



The Housing Authority of The City of Fort Myers

REQUEST FOR PROPOSALS

**Public Housing Resident Relocation - Location
5300-5360 Summerlin Road**

Horizon Apartments

RFP 24-24

September 25, 2024

Housing Authority of the City of Fort Myers, Florida

4224 Renaissance Preserve Way

Fort Myers, FL 33916



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Required Forms – Subject to change based on RFP

1. Requirements for Submittal
2. Attachment A Checklist
3. Fee Proposal
4. 5369 B Instruction to Offerors – Non-Construction
5. 5369-C Certifications and Representations of Offerors – Non-Construction
6. 5370-C General Conditions – Non-Construction
7. Section 3 Policy & Certification
8. MBE and WBE Utilization
9. Disclosure of Lobbying Activities
10. Non-Collusion Affidavit of Contractor
11. 50070 Drug Free Workplace
12. HUD 92010 Equal Opportunity
13. Public Entity Crime Form



ADVERTISEMENT

REQUEST FOR PROPOSAL # 24-24 Resident Relocation Located at 5300-5360 Summerlin Road Horizon Apartments

The Housing Authority of the City of Fort Myers (HACFM) is seeking the services of an experienced consultants to provide relocation services **for resident relocation located at 5300-5360 Summerlin Road, Horizon Apartments.**

Specifications and solicitation documents may be examined or obtained online at: www.hacfm.org.

This project is required to comply with **24 Code of Federal Regulations 970.21.**

Tuesday, October 22, 2024, at 5pm EST. Late submissions will not be accepted.

HACFM reserves the right to waive formalities in any proposal; to reject any or all bids with or without cause. HACFM reserves the right to select the proposal that, in its judgment, will be in the best interest of the Housing Authority of the City of Fort Myers.

HACFM encourages Minority and Section 3 participation. TTY # (800) 995-8771

QUESTIONS: All questions about the meaning or intent of the RFP documents are to be directed to Desi Wynter (desiw@hacfm.org). Questions received less than seven (7) days prior to solicitation due date will not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

Contract Term:

The term of this contract will be for a term of one (1) year and two (2) optional renewal terms of one (1) year each.

Annual Appropriations:

HACFM's performance and obligation to pay under this contract is contingent upon an annual appropriation of funds.

ADDENDUMS: All ADDENDUMS shall be placed on the HACFM website. Respondents will not be notified when an ADDENDUM is issued.

It is the responsibility of the Respondent to check the website for any ADDENDUMS.



Timeline:

Timeline is provided as a guideline only and is subject to change at the discretion of HACFM.

Action	Due Date	Time
RFP Issued and Made Available	September 25, 2024	4:00 PM Eastern Standard Time
Deadline for Submitting Questions	October 15, 2024	4:00 PM Eastern Standard Time
Proposal Due Date.	October 22, 2024	5:00 PM Eastern Standard Time

*There is no obligation on the part of the HACFM to select and award any submitting response or to any firm or individual submitting a response. **No work is guaranteed.***

INTRODUCTION/PROJECT OVERVIEW:

The Housing Authority of the City of Fort Myers (HACFM) is soliciting proposals from experienced consultants to provide relocation services for Horizon Apartments due to demolition and disposition activities scheduled for this public housing property. All activities must be carried out (as applicable) per HACFM Relocation Plan and in compliance with **24 CFR 970.21**. Families will be permanently relocated for new construction and implementation of housing development activities. The existing project consists of 170 rental units owned and managed by HACFM. The current number of occupied units is approximately 130.

HACFM expects the following to be the respondents’ minimum guide to creating a successful relocation process:

1. Relocation housing will consist of the following Replacement Housing Options
 - a. Site-based Section 8 Vouchers (Project-Based Vouchers)
 - b. Portable Section 8 Vouchers (Tenant Protection Vouchers were offered to all residents).
 - c. Homeownership housing (if applicable)
 - d. Other Comparable Replacement Dwelling.
2. Selection of housing options must be reasonably accessible to places of employment for displaced residents and in areas generally as desirable and include the same or better amenities and services as they currently possess in their current residence,
3. Households should not be involuntarily required to relocate multiple times.
4. The relocation process should minimize disruption to the education of the children of Horizon Apartments.
5. Horizon residents should receive transitional counseling before and after their relocation.
6. The relocation process should ensure all individuals and families can access objective information about services, organizations, and resources in their new neighborhoods.



7. All families relocating to new communities should receive assistance acclimating to their new neighborhoods.

BACKGROUND:

The Housing Authority of the City of Fort Myers

The Housing Authority of the City of Fort Myers (the “Authority” or HACFM) is a public housing authority (PHA) created pursuant to Chapter 421 of the Florida Statutes of 1969. Being a municipal dependent special district, the Authority has general statutory authority to operate within the City limits of Fort Myers (the “City”), Lee County, Florida. The Authority develops, owns, and manages public and affordable housing. The Authority is responsible for the administration/management of 570 units of low rent Public Housing (PH), 200 Section 8 Project Based Units, and 2,500 total vouchers under its authority.

The City of Fort Myers has a diverse population, and the Authority provides affordable housing for the low-income individuals and families who cannot afford housing in the private market. The Authority has partnered with the City, the Lee County Housing Finance Authority (the “County”), other local profit, and not-for-profit groups and citizens of the community desiring to provide more affordable housing options within the City: to rehab units; to redevelop PH; to create new housing (inclusive of new PH units); to support development of community services and resources for the citizens and to seek out new funding sources for the Authority. The Authority and its partners are committed to preserving the community’s historical roots while building and redeveloping a community that is affordable and viable in the present.

The Southwest Florida Affordable Housing Choice Foundation, Inc., an affiliate nonprofit 501(c)(3) corporation of the HACFM was formed in 2006 to provide, develop, and manage affordable housing opportunities on behalf of the HACFM, who currently manage 82 units and expect rent to be collected for those sites and any other future sites or units that may be added.

SECTION I: SCOPE OF WORK

HACFM is seeking a qualified contractor that can demonstrate the capability to quickly implement and operate a relocation plan for approximately 130 households. The execution and completion of this task are time sensitive and must be completed within the referenced timeframe. The successful contractor will provide all tools and materials used in performing the functions under this contract. HACFM will provide an office for the Relocation Consultant with suitable furniture for interviewing individuals, a telephone, a computer, and access to the Internet. All resident relocation activities and documents must be entered in HACFM’s Tracking At A Glance (TAAG) software.

The Relocation Consultant will provide case management-like support to households and individuals during the relocation process and will serve as the primary point of contact for families



on all relocation-related issues, and other supportive service providers as needed. The Consultant will continue to meet with residents on an ongoing, as-needed basis. The contractor selected shall, at a minimum, maintain expertise in, and strong working knowledge of residential relocation.

The Respondent's proposal should describe the organization's philosophy, strategies, and techniques for delivering and integrating these essential services.

a. Project Coordination:

- The relocation consultant will serve as the primary point of contact for relocation matters among HACFM and service providers and displaced households.

b. Intake and Assessment:

- Conduct intake assessments on households before relocation. Prepare Household Relocation Plans for each family addressing any special needs. Recommend services and service providers; routinely review and track the status of households as they transition to new environments.

c. Supportive Services and Referrals:

- Assist households in implementing the goals of their Household Relocation Plans before, during, and after relocation
- Monitor the progress of Household Relocation Plans and devise strategies for assisting residents in meeting these milestones.
- Coordinate with the appropriate agency to assist residents in obtaining fair housing and housing choice counseling.
- Coordinate with the appropriate agency as needed to refer residents to specific services.
- Assist residents in understanding relocation information and associated benefits and entitlements, encourage them to take advantage of relocation services, and accompany residents to specific meetings as needed.
- Coordinate arrangements for the physical moves, including the connection and disconnection of utilities, notification of the post office, and in cases of elderly and disabled households, assisting in packing and unpacking and providing packing materials.
- Provide other direct assistance, advice, and recommendations as requested by HACFM.

d. Communication:

- Hold regular meetings to inform residents of proposed activities and actively solicit their views and opinions.
- Conduct and coordinate the provision of general informational workshops on such topics as homeownership, budgeting, and housing search techniques.
- The following notices will be utilized during this process:



1. "General Information Notice" shall hand-delivered to all families occupying units in Horizon Apartments and evidenced of delivery by resident signature. Resident and HACFM to retain copy. The notice informs the residents of their eligibility for relocation assistance.
2. "90-Day Notice to Vacate": Each resident will be provided with 90 days advance written notice of the earliest date by which they may be required to move.

e. Tracking:

The Relocation Consultant will be required to utilize HACFM's Tracking At-A-Glance (TAAG) Case Management System to track the status of each relocated resident, referred supportive services, the utilization of such services, and overall progress. It will include the following:

- i. Names and ages of the head of household and all household members
- ii. Unit size required
- iii. Date of relocation
- iv. Interim contact information
- v. Special needs
- vi. Permanent housing preference
- vii. Relocation assistance and benefits received
- viii. Current status
- ix. Record all notices sent to the household
- x. All attempts to contact household
- xi. Record of workshops attended
- xii. Impediment and solutions

The Relocation Consultant will provide weekly reports to HACFM in an electronic format to be reviewed and approved.

General Responsibilities:

- Participate in community/resident meetings.
- Cooperate with HACFM and other agencies.
- Assist with procuring other service providers and consultants to support the relocation project. Additional service providers may include moving & storage companies, pest control services, cleaning companies, etc.
- Other duties as assigned by HACFM to address specific conditions of the project activity, which will cause the least disruption to the resident(s) and maintain the construction schedule.
- Participate in weekly Project Team Meetings.
- Locate, price, and reserve accommodations for permanent house residents, as directed by HACFM.
- As requested, provide a final report to HACFM in paper and electronic file.
- Perform all work per 24 CFR 970.21 applicable HUD notices, and applicable state law.



Residential

- The contractor is responsible for identifying all resident occupants and activities and determining eligibility for relocation benefits.
- Assist with establishing and maintaining separate files for each resident per the TAAG Case Management System.
- Prepare and coordinate the delivery of appropriate and timely notices to residents.
- Assist in conducting individual personal resident surveys and interviews to determine relocation needs and preferences.
- Prepare relocation forms and claim forms for use in the project.
- Provide current and ongoing information to each resident, including the relocation process status, benefits, options, and availability of replacement sites.
- Obtain estimates for moving/storage costs, coordinate and monitor moving services and the associated billing as provided in the proposal.
- Monitor move(s) as necessary.
- After the project, provide copies of the completed relocation.

Qualifications

Experienced with large-scale relocation efforts and processes; familiarity with the requirements of the Uniform Relocation Act; familiarity with Housing Quality Standards.

Expertise and Knowledge of TAAG

Provision of direct services and referral to supportive services.

Fee Proposal

Provide a detailed fee proposal by task based on your Preliminary Work Plan detailed above. This will be a performance-based contract (i.e., per household, per Household Action Plan developed, per successful relocation, per service provided, etc.). All pricing is subject to negotiation.

SECTION II: REQUIREMENTS FOR SUBMITTAL: Interested firms should include the following information in their proposals. The following format and sequence should be followed to provide consistency in the firm's responses and to ensure each proposal receives full consideration. All pages should be consecutively numbered.

Title page, showing Request for Proposal Number, Firms name and address, closing date and time, telephone number, and a contact person.

Letter of Interest in which the firm agrees to be bound by the requirements of the HACFM request and the firm's response. A person authorized to bind the firm must sign this.



Organizational Structure and Staff Qualifications (35 Points) Description of company, including location of the office which will serve HACFM. Provide an organizational chart of the members of your team who will be dedicated to this project. Designate who will be the representative of the firm or team with decision-making authority. List all key members of your staff, whether permanent employees, contracted or subcontracted employees, who will be committed to this project. Indicate the level of effort and function of each member of your team participating in the project. Include individual resumes for the team members identified, specialized skills, licenses, training, certification credentials and/or accomplishments of the individual that are relevant to the required services.

Outline and Understanding and Approach to the Project (35 Points)

An outline of the firm understands of and approach to meeting the project goals and requirements of the project; be very specific and detailed.

Fee Schedule (30 Points)

Detailed Fee Schedule for all services requested to include but not be limited to material, labor, equipment, and incidentals required for installation of a complete and operational system. Fee schedule to include transportation, onsite visits, visitations with staff, general & administrative cost. There shall be no hidden cost associated with this request.

Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) Utilization in the Project

Responders are advised to review in its entirety the MBE utilization requirements set forth in Section 3 above and in this Section before preparing and submitting their proposals. Proposals that do not address the MBE participation or waiver requirements set forth in this RFP may be deemed unacceptable.

Responders shall provide the information requested below, or if the Responder is unable to meet the MBE utilization goals in part or in whole, the Responder shall submit with its proposal, a request for a waiver in the manner described below:

Minimum Proposal Contents for MBE/WBE Utilization:

MBE/WBE Utilization Plan. The Responder shall provide its plan for achieving the twenty percent (20%) MBE utilization goal for the proposed contract (“**MBE Utilization Plan**”), which shall include, at a minimum, the following information:

The names, addresses, telephone numbers and contact person for each MBE/WBE that will be performing work on this project. **NOTE: WBE utilization, although encouraged by HACFM, will not be counted towards the MBE goals. Further review Section 3 to ensure that proposed MBE subcontractors will meet the standards necessary to be counted towards the MBE goals;**



A specific description of the work to be performed by each MBE/WBE and the proposed schedule for delivery of services;

The fee structure showing the dollar amount to be awarded to each MBE/WBE to be utilized, and the total value of each proposed MBE subcontract towards the twenty percent (20%) MBE utilization goal;

A letter of intent between the Responder and each MBE/WBE agreeing to enter into a contract in the event that the contract proposed hereunder is awarded to the Responder; and a current and valid MBE/WBE certification for each MBE/WBE to be utilized.

Request for Waiver: If the Responder is unable to meet all or part of the MBE utilization goal for the proposed contract for the grounds set forth in Section 3 above, the Responder may request a waiver of all or part of the MBE participation requirements by submitting a written request for a waiver with supporting documentary evidence, all of which must be submitted by the Responder with its proposal on or before the deadline for proposal submission. The documentary evidence must reasonably demonstrate that MBE participation was unable to be obtained or was unable to be obtained at a reasonable price, as discussed in Section 3 above. Such evidence shall include, at the least:

Correspondence, records, and other documents showing efforts made to contact and negotiate with MBEs;

A description of the specifications, plans, bonding requirements, anticipated schedule of delivery and other pertinent information provided by the Responder to MBEs;

A list of MBEs that responded to solicitations or inquiries by the Responder including contact information of each MBE and quotes or proposals submitted by MBEs;

A list of MBEs contacted by the Responder and found to be unavailable including addresses and phone numbers of each MBE and dates of each such contact; and

A list of MBE directories, trade associations, local minority assistance organizations, and Federal, State and local government small business agencies contacted by the Responder for assistance in locating MBEs.

Section 3 Compliance Plan - Provide a description of your strategy for complying with the Section 3 requirements ("**Section 3 Compliance Plan**") Responders may comply with Section 3 by providing employment and/or training opportunities to residents of HACFM public housing and/or other low-income persons for the performance of this contract, subcontracting with resident-owned businesses and/or other Section 3 businesses, or a combination of employment,



training and/or subcontracting as described above. This requirement applies to Section 3 and non-Section 3 businesses. Section 3 is a HUD requirement that cannot be waived by HACFM. Therefore, Responders are advised to review the following information in preparing and submitting their proposals:

If you plan to comply with Section 3 by providing employment and/or training opportunities to residents of HACFM public housing and/or other Section 3 persons, your Section 3 Compliance Plan must provide all information regarding any hiring/training you will be conducting including a description of the employment/training duties, work hours, and salaries. Responders are required to submit, with their proposals, their workforce requirements for performing the proposed contract regardless of whether additional hiring will be done. If additional hiring will not be done, the Responder must, to the greatest extent feasible and consistent with all applicable laws, provide training to Section 3 persons.

If you plan to meet Section 3 requirements by subcontracting with Section 3 businesses, your Section 3 Compliance Plan must provide the names, addresses and telephone numbers of all Section 3 businesses that will be performing work on this project. Provide a description of the work to be performed by such firms and a proposed percentage of the total contract dollar amount that will be awarded to each firm. You must include a letter of intent between your firm and each Section 3 business with which you will subcontract if you are awarded the contract. It is the Responder's responsibility to provide proof that such firms meet the definition of Section 3 business concern as established by HUD. See 24 CFR Part 135.5 for definitions of Section 3 business concerns.

If you are claiming preference as a Section 3 business concern, your Section 3 Compliance Plan must include an explanation for your claim to be a Section 3 business concern along with proof of your firm's eligibility for preference as a Section 3 business concern. See 24 CFR Part 135.5 for definitions of Section 3 business concerns or contact HUD Fair Housing and Equal Opportunity for additional information (ref link below). Firms claiming eligibility for Section 3 preference must also submit a Section 3 compliance strategy.

https://www.hud.gov/program_offices/fair_housing_equal_opp

In the event that you determine that it is not feasible to comply with Section 3, you must state with specificity, in your Section 3 Compliance Plan, the reasons why you cannot comply with Section 3. Any Responder that has determined that it is not feasible to comply with Section 3 assumes the risk that its claim of non-feasibility will be deemed unacceptable by HACFM.

Sub-consultants that the firm proposes to use for any of the services must be identified and the work they are to perform.



Forms and documents required under Attachment A.

Firms that will be relying on subcontractors to increase their point scores for specific expertise must provide a Profile of Firm form for each subcontractor. It is expected that these subcontractors will be a part of the team for the duration of the contract.

SECTION III: EVALUATION CRITERIA

Selection of a firm to render services pursuant to this RFP will be made in accordance with HUD and HACFM procurement regulations. All proposals received by the time and date specified in this RFP shall be evaluated by the RFP Evaluation Panel based on the following criteria and weights:

Selection Criteria:

Evaluation Criteria	Maximum Points
<p>a. Organizational Structure, Staff Qualifications, Experience The respondents demonstrated evidence of ABILITY to PERFORM THE WORK, including but not limited:</p> <ul style="list-style-type: none"> i. Qualifications, experience, and expertise of each team member assigned to the project (principals and primary staff); and ii. Current project load and capacity of team to effectively manage this project. 	35
<p>b. Outline of the firms understanding & approach to the project and the Respondents proposed project approach addressing the project issues and indicates a good understanding of the Agency’s objectives.</p> <ul style="list-style-type: none"> i. Demonstrated Evidence of PAST SUCCESSFUL EXPERIENCE with Case Management services of similar scope and size. ii. Experience and knowledge of other support services programs similar in scope. 	35
<p>c. Proposed fee schedule and best value. Detailed Fee Schedule for all services requested to include but not be limited to material, labor, equipment, and incidentals required for installation of a complete and operational system. Proposed Fee Schedule should be aligned with</p>	30



HUD's Budget Guidance – Budget Line Item 1405 – Supportive Services	
TOTAL	100
Additional Points: Provided if you are a Disadvantaged Business Enterprise (DBE) and have provided a Section 3 Participation Plan: DBE/WBE participation: 5 Points Section 3 participation: 5 Points Maximum Points	 5 5 110

HACFM reserves the option to select in a one or two step evaluation process. This means HACFM may select the firm(s)/individual(s) from written submittals (step one) or after a second step of evaluation, which may or may not include presentations to the RFP Evaluation Panel and/or the Commissioners.

If a two-step evaluation is used, the evaluation criteria does not change; however, during a presentation process there may be additional discovery including but not limited to the understanding of the project, approach, ability, methods and/or other factors which would result in a degree of difference in the numerical scoring established in step one of the evaluation which is utilized to generate a short list.

Other considerations may include but not be limited to reference checks, background license checks, credit and financial history investigations and other relevant information.

In the event firms are requested to do a presentation to the Evaluation Panel and/or Commissioners for final recommendation ranking; HACFM will not be liable for any costs incurred by the firm in connection with such presentation.

There is no obligation on the part of the HACFM to select and award any submitting response or to any firm or individual submitting a response. **No work is guaranteed.**

**INSURANCE SUBJECT TO CHANGE BASED ON REQUEST FOR PROPOSAL
 SECTION IV: INSURANCE**

INSURANCE: The vendor shall secure and maintain during the contract period the following coverage's:

Workers' Compensation: Insurance covering all employees meeting statutory limits in compliance with the applicable state and federal laws.



Commercial General Liability: Coverage shall have minimum limits of \$500,000 per occurrence, combined single limit for bodily injury liability and property damage liability. This shall include premises and operations; broad form property damage; XCU coverage; independent contractors; products and completed operations and contractual liability.

Business Auto Liability: Coverage shall have minimum limits of \$300,000 per occurrence, combined single limit for bodily injury liability and property damage liability. This shall include: owned vehicles, hired and non-owned vehicles, if applicable.

Professional Liability:

Coverage shall include the following:

- a. A minimum combined single limit of \$1,000,000.
- b. Should the Professional Liability Insurance Policy issued pursuant to the above requirements and limits, or self-insurance program, provide an applicable deductible amount, or other exclusion or limitation, or sovereign immunity as to the amount of coverage to be provided within the minimum coverage limits set forth above, the HACFM shall hold the PROVIDER responsible and liable for any such difference in the amount of coverage provided by the insurance policy. In the event of any such deductible amount, exclusion or limitation or amount of sovereign immunity, the PROVIDER shall be required to provide written documentation that is acceptable to the HACFM establishing that the PROVIDER has the financial resources readily available to cover damages, injuries and/or losses which are not covered by the policies

Special Provisions: HACFM is to be specifically included as an **additional insured** on both the comprehensive general liability and the business auto liability policies.

The certificate holder should read as follows: The Housing Authority of the City of Fort Myers, 4224 Renaissance Preserve Way, Fort Myers, Florida 33916

No HACFM Division or individual name should appear on the certificate. No other format will be acceptable. The certificate must state the project number and name.

Current valid insurance policies meeting the requirements herein identified shall be in effect and maintained during the duration of the named project. Renewal certificates shall be sent to HACFM 10- days prior to any expiration date.

INDEMNIFICATION: The vendor shall hold harmless and defend The Housing Authority of the City of Fort Myers and its agents and employees from all suits and actions, including attorney's fees

**HOUSING AUTHORITY OF THE CITY OF FORT MYERS
REQUEST FOR PROPOSAL
24-24, Horizon Resident Relocation**



and all costs of litigation and judgments of any name and description arising out of or incidental to the performance of this contractor work performed there under.

This provision shall also pertain to any claims brought against the Housing Authority of the City of Fort Myers by any employee of the named contractor, any subcontractor, or anyone directly or indirectly employed by any of them.

The vendor's obligation under this provision shall not be limited in any way by the agreed upon contract price as shown in this contract or the contractor's limit of, or lack of, sufficient coverage.



Attachment A

CHECK LIST FOR PROPOSAL SUBMISSION

Please read carefully, sign in the spaces indicated and return with your proposal.
Proposer should check off each of the following items as the necessary action is completed.

14. Proposal Form if applicable
15. The prices offered have been reviewed.
16. The price extensions and totals have been checked
17. Proposed project schedule
18. 5369 A Representations, Certifications, and Other Statements of Bidders
19. 5369 B Instruction to Offerors – Non-Construction
20. 5369-C Certifications and Representations of Offerors – Non-Construction
21. Disclosure of Lobbying Activities
22. Non-Collusion Affidavit of Contractor
23. Section 3 Policy
24. Section 3 Certification
25. 5370-C General Conditions – Non-Construction
26. 50070 Drug Free Workplace
27. Public Entity Crime Form
28. Equal Employment Opportunity Form

I acknowledge receipt of the following addenda, and the cost, if any, of such revisions has been included in the price of the proposal.

Addendum # _____ Date: _____ Addendum # _____ Date: _____
Addendum # _____ Date: _____ Addendum # _____ Date: _____

IMPORTANT: Please be sure to label the email Subject Line with the number and name of the project.

The email date and time stamp shall serve as the official receipt and late submissions shall not be accepted. HACFM shall not be responsible or liable for any lost or misdirected responses. Submissions are the responsibility of the proposer.



The undersigned, herein referred to as the Proposer, has familiarized themselves with the RFP in its entirety and the local conditions under which the work is to be performed and is satisfied with the conditions of delivery, handling and storage of equipment and all other matters which may be incidental to the work, before submitting a proposal.

The undersigned agrees, if this proposal is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Proposal will be one hundred eighty (180) calendar days.

By submitting a proposal in response to this solicitation, the proposer certifies that at the time of submission, he/she is not on the Federal Government's or the State of Florida's list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of proposal submission and time of award, the proposer will notify the HACFM. Failure to do so may result in terminating this contract for default.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this RFP package.

By signing this document I, an authorized representative of the Proposer, certify that my company has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a Proposal; that the Proposal we have submitted for this RFP has been independently arrived at without collusion with any other Proposer, competitor or potential competitor; that our Proposal has not been knowingly disclosed prior to the opening of Proposals to any other Proposer or competitor; that the above statement is accurate under penalty of perjury.

Failure to sign and return this form will result in the rejection of the entire proposal.

Company Name

Authorized Signature

Date

Attachment B

**HOUSING AUTHORITY OF THE CITY OF FORT MYERS
REQUEST FOR PROPOSAL
24-24, Horizon Resident Relocation**



HOUSING AUTHORITY OF THE CITY OF FORT MYERS
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Attachment C