



NORTHERN MARIANAS HOUSING CORPORATION

P.O. BOX 500514, Saipan, MP 96950-0514

Email: nmhc@nmhc.gov.mp

Website: <http://www.nmhc.gov.net>

REQUEST FOR PROPOSALS (RFP) (*This is ad is paid for NMHC with HUD funds*)

NMHC RFP 2021-008

BID SUBMISSION DATE & TIME: May 03, 2021, 10:00 a.m.

Architect-Engineer Services for the Community Development Block Grant Disaster Recovery (CDBG-DR) Program Infrastructure Projects

The Request for Proposal and Scope of Work is available on April 01, 2021 at the NMHC website at www.nmhc.gov.net and at www.cnmi-cdbgdr.com by clicking on the "Procurement Tab".

Inquiries regarding this RFP must be submitted in writing or email to Mr. Jacob Muna, Office Manager/Procurement Officer at officemanager@nmhc.gov.net or submitted by facsimile to (670)234-9021 no later than 10:00 AM local time on April 23, 2021.

The provisions of the NMHC Procurement regulations, NMIAC 100-60-725 AND 100-60-730 Prohibiting Gratuities, Kickbacks and Contingent Fees shall apply.

For more information, contact Mr. Jacob Muna, Office Manager/Procurement Officer, at (670)234-6866/9447 or email at officemanager@nmhc.gov.net during regular business hours, 7:30 a.m. - 4:30 p.m. Monday through Friday, except CNMI holidays.

/s/

Jesse S. Palacios
Corporate Director
Northern Marianas Housing Corporation (NMHC)

/s/

Marcie M. Tomokane
Chairwoman
NMHC Board of Directors



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REQUEST FOR PROPOSALS NMHC RFP 2021-008

“Architect-Engineer Services for the Community Development Block Grant Disaster Recovery (CDBG-DR) Program Infrastructure Projects”

The Northern Marianas Housing Corporation (NMHC) is soliciting sealed proposals from prospective firms to provide Construction Management Services for NMHC’s Community Development Block Grant Disaster Recovery (CDBG-DR) Program Infrastructure Projects.

This procurement is in accordance with the NMHC Procurement Regulations. Proposal procedures shall be in full compliance with NMIAC §100-60-210 (Competitive Sealed Proposals) of the NMHC Procurement Regulations. To also include the provisions of NMHC Procurement Regulations, NMIAC Section §100-60-725 & § 100-60-730 Prohibiting Gratuities, Kickbacks and Contingent fees shall apply.

The Request for Proposals and Scope of Work is available on April 01, 2021, online at www.nmhc.gov.net by clicking on the “Procurement” tab.

Inquiries regarding this RFP must be submitted in writing or email to Mr. Jacob Muna, Office Manager/Procurement Officer at officemanager@nmhc.gov.net or submitted by facsimile to (670)234-9021, no later than 10:00 AM local time on April 23, 2021.

Selection Criteria:

Proposals shall be evaluated based on the following criteria:

1. Qualification of Firm and/or Personnel (30 Points)
2. Experience in Construction Management (30 Points)
3. Project Approach/Methodology (20 Points)
4. Organization and Capacity (10 Points)
5. Response to RFP (10 Points)

The successful proposer will be subjected to a responsibility determination in accordance with NMHC Procurement Regulations § 100-60-245.

Sealed proposals must be marked “**NMHC RFP 2021-008**”. One original and three (3) copies of sealed proposals must be submitted to the NMHC Central Office, Garapan, Saipan, MP 96950, no later than 10:00 a.m., local time **May 03, 2021**. Proposals received after the date and time will not be accepted. Bidders located outside of the CNMI may obtain an additional seven (7) working days for receipt of their bids by submitting a Notice of Intent to Submit a Proposal. Notice of Intent to Submit a Proposal must be received by the Procurement Officer no later than 10:00 a.m., local time, **May 03, 2021**, and must be transmitted via facsimile to (670)234-9021, or via email to officemanager@nmhc.gov.net. For bidders located outside the CNMI, an original and three (3) copies of sealed bids must be postmarked by the U.S. Postal Service or the official government postal service of a foreign country no later than **May 03, 2021** and must be received at NMHC no later than **May 13, 2021**. Failure to submit the required number of copies may result in the rejection of your proposals.

Bids will be publicly opened and read at the NMHC Central Office, Garapan, Saipan at 10:00 a.m., local time, **May 14, 2021**. However, if no notice of intent to submit a proposal received from bidders outside the CNMI, bids will be opened at 10:30 a.m., local time on **May 03, 2021**.

Breach of Ethical Standard

Gratuities. It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefore. *NMIAC Section 100-60-725(a)*

Kickbacks. It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontractor or order. *NMIAC 100-60-725(b)*

Contingent Fees. It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure government contracts upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. *NMIAC 100-60-730*

NMHC hereby notifies all bidders that it will affirmatively ensure that, in any contracts entered into pursuant to this advertisement, small, minority businesses and women's business enterprises will be afforded equal opportunity to submit bids and will not be discriminated against on grounds of race, color, religion, sex, disabilities or national origin.

This project is also subject to Section of the Housing and Community Development Act of 1968 which requires the successful bidder to the "maximum extent feasible", take affirmative steps to provide training, contracting and employment opportunities and help ensure that the economic opportunities generated by these HUD funds are provided to local low-income residents in Saipan.

The responsive and responsible offeror submitting the proposal that is determined in writing to be most advantageous to NMHC taking into consideration price and the evaluation factors set forth in the request for proposals will be subject to a responsibility determination in conformance with the NMHC Procurement Regulations Section 100-60-245.

NMHC reserves the right to reject any and all proposals for any reason and to waive any defects in the bids if determined to be in its best interest. All bids received shall become the property of the Commonwealth Government.

/s/
Jesse S. Palacios
Corporate Director
Northern Marianas Housing Corporation (NMHC)

/s/
Marcie M. Tomokane
Chairwoman
NMHC Board of Directors



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Request for Proposals

Architect-Engineer Services for the Community Development Block Grant Disaster Recovery (CDBG-DR) Program Infrastructure Projects

Detailed Requirements and Scope of Work

I. BACKGROUND INFORMATION

The Northern Marianas Housing Corporation (NMHC), located in the Commonwealth of the Northern Mariana Islands, is soliciting sealed proposals from prospective firms with the primary objective of securing Construction Management Services for the NMHC's Community Development Block Grant Disaster Recovery (CDBG-DR) Program Infrastructure Projects. This RFP package contains the necessary information and guidelines for interested firms to develop and submit proposals.

II. NATURE OF WORK

The primary objective of this RFP is the securing of Construction Management Services for the NMHC's CDBG-DR Program infrastructure projects. The CDBG-DR program has allocated approximately \$107,000,000.00 for infrastructure projects that sustained damage from Super Typhoon Yutu and Typhoon Mangkhut. The proposed infrastructure projects fall into three main categories which include Public Facilities, Roads, and Utilities. The CDBG-DR program seeks to utilize the funding to put in place resilient infrastructure that utilizes adaptable and reliable technologies to guard against the premature obsolescence.

The CDBG-DR infrastructure projects may include but are not limited to architectural, civil/structural, mechanical and electrical works. Each project is at varying stages of design and may require Construction Management services from design through construction and project close-out. A detailed scope of work for the Construction Management Services is provided below.

III. LOCATION OF WORK

The CDBG-DR projects are in varying locations on the islands of Saipan, Tinian, and Rota in the Commonwealth of the Northern Mariana Islands.

IV. DETAILED SCOPE OF WORK

A. Design Management

1. The selected firm shall assist the CDBG-DR Office in the coordination and review of the scope of work and basis for design on all task orders assigned to the a/e firms.
2. The selected firm shall conduct progress reviews at the 30%, 60%, and 90% milestones.
3. The selected firm shall assist the CDBG-DR office in the review of all change order(s), if any, payment applications and complete bid documents (PS&E), ready for bid.

B. Pre-Construction Services

1. The selected firm shall review the contract documents to include the plans, specifications, and cost estimate and additional scope of work.
2. The selected firm shall assist the CBDG-DR Office in the bid process, conduct pre-bid meetings, response to Request for Information (RFI) and perform bid analysis for recommendation to award. Bid analysis shall be performed to satisfy the procurement regulation.

C. Construction Management Services

The Selected firm shall be responsible in the management of the construction throughout the duration of the construction phase and shall perform the following but not limited to:

1. The selected firm shall review the construction schedule to be prepared by the contractor, and the selected firm shall keep track of the progress and perform constant evaluation of the schedule.
2. The selected firm shall compare projected schedule versus actual progress, and shall require the contractor for a two week "look ahead" schedule.
3. Manage daily reports, submittals, photos, RFIs, Change Orders, Payment Applications, correspondences to the CBDG-DR office and Design Engineer of Record and Contractor's Payroll Records.
4. Manage the site coordination between contractors, design selected firms, adjacent land owners, neighbors, public concerns and external utilities.
5. Track cost, evaluate estimated versus actual expenditures, and process change orders, if necessary.
6. Process Proposed Modifications including tracking the cost and the estimated versus actual costs.
7. Maintain constant communication with the CBDG-DR Office, PM, project engineer, regulatory agencies, adjacent property owners, external utilities, and the CNMI Government.
8. Prepare and submit a monthly progress report to the CBDG-DR Office with the monthly progress invoice. The monthly report shall include the following at a minimum:
 - a. Summary of the project progress, estimated completion versus actual completion achieved in a month's period.
 - b. Projected works to be accomplished on the following month.
 - c. An updated progress schedule showing percentage completion.
 - d. Existing problems, anticipated problems, anticipated changes or modifications, and proposed corrective actions.
 - e. A tracking mechanism comparing monthly invoice amounts and total expenditures, cumulative physical completion versus contract time.
 - f. Pictures showing progress at the site.
9. Review status of permits for renewals.
10. The selected firm shall review construction permit requirements and assist the contractor in obtaining the necessary permits. The contractor is responsible in obtaining the necessary construction permits.

The Selected firm shall be responsible for the Contract Administration to include the following:

1. Conduct construction progress meetings and coordination meetings for the different work tasks.
2. Coordinate and conduct site progress meetings, work deficiency, and safety meetings with the construction management staff, contractor, design engineers and the CBDG-DR Office and prepare minutes of meetings for distribution.
3. Periodic review of the contractor's contract for compliance with the construction contract requirements such as bonds, insurance, certified payroll, labor compliance, etc.
4. Review contractor's submittals for compliance with the contract documents.
5. Review and respond to the contractor's RFIs and either provide information from contract documents back to the contractor or request Design Engineer for response and to expedite the response within a 2 days turn-around time.
6. Selected firm shall keep the daily logs to make sure that one individual is able to generate a report for the quality assurance report if needed.

7. Review contractor's payment application for recommendation to the CDBG-DR Office.
8. The Selected firm shall communicate with the Contractor regarding acceptable work tasks.

The Selected firm shall manage the Change Order (if any) to include the following:

1. Review and evaluate change order requests and submittals.
2. Coordinate the change order request from the contractor with the CDBG-DR Office.
3. Investigate and inspect the site conditions versus the description in the contract documents.
4. Review of submittals in support (cost proposal), and make recommendations for resolution, of claims and disputes to the CDBG-DR Office.

The Selected firm shall conduct Inspection/Monitoring to include the following:

1. Review and inspect the contractor's work for compliance with the contract documents on a daily basis. Monitoring of corrective actions taken by the contractor needed to fix the work that is not acceptable or in compliance with the contract documents. Keep and update field inspection daily reports on the construction activities and all correspondences with the contractor. Take digital photos of work in progress, document photo location and date, and maintain a photo log. Review contractor's compliance with all regulatory permits and mitigation plans. Selected firm shall make sure that the contractor complies with a healthy and safe workplace and document all notifications of non-compliance. Review contractor's survey layouts relative to the contract documents. The contractor shall hire a CNMI licensed surveyor for all survey works.

The Selected firm shall conduct Closeout of Construction and shall provide services during the Closeout of the project. The Selected firm shall provide the following:

D. Substantial and Final Completion Services to include the following:

1. Conduct site inspection to determine if facilities are complete and in compliance with the contract documents. This should include survey works by a CNMI licensed surveyor to provide quality assurance checks. Preparation and establishment of punch list, inspection of the punch list and the corrective actions.
2. Recommendation to the CDBG-DR Office for release of payments and retention to the contractor.
3. Review of As-Built Drawings

E. Operations and Maintenance (O&M) Manual Submittal and Start-Up Training Coordination with Construction Contractor for Various Works:

1. Selected firm shall coordinate the preparation of the O&M submittal by the contractor and provide final review comments by the Selected firm, Design Engineer and Operator to be incorporated into the final O&M Manual for permit compliance.
2. Selected firm shall coordinate and manage with the Contractor the turnover of the portion of the project to be owned and operated by the Commonwealth Government and provide support during the start up.
3. Selected firm shall coordinate and manage with the contractor and operator to schedule and conduct startup training required by the construction contract and the operations contract.
4. Develop and provide acceptance criteria for the acceptability of the Start-Up Training and confirm acceptance.
5. Coordinate the development of a checklist for periodic maintenance to be performed by the owner/agency

V. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL

All proposals submitted by prospective firms to the Northern Marianas Housing Corporation Central Office must include all items listed below. Incomplete proposals may not be considered.

1. Existing CNMI Board of Professional Licensing Certificate of Authorization to practice as Engineer or Architect for all individual personnel who will be part of the design development.
2. Resumes of individual personnel who will be performing Construction and Project Management;

3. Firm(s) current workload and availability to commit to NMHC assignments;
4. Provide list of all projects within the last three (3) years for all firm(s) personnel participated in the Construction and Project Management or roles of the personnel in the projects. Firm shall include the contact person(s) for all projects;
5. Statement in identifying project management approach;
6. At least three (3) reference letters from previous project owners in the last three (3) years;
7. DUNS Numbers;
8. Enclosed HUD forms.

NMHC reserves the right to request for additional information or documents that it may consider necessary and relevant to assist it in evaluating a proposal.

VI. **GENERAL AND ADMINISTRATIVE INFORMATION**

1. **Posting of Request for Proposals**

Interested parties can download this Request for Proposals from the CDBG-DR or NMHC website by clicking on the Procurement Tab.

2. **General Provision**

Until the selection process is completed, the content of the proposal will be held in strictest confidence and no details of any proposal will be discussed outside the Evaluation Team created by NMHC. This RFP does not constitute an offer and does not obligate the NMHC in any way. NMHC reserves the right to reject any and all proposals for any reason and waive any defect in said proposals, negotiate with any qualified offers, or cancel in part or its entirety this RFP, if it is in the best interest of NMHC.

NMHC will enter a contract with the successful firm pursuant to the terms and conditions of the NMHC Procurement Regulations. Additional terms and conditions will be attached as exhibits to the contract.

3. **Submission Details**

Sealed proposals must be marked **“NMHC RFP 2021-008.”** One original and three (3) copies of sealed proposals must be submitted to the NMHC Central Office, Garapan, Saipan, MP 96950, no later than **May 03, 2021, 10:00 a.m. local time.** Proposals received after the date and time will not be accepted. Bidders located outside of the CNMI may obtain an additional seven (7) working days for receipt of their bids by submitting a Notice of Intent to Submit Proposals. Notice of Intent to Submit a Proposal must be received by the Procurement Officer no later than 10:00 a.m., local time, **May 03, 2021**, and must be transmitted via facsimile to (670)234-9021, or via email to officemanager@nmhcgov.net. For bidders located outside the CNMI, an original and three (3) copies of sealed bids must be postmarked by the U.S. Postal Service or the official government postal service of a foreign country no later than **May 03, 2021** and must be received at NMHC no later than **May 13, 2021**. Failure to submit the required number of copies may result in the rejection of your proposals.

Bids will be publicly opened and read at the NMHC Central Office, Garapan, Saipan at 10:00 a.m., local time, **May 14, 2021**. However, if no notice of intent to submit a proposal received from bidders outside the CNMI, bids will be opened at 10:30 a.m., local time on **May 03, 2021**.

4. **Cost of Preparation**

All costs incurred by the firm in preparing a response to this RFP and subsequent inquiries shall be borne by the firm(s). All proposals and accompanying documentation will become the property of NMHC and will not be returned. NMHC reserves the right to reject any or all bids for any reason and to waive any defects in said bin, if in its sole opinion, to do so would be in the best interest of NMHC.

5. **Questions**

All inquiries questions or requests for clarification must be submitted in writing to Mr. Jacob Muna, Office Manager/Procurement Officer at officemanager@nmhcgov.net or submitted by facsimile to (670)234-9021, no later than 10:00 AM local time on April 23, 2021.

All correspondences **MUST** contain the RFP # in the letter or email subject.

VII. EVALUATION CRITERIA

Proposals received by the submission date and time noted above will be jointly processed on **Enter Time and Date**. After the evaluation process, NMHC plans to select at least three firm(s) whose proposals are most advantageous to NMHC considering the evaluation factors set forth below:

- **Qualification of Firm and/or Personnel (30 Points)**
- **Experience in Construction Management (30 Points)**
- **Project Approach/Methodology (20 Points)**
- **Organization and Capacity (10 Points)**
- **Response to RFP (10 Points)**

VIII. SUCCESSFUL FIRM(S) NOTIFICATION PROCESS

Upon the selection, the successful firm(s) will be advised to negotiate the contract with NMHC. Should the negotiations fail to result in an agreement, NMHC reserves the right to cancel the negotiations and select the next recommended firm(s), which in NMHC's opinion, is the most qualified proposer. If the contract is not agreed to with any of the proposers, the RFP will be cancelled and re-advertised.

In the event all proposals exceed available funds and/or all proposals received do not meet **all** material respects of the request for proposals (RFP), the official with expenditure authority may authorize the procurement officer to negotiate an adjustment of the proposed price including changes in RFP requirements as may be required.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

*

PROJECT:

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988.

In addition, this certification is a material representation of fact upon which reliance is placed when the Government determines to award the contract. If it is later determined that the contractor knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the Government, in addition to any other remedies available, may take action authorized under the Drug-Free Workplace Act.

- A. The contractor certifies that it will provide a drug-free workplace by:
 - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing a drug-free awareness programs to inform employees about:
 - (1) The dangers of drug abuse in the workplace; and the contractor's policy of maintaining a drug-free workplace;
 - (2) Any available drug counseling, rehabilitation and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that such employee to be engaged in the performance of the work be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the contract, the employee will:
 - (1) Abide by the terms of the statement and notify the employer of any criminal drug statue conviction for a violation occurring in the workplace no later than five days after such conviction;
 - (e) Notifying the Government within ten days after receiving notice under subparagraph

- (d) (1), with respect to any employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(1), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination; or requiring such employee to participate satisfactorily, complete a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or Local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. Insert in the space provided below, or include as a separate attachment, a list of the site(s) for the performance of work done in connection with the specific contract:

Place of Performance (Street, Road, Village, Island)
Contractor must specify all sites associated with the project ie., offices/project area(s) and surrounding sites.

Representative:

(Print Name)
(Signature)

Title: _____

Company: _____

NORTHERN MARIANAS HOUSING CORPORATION

CONTRACTOR'S ASSURANCES

(ALL contracts and subcontracts)

1. The Civil Rights and Age Discrimination Acts Assurances:

During the performance of this Agreement, the Grantee assures that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, color, national origin, sex, age, or handicap, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, Title I of the Housing and Community Development Act of 1974, as amended, and the Age Discrimination Act of 1975, and all implementing regulations.

2. The Training, Employment, and Contracting Opportunities for Business and Lower Income Persons Assurance of Compliance:

- a) The work to be performed under this Agreement is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given lower income residents of the project area and contracts for Work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.
- b) The parties to this Agreement will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- c) The Grantee will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advertising the said labor organization or worker's representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- d) The Grantee will include these Section 3 clauses in every contract and subcontract for work in connection with the project and will, at the direction of the State, take appropriate action pursuant to the contract upon a finding that the Grantee or any contractor or subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135 and, will not let any contract unless the Grantee or contractor or subcontractor has

first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

- e) Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the Agreement shall be a condition of the Federal financial assistance provided to the project, binding upon the Grantee, its successors, and assigns. Failure to fulfill these requirements shall subject the Grantee, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

3. State Nondiscrimination Clause:

- 1. During the performance of this contract, contractor and its subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40) or sex. Contractors and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination.
- 2. This contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

Bidder's/Proposer's Certification and Signature:

The undersigned bidder/proposer certifies that it gives its assurances to comply with the foregoing provisions and its representations are accurate, complete and current.

(Signature)

(Date)

(Typed or Printed Name)

(Title)

(Company Name & Mailing Address)

Telephone: _____

Fax No. _____

Other Contact Nos.: _____

SMALL, MINORITY, WOMEN-OWNED BUSINESS CONCERN REPRESENTATION

The bidder/proposer 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 business enterprise. "Women-owned business enterprise," as used in this provision, means a business that is at least fifty-one (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 business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least fifty-one (51%) percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least fifty-one (51%) 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)

- | | |
|---|---|
| <input type="checkbox"/> Black Americans | <input type="checkbox"/> Asian Pacific Americans |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans |
| <input type="checkbox"/> Native Americans | <input type="checkbox"/> Hasidic Jewish Americans |

Bidder's/Proposer's Signature

The undersigned bidder certifies that the information contained in this certification and representations is accurate, complete, and current.

(Signature and Date)

(Typed or Printed Name)

(Title)

(Company Name & Mailing Address)

Telephone: _____

Fax No.: _____

