wages Paid, and Certified Payroll must be filed with the Department of Labor & Industries.

Bonds: Consistent with the requirements of 2 CFR 200.326 and 24 CFR 905.316W, Contractor must furnish a bid bond or bid guarantee equal to 100% of the contract price. The bond must be submitted within ten (10) days after the notice of award. A performance bond may also be requested.

Retainage: Housing Kitsap shall pay ninety-five (95) percent of each invoice if such invoice or statement is acceptable to Housing Kitsap. Five (5) percent of the invoice or statement amount shall be retained in accordance with RCW Chapter 60.28. HK may waive the requirement to withhold retainage

INTRODUCTION TO HOUSING KITSAP

Background:

HK is a public body corporate and politic that was formed in 1982 to provide federally subsidized housing and housing assistance to low-income families, within Kitsap County, excluding the City of Bremerton which is served by the Bremerton Housing Authority.

Our Mission:

Housing Kitsap's mission is to cultivate hope and dignity for every person within our community through affordable housing opportunities.

Structure:

The Agency is headed by an Executive Director (ED), has approximately 64 staff members, and is governed by a seven-person board of commissioners. Housing Kitsap is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and HK's procurement policy. Though brought into existence pursuant to the Revised Code of Washington (RCW) 35.82 to serve residents in Kitsap County, the Agency is a separate entity from the County.

**Housing Kitsap Main Office
2244 NW Bucklin Hill Rd
Silverdale, WA 98383**

SECTION 09 90 00 - Painting and Coating
PAINTS AND COATINGS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Surface preparation and field painting of exposed exterior items and surfaces.

1.2 REFERENCES

- A. ASTM D 16 - Standard Terminology Relating to Paint, Varnish, Lacquer, and Related Products.
- B. ASTM D 3359 - Standard Test Methods for Measuring Adhesion by Tape Test.
- C. 40 CFR 59, Subpart D National Volatile Organic Compound Emission Standards for Architectural Coatings.
- D. SSPC, The Society for Protective Coatings - Web Site <http://www.sspc.org>:
 - 1. SSPC-SP1 Solvent Cleaning.
 - 2. SSPC-SP2 Hand Tool Cleaning.
 - 3. SSPC-SP3 Power Tool Cleaning.
 - 4. SSPC-SP6 Commercial Blast Cleaning.
 - 5. SSPC-SP7 Brush-Off Blast Cleaning.
- E. PDCA Paint and Decorating Contractors of America - Web Site <http://www.pdca.org>:
 - 1. PDCA Standards P1 through P15

1.3 SUBMITTALS

- A. Product Data: Manufacturer's data sheets on each product to be used, including:
 - 1. Preparation instructions and recommendations.
 - 2. Storage and handling requirements and recommendations.
 - 3. Installation methods.
- B. Finish Schedule: Submit finish schedule including color information, gloss and model number for each type and color of finish specified.
- C. Verification Samples: For each finish product specified, two samples, minimum size 6 inches (150 mm) square, representing actual product, color, and patterns.

1.4 QUALITY ASSURANCE

- A. Manufacturer Qualifications: All primary products specified in this section will be supplied by a single manufacturer with a minimum of ten years of experience.
- B. Installer Qualifications: All products listed in this section are to be installed by a single installer with a minimum of five years' experience demonstrated in installing finishes and coatings of the same type and scope as specified.

- C. Mock-Up: Provide a mock-up for evaluation of surface preparation techniques and application workmanship.
 - 1. Finish areas designated by Owner's Representative.
 - 2. Do not proceed with remaining work until workmanship, color, and sheen are approved by Owner Representative.
 - 3. Refinish mock-up area as required to produce acceptable work.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Store products in manufacturer's unopened packaging until ready for installation.
- B. Store and dispose of solvent-based materials, and materials used with solvent-based materials, in accordance with requirements of local authorities having jurisdiction.
- C. Take special safety precautions against hazards from toxic and flammable materials.
- D. Place paint and solvent contaminated cloths and materials, subject to spontaneous combustion, in containers and remove from job site each day.
- E. Keep open flame, electrical and static spark, and other ignition sources from flammable vapors and materials at all times.

1.6 PROJECT CONDITIONS

- A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's recommended limits.
- B. Post "WET PAINT" signs during application and curing of all coatings that may be accessed by other trades or the public.
- C. Post "NO SMOKING" signs during application and curing of solvent-based materials.

1.7 EXAMINATION

- A. Pre- Job Walk with Owners Representative, Painting Contractor and Paint Manufacturer's Representative to clarify scope of work to be performed by contractor.
- B. Do not begin installation until substrates have been properly prepared.
- C. Ensure that surfaces to receive coatings are dry immediately prior to application.
- D. Ensure that moisture-retaining substrates to receive coatings have moisture content within tolerances allowed by coating manufacturer. Where exceeding the following values, promptly notify Owner's Representative and obtain direction before beginning work.
 - 1. Concrete and Masonry: 13 percent. Cure minimum 28 days.
 - 2. Exterior Wood: 17 percent.
 - 3. Interior Wood: 15 percent.
 - 4. Interior Finish Detail Woodwork, Including Trim, and Casework: 10 percent.
 - 5. Plaster and Gypsum: 15 percent.
 - 6. Concrete Slab-On-Grade: Perform calcium chloride test over 24 hour period or other acceptable test to manufacturer. Verify acceptable moisture transmission and pH levels.
- E. Examine surfaces to receive coatings for surface imperfections and contaminants that could impair performance or appearance of coatings, including but not limited to, loose primer, rust, scale, oil, grease, mildew, algae, or fungus, stains or marks, cracks, indentations, or abrasions.

- F. Correct conditions that could impair performance or appearance of coatings in accordance with specified surface preparation procedures before proceeding with coating application.

1.8 SCHEDULING OF WORK

- A. Contractor will submit written schedule outlining start dates and duration job including drying time between coats anticipated completion date. All work schedules must be pre-approved by the Owner's Representative.
- B. Contractor will notify Owner's Representative of manufacturer inspection dates at least one day in advance.

1.9 PREPARATION - GENERAL

- A. Clean surfaces thoroughly immediately prior to coating application.
- B. Do not start work until surfaces to be finished are in proper condition to produce finished surfaces of uniform, satisfactory appearance.
- C. Stains and Marks: Remove completely, if possible, using materials and methods recommended by coating manufacturer; cover stains and marks which cannot be completely removed with isolating primer or sealer recommended by coating manufacturer to prevent bleed-through.
- D. Remove Mildew, Algae, and Fungus using materials and methods recommended by coating manufacturer.
 - 1. Mildew
 - a) A solution of 1 part Jomax house cleaner and mildew killer concentrate and 1 part water will be applied by a low pressure system such as:
 - 1) Gallon pressure sprayer
 - 2) Juice box
 - 3) Very low pressure airless sprayer with little or no "bounce back".
 - 4) Commercial high pressure washer with external downstream injector

Chemical Formulation (Batch Mixing for Downstream Draw): The contractor shall account for the specific pull-ratio of their downstream injector (typically a 10:1 or 20:1 water-to-chemical ratio). The chemical supply bucket shall contain a concentrated batch mix of Jomax House Cleaner and Mildew Killer and standard household bleach, formulated so the final output at the nozzle tip aligns precisely with the manufacturer's required ratio. All surfaces will be wetted with this mildewcide solution for a minimum of 5 minutes. Do not allow this solution to dry before rinsing thoroughly with clean water.
- E. Remove dust and loose particulate matter from surfaces to receive coatings immediately prior to coating application.
- F. Remove or protect adjacent hardware, electrical equipment plates, mechanical grilles and louvers, lighting fixture trim, equipment, and other items not indicated to receive coatings.
- G. Protect adjacent surfaces not indicated to receive coatings.
- H. Prepare surfaces in accordance with manufacturer's instructions for specified coatings and indicated materials, using only methods and materials recommended by coating manufacturer.

1.10 SURFACE PREPARATION

- A. Concrete and Concrete Masonry: Clean surfaces free of loose particles, sand, efflorescence, laitance, form oil, curing compounds, and other substances which could impair coating performance or appearance.

- B. Existing Coatings:
1. Wash soiled surfaces using light pressure washing to remove all surface contaminants.
 2. Sand, wire brush, or scrape painted surfaces to remove loose, scaling paint and to reduce gloss of in-place coating. Featheredge abraded surfaces. When existing coatings are hard or glossy, sand lightly to promote better adhesion of the new coating, when they are chalky, wash thoroughly.
 3. Capture and properly dispose of all debris.
 4. If presence of lead in existing coatings is suspected, cease surface preparation and notify Owner Representative immediately.
- C. Crack repair
- D. Drying window Crack repair shall not commence until all washed concrete block is below 12% moisture content for 48 hours
- E. Small-to-medium cracks (ranging from 1/16 inch to less than 1/4 inch in width) shall be cleared of fine sand, loose mortar, dust, and debris.
- F. Sealant shall be a premium, high-performance, exterior-grade elastomeric caulking compound designed for concrete and masonry. The sealant must possess high flexibility to withstand concrete block expansion and contraction without tearing away from the sidewalls
- G. Application Method: Apply the sealant utilizing a standard caulking gun. The nozzle tip shall be cut cleanly at an angle to match the 1/16-to-1/8 inch crack width. Force the material firmly into the crack depth to ensure complete, continuous adhesion along both masonry edges.
- H. Tooling and Finish: The sealant bead shall be tool-pressed flat using a flexible putty knife or a damp tooling glove. The finished profile must be flush and uniform with the texture of the surrounding concrete block, avoiding any raised ridges that could be visible after painting.
- I. Gypsum Board: Repair cracks, holes and other surface defects with joint compound to produce surface flush with adjacent surfaces.
- J. Masonry Surfaces - Restored: Remove loose particles, sand, efflorescence, laitance, cleaning compounds and other substances that could impair coating performance or appearance.
- K. Metals - Aluminum, Mill-Finish: Clean surfaces with a solvent or water based industrial cleaner. Scuff sand smooth surfaces to create profile for adhesion. Flush with clean water and allow to dry, before applying primer coat. Test adhesion of primer to ensure performance.
- L. Metals - Ferrous, Unprimed: Follow SSPC SP3 surface preparation. Remove rust or scale, if present, by wire brush cleaning, power tool cleaning, or sandblast cleaning; remove grease, oil, and other contaminants which could impair coating performance or appearance by solvent cleaning, with phosphoric-acid solution cleaning of welds, bolts and nuts; spot-prime repaired welds with specified primer.
- M. Metals - Ferrous, Shop-Primed: Follow SSPC SP3 surface preparation. Remove loose primer and rust, if present, by scraping and sanding, feathering edges of cleaned areas to produce uniform flat surface; solvent-clean surfaces and spot-prime bare metal with specified primer, feathering edges to produce uniform flat surface.
- N. Metals - Galvanized Steel (not passivated): Clean with a water-based industrial strength cleaner, apply **ClovaClean Surface Conditioner** followed by a clean water rinse; or wipe down surfaces using clean, lint-free cloths saturated with xylene or lacquer thinner; followed

by wiping the surface dry using clean, lint-free cloths. Test adhesion of primer to ensure performance.

- O. Metals - Galvanized Steel, Passivated: Clean with water-based industrial strength cleaner, and/or "Brush Blast" in accordance with SSPC-SP7. After the surface has been prepared, apply recommended primer to a small area. Allow primer to cure for 7 days, and test adhesion using the "cross-hatch adhesion tape test" method in accordance with ASTM D 3359. If the adhesion of the primer is positive, proceed with a recommended coating system for galvanized metal.

1.11 APPLICATION - GENERAL

- A. Apply each coat to uniform coating thickness in accordance with manufacturer's instructions, not exceeding manufacturer's specified maximum spread rate for indicated surface; thins, brush marks, roller marks, orange-peel, or other application imperfections are not permitted.
- B. Allow manufacturer's specified drying time, and ensure correct coating adhesion, for each coat before applying next coat.
- C. Inspect each coat before applying next coat; touch-up surface imperfections with coating material, feathering, and sanding if required; touch-up areas to achieve flat, uniform surface without surface defects visible from 5 feet (1.5 m).
- D. Do not apply succeeding coat until on site Owner's Representative has approved previous coat; only Owner-approved coats will be considered in determining number of coats applied.
- E. Remove dust and other foreign materials from substrate immediately prior to applying each coat.
- F. Where coating application abuts other materials or other coating color, terminate coating with a clean sharp termination line without coating overlap.
- G. Where color changes occur between adjoining spaces, through framed openings that are of same color as adjoining surfaces, change color at outside stop corner nearest to face of closed door.
- H. Re-prepare and re-coat unsatisfactory finishes; refinish entire area to corners or other natural terminations.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Acceptable Manufacturer: Rodda Paint, which is located at: 6107 N. Marine Dr. Portland, OR 97203; Toll Free Tel: 800-452-2315; Tel: 503-737-6033; Web: www.rodgapaint.com
 - 1. Sales Representative: Kelly Worden (253)632-6305, kworden@rodgapaint.com
 - 2. Substitutions will only be excepted if they exceed the Rodda-Miller Base of design products.

2.2 EXTERIOR PAINT SYSTEMS

- A. Exterior Doors:
 - 1. Substrate: Metal
 - a. Primer: Prime with one coat Rodda 402201 Protector XL-100 Acrylic Bonding Primer.
 - b. Finish: Semi-Gloss Acrylic -Two coats Rodda 4489 Series Multi Master VST Acrylic Urethane DTM Semi-Gloss.

- B. Exterior Metal:
1. Substrate: Ferrous Metal Handrails.
 - a. Primer: Ferrous Metal Surfaces - Prime exposed metal areas with one coat 408701 Metal Master Primer (Waterborne), OR 708225 Barrier III HS Primer (Solvent).
 - b. Finish: Semi-Gloss-Two coats Rodda Cloverdale [749 Series](#) Maintenance Self Priming Urethane Alkyd Enamel Gloss.
 2. Substrate: Ferrous Metal: Frames, and Doors
 - a. Primer: Ferrous Metal Surfaces - Prime exposed metal areas with one coat 408701 Metal Master Primer (Waterborne), OR 708225 Barrier III HS Primer (Solvent).
 - b. Finish: Semi-Gloss Acrylic -Two coats Rodda 4489 Series Multi Master VST Acrylic Urethane DTM Semi-Gloss.
 3. Substrate: Corrugated Siding.
 - a. Primer: Factory Finished Surfaces - Prime Rustoleum XIM UMA Bonding Primer
 - b. Finish: Semi-Gloss Acrylic -Two coats Rodda 4489 Series Multi Master VST Acrylic Urethane DTM Semi-Gloss.
 4. Substrate: Galvanized Metal.
 - a. Primer: Galvanized Surfaces - Prime exposed metal areas with one coat 4 Prime Rustoleum XIM UMA Bonding Primer.
 - b. Finish: Semi-Gloss Acrylic -Two coats Rodda 4489 Series Multi Master VST Acrylic Urethane DTM Semi-Gloss.
 5. Substrate: Ferrous Metal: Rusting Iron or Other Ferrous Metal.
 - a. Primer: Rust Converter and Rusted Ferrous Metal Primer - Prime with one to two to coats (10 mils wet) CS100 Corroseal (waterborne). Or Spot Prime with 708225 Barrier III HS Primer (Solvent).
 - b. Finish: Semi-Gloss Acrylic -Two coats Rodda 4489 Series Multi Master VST Acrylic Urethane DTM Semi-Gloss.
 6. Substrate: Exterior Lights
 7. Primer: Factory Finished Surfaces - Prime Rustoleum XIM UMA Bonding Primer
 - a. Finish: Semi-Gloss Acrylic -Two coats Rodda 4489 Series Multi Master VST Acrylic Urethane DTM Semi-Gloss.
- C. Exterior Masonry, Concrete and or Stucco:
1. Substrate: Masonry, Brick (non-porous) and Previously Painted CMU.
 - a. Primer: Prime cracked block with one coat Rodda 512301 pHlex-tite Acrylic Latex Primer.
 - b. Finish: Satin - Two coats Miller 5104XX Acri-Lite Exterior Acrylic Satin.

2.3 CLEANING

- A. Clean excess coating materials, and coating materials deposited on surfaces not indicated to receive coatings, as construction activities of this section progress; do not allow to dry.
- B. Re-install hardware, electrical equipment plates, mechanical grilles and louvers, lighting fixture trim, and other items that have been removed to protect from contact with coatings.
- C. Reconnect equipment adjacent to surfaces indicated to receive coatings.
- D. Relocate to original position equipment and fixtures that have been moved to allow application of coatings.
- E. Remove protective materials.

2.4 PROTECTION

- A. Protect completed coating applications from damage by subsequent construction activities.
 - a. Repair to Owner's acceptance coatings damaged by subsequent construction activities. Where repairs cannot be made to Owner's acceptance, re-apply finish coating to nearest adjacent change of surface plane, in both horizontal and vertical directions.

PART 3 CLOSE OUT

3.1 EXAMINATION & FINAL WALK

- A. Owners Representative, Contractor, and Paint Manufacturer's Representative will perform a Final Job Walk.

3.2 WARRANTY

- A. At project closeout, provide to Owner or Owners Representative an executed copy of the manufacturer's standard limited warranty against manufacturing defect, outlining its terms, conditions, and exclusions from coverage.

3.3 EXTRA MATERIALS

- A. At project closeout, Painting Contractor to provide the owner or owners representative, one gallon or more (7.75L) of each finish coating material in sealed 1 gallon (3.875 L) containers, clearly marked with color and finish identification.
- B. Colors:
- C. SW7004 Snow Bound
 - 6. SW6256 Tricorn
 - 7. SW 6196 Rock Garden Alt color BM 6208 Pewter Green



D.

End of Section

Certifications and Representations of Offerors

Non-Construction Contract

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Proposers: Complete YELLOW highlighted areas where applicable.

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

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

1. Contingent Fee Representation and Agreement

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

(1) ☒ has, has ☐ not employed or retained any person or company to solicit or obtain this contract; and

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

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

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

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

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

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

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

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

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

(Check the block applicable to you)

- | | |
|---|---|
| ☐ Black Americans | ☐ Asian Pacific Americans |
| ☐ Hispanic Americans | ☐ Asian Indian Americans |
| ☐ Native Americans | ☐ Hasidic Jewish Americans |

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/ offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

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

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices of fered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);
- (ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary

to subparagraphs (a)(1) through (a)(3) above; and (iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

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

4. Organizational Conflicts of Interest Certification

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation

in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

- (i) Award of the contract may result in an unfair competitive advantage;
- (ii) The Contractor's objectivity in performing the contract work may be impaired; or
- (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.
- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators

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 (mm/dd/yr)

Typed or Printed Name

Title

(PLEASE NOTE: Both pages of this Form must be fully completed/signed and returned as part of your hard copy submittal.