SAN DIEGO HOUSING COMMISSION

San Diego Housing Commission

Required Submittal Documents

San Diego Housing Commission
Administrative Services Department
1122 Broadway, Suite 300
San Diego, CA 92101
www.sdhc.org

PROPOSER'S STATEMENT

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, the proposer is verifying that all information provided herein is, to the best of their knowledge, true and accurate, and that if the COMMISSION discovers that any information entered herein to be false, that shall entitle the COMMISSION to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the proposal submittal, and by entering and submitting the costs where provided on the Cost Proposal Form, the undersigned proposer is hereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the COMMISSION. Pursuant to all RFP Documents, this Form of Proposal and all required submittal items, and pursuant to all completed documents submitted, including these forms and all attachments, the undersigned proposes to supply the COMMISSION with the services described herein for the fee(s) entered within the area(s) provided within this RFP.

_____	_____	_____	_____
Signature	Date	Printed Name	Company

ATTEST:

Subscribed and sworn to before me this ____ day of _____, 20___

_____

Signature of Notary

My Commission Expires:_____

STATEMENT OF OFFERROR'S QUALIFICATIONS

All questions must be answered. All information must be clear and complete. Attach additional pages if needed.

1. Name of offeror _____

2. Names and titles of principals _____

   _____

   _____

3. Names of authorized signatories _____

   _____

4. Permanent main office address _____

   _____

   Telephone No._____E-mail Address: _____

5. When organized _____

6. Where incorporated _____

7. Check if your firm has been certified as a Section 3 Business Concern ☐, Emerging Local Business Enterprise ☐, Small Local Business Enterprise ☐, Minority Business Enterprise ☐, Disadvantaged Business Enterprise ☐, Women Business Enterprise ☐, Disabled Veteran Business Enterprise ☐, or Small Business Enterprise ☐.

   Certifying Agency: _____

   Date Certification Issued: _____

   Date Certification Expires: _____

   Certification Number: _____

8. Number of years engaged in business under your present name? _____

9. List at least three private or public firms that you have supplied/provided with similar

services to that in this solicitation. Include a contact name and telephone number.

_____

_____

_____

10. Have you ever defaulted on a contract? Yes ☐ No ☐

    If yes, what was the name of the contract? _____

    What was the reason for default? _____

11. Have you refused to sign a contract after award of the proposal? Yes ☐ No ☐

    If yes, what was the name of the contract? _____

    What was the reason for refusal? _____

12. List the number of current employees and any branch offices:

    _____

    _____

13. Attach written evidence of amount and type of credit available.

14. Upon request, will you complete a detailed Financial Statement and furnish any other information required by the COMMISSION? Yes ☐ No ☐

PROPOSAL CERTIFICATION FORM

PROPOSAL FOR*:*

To: SAN DIEGO HOUSING COMMISSION ("Commission")
1122 Broadway, Suite 300
San Diego, CA 92101

Commission Members:

1. The undersigned, having made myself familiar with the local conditions affecting the cost of the work, the services to be performed for the Commission and with the Specifications (including the Request for Proposals, Instructions to Offerors, the Submittals Requirements, this Proposal, the form of Non-Collusive Affidavit, the form of Contract, the Specifications and Addenda, if any thereto, as prepared by the Commission staff), proposes to furnish such services, as requested, at a negotiated rate not to exceed the base price of the contract as indicated in the attached cost proposal form(s) (if applicable) plus the increase in the Consumer Price Index for All Urban Consumers *(CPI-U All City Average / All Items Unadjusted 12 Month Index)* for the time period covered by this contract (if applicable).

The undersigned, as proposer, agrees that:

2. In submitting this proposal, it is understood that the Commission reserves the right to reject any and all proposals. If written notice of the acceptance of this proposal is mailed, telegraphed or delivered to proposer within sixty (60) days after the opening thereof, proposer agrees to execute and deliver a contract in the prescribed form and furnish any required performance and payment bonds within ten (10) days after the contract is presented to proposer for signature.

3. Attached hereto is an affidavit in proof that proposer has not entered into any collusion with any person in respect to this proposal or any other proposal or the submission of proposals for this contract.

4. Certification of Non-segregated facilities: By signing this proposal, proposer certifies that segregated facilities are not and will not be maintained or provided for employees of proposer at any establishments owned by proposer, and proposer does not and will not permit employees to perform their services at any location, under the control of proposer, where segregated facilities are maintained. Proposer agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting room, work areas, rest rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, housing facilities, provided for employees, which are segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise.

5. Proposer further agrees that (except where identical certifications from proposed subcontractors for specific time periods has been obtained) proposer will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding $10,000, which are not exempt from the provision of the Equal Opportunity clause; that such certifications will be retained in proposer's files; and that a notice will be forwarded to proposed subcontractors as provided in the instruction to offerors.

6. Addenda: All addenda, bulletins, letters, etc., bound with specifications or issued during the proposal period, are included in the Contract documents, and shall be considered in the amount of proposal. The receipt of such addenda, if any, is acknowledged hereinafter (fill in below):

   Acknowledgement of receipt and review of all issued addenda: ☐ YES ☐ NO

7. Designation of Subcontractors. In compliance with the Subletting and Subcontracting Fair Practices Act (Chapter 2, Section 4100 et seq, Division 5, Title 1 of the Government Code of the State of California) and any amendments thereof, each proposer sets forth below: (a) the name and location of place of business of each subcontractor who will perform work or labor or render service to the proposer in construction, improvement, repair or maintenance to be performed under this contract or a subcontractor licensed by the State of California who, under subcontract to the proposer, fabricates and installs a portion of the work, improvement, repair or maintenance in an amount in excess of one-half of one percent of the proposer's total proposal and (b) the portion of the work which will be done by each subcontractor under this act. The proposer shall list only one subcontractor for each such portion as is defined by the proposer in this proposal.

   If a proposer fails to specify a subcontractor or if a proposer specifies more than one subcontractor for the same portion of work to be performed under the contract in excess of one-half of one percent of the total proposal, proposer shall be deemed to have agreed that proposer is fully qualified to perform and shall perform that portion him/herself.

   No proposer whose proposal is accepted shall (a) substitute any subcontractor, (b) permit any subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the original proposal, or (c) sublet or subcontract any portion of the work in excess of the one-half of one percent of the proposer's total proposal as to which the original proposal did not designate a subcontractor, except as authorized by the Commission.

Subletting or subcontracting of any portion of the work in excess of one-half of one percent of the proposer's total proposal as to which no subcontractor was designated in the original proposal shall only be permitted in cases of public record of the authority awarding this contract setting forth the facts constituting the emergency or necessity.

Designation of Subcontractors form follows:

NOTE: ***The penalty for making false statements in offers is prescribed in 18 U.S.C. 10001***.

Date: _____ 20

Printed Name of Proposer (Contractor):_____

By: Title: _____

Signature

_____

Contractor's License Number (if applicable)

STATEMENT FOR PUBLIC DISCLOSURE

SERVICE PROVIDER AND CONSULTANTS
(Collectively referred to as "CONTRACTOR" herein)

1. Name of CONTRACTOR: _____

2. Address and Zip Code: _____

2. Telephone Number: _____ Fax Number: _____

3. Name of Principal Contact for CONTRACTOR: _____

4. Federal Identification Number or Social Security Number of CONTRACTOR: _____

5. If the CONTRACTOR is not an individual doing business under his own name, the CONTRACTOR has the status indicated below and is organized or operating under the laws of California as:

   ❑ A corporation (Attach Articles of Incorporation)

   ❑ A nonprofit or charitable institution or corporation. (Attach copy of Articles of Incorporation and documentary evidence verifying current, valid nonprofit or charitable status).

   ❑ A partnership known as: _____

   _____
   (Name)

   Check one:

   ❑ General Partnership (Attach statement of General Partnership)
   ❑ Limited Partnership (Attached Certificate of Limited Partnership)
   ❑ A business association or joint venture known as: _____
   ❑ _____
   (Attach your joint venture or business association agreement)

   ❑ A Federal, State or local government or instrumentality thereof.
   ❑ Other (explain) _____

   If the CONTRACTOR is not an individual or government agency or instrumentality, give date of organization:

   _____

6. Provide names, addresses, telephone numbers, title of position (if any) and nature and extent of the interest of the current officers, principal members, shareholders, and investors of the CONTRACTOR, other than a government agency or instrumentality, as set for below:

   a) If the CONTRACTOR is a corporation, the officers, directors or trustees, and each stockholder owning more than 10% of any class of stock.

   b) If the CONTRACTOR is a nonprofit or a charitable institution or corporation, the members who constitute the board of trustees or board of directors or similar governing body.

c) If the CONTRACTOR is a partnership, each partner, whether a general or limited, and either the percent of interest or a description of the character and extent of interest.

d) If the CONTRACTOR is a business association or a joint venture, each participant and either the percent of interest or a description of the character and extent of interest.

e) If the CONTRACTOR is some other entity, the officers, the members of the governing body, and each person having an interest of more than 10%.

NAME, ADDRESS, STATE, CITY AND ZIP CODE	POSITION TITLE (IF ANY) AND PERCENT OF INTEREST OR DESCRIPTION OF CHARACTER AND EXTENT OF INTEREST

7. Has the makeup as set forth in Item 6(a) through 6(e) changed within the last twelve (12) months? If yes, please explain in detail.

_____

_____

8. Is it anticipated that the makeup as set forth in Item 6(a) through 6(e) will change within the next twelve (12) months? If yes, please explain in detail.

_____

Provide name, address, telephone number, and nature and extent of interest of each person or entity (not named in response to Item 8) who has a beneficial interest in any of the shareholders or investors named in response to Item 8 which gives such person or entity more than a computed 10% interest in the CONTRACTOR (for example, more than 20% of the stock in a corporation which holds 50% of the stock of the CONTRACTOR or more than 50% of the stock in the corporation which holds 20% of the stock of the CONTRACTOR):

NAME, ADDRESS, STATE, CITY AND ZIP CODE	POSITION TITLE (IF ANY) AND EXTENT OF INTEREST

9. Names, addresses and telephone numbers (if not given above) of officers and directors or trustees of any corporation or firm listed under Item 7 or Item 12 above:

10. Is the CONTRACTOR a subsidiary of or affiliated with any other corporation or corporations, any other firm or any other business entity or entities of whatever nature. If yes, list each such corporation, firm or business entity by name and address, specify its relationship to the CONTRACTOR, and identify the officers and directors or trustees common to the CONTRACTOR and such other corporation, firm or business entity.

_____

_____

11. Has the CONTRACTOR or anyone referred to above as "principals of the CONTRACTOR" been convicted and/or indicted and convicted of any felony within the past ten (10) years?

☐ Yes ☐ No

If yes, give for each case (1) date, (2) charge, (3) place, (4) court, and (5) action taken. Attach any explanation deemed necessary.

_____

_____

12. Does any member of the governing body of the San Diego Housing Commission ("COMMISSION"), Housing Authority of the City of San Diego ("AUTHORITY") or City of San Diego ("CITY"), to which the accompanying proposal is being made or any officer or employee of the COMMISSION, the AUTHORITY, or the CITY who exercises any functions or responsibilities in connection with the carrying out of the project covered by the CONTRACTOR'S proposal, have any direct or indirect personal financial interest in the CONTRACTOR or in the proposed contractor? ☐ Yes ☐ No

If yes, explain._____

_____

13. State the name, address and telephone numbers of CONTRACTOR'S insurance agent(s) and/or companies for the following coverage: List the amount of coverage (limits) currently existing in each category: [NOTE: NO CERTIFICATES MUST BE PROVIDED UNTIL AN AGREEMENT IS EXECUTED WITH THE SAN DIEGO HOUSING COMMISSION. THE CONTRACTOR MERELY NEEDS TO INDICATE THE COVERGAES THAT WILL BE IN EFFECT AT THE TIME OF THE EXECUTION OF THE AGREEMENT.]

PROFESSIONAL LIABILITY	WORKER'S COMPENSATION/GENERAL LIABILITY

a. General Liability, including Bodily Injury and Property Damage Insurance [Attach certificate of insurance showing the amount of coverage and coverage period(s)] Certificates need not be attached until the time of the execution of the Agreement. Certificates of insurance may be supplied in lieu of filing out this section.

Check coverage(s) carried:

- ☐ Comprehensive Form
- ☐ Premises - Operations
- ☐ Explosion and Collapse Hazard
- ☐ Underground Hazard
- ☐ Products/Completed Operations Hazard
- ☐ Contractual Insurance
- ☐ Broad Form Property Damage
- ☐ Independent Contractors
- ☐ Personal Injury

b. Automobile Public Liability/Property Damage [Certificates of insurance showing the amount of coverage and coverage period(s) may be provided in lieu of filling out this section.]

Check coverage(s) carried:

- ☐ Comprehensive Form
- ☐ Owned
- ☐ Hired
- ☐ Non-Owned

c. Workers Compensation [Certificates of insurance showing the amount of coverage and coverage period(s) may be supplied in lieu of filling out this section.]

d. Excess Liability [Certificates of insurance showing the amount of coverage and coverage period(s) may be supplied in lieu of filling out this section.]

e. Other (Specify) [Certificates of insurance showing the amount of coverage and coverage period(s) may be provided in lieu of filling out this section]

17. CONTRACTOR warrants and certifies that it will not, during the term of the PROJECT, GRANT, LOAN, CONTRACT, DEVELOPMENT and/or RENDITIONS OF SERVICE discriminate against any employee, person, or applicant for employment because of race, age, sexual orientation, marital status, color, religion, sex, handicap, or national origin. The CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, age, sexual orientation, marital status, color, religion, sex, handicap, or national origin. Such action shall include, but not limited to, the following: employment, upgrading, demotion or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Commission setting forth the provisions of this nondiscrimination clause.

18. The CONTRACTOR warrants and certifies that it will not without prior written consent of the COMMISSION, engage in any business pursuits that are adverse, hostile or take incompatible positions to the interests of the COMMISSION, during the term of the PROJECT, DEVELOPMENT, LOAN, GRANT, CONTRACT and/or RENDITION OF SERVICES.

19. CONTRACTOR warrants and certifies that no member, commission, councilperson, officer, or employee of the COMMISSION, the AUTHORITY and/or the CITY; no member of the governing body of the locality in which the PROJECT is situated; no member of the government body in which the Commission was activated; and no other public official of

such locality or localities who exercises any functions or responsibilities with respect to the assignment of work, has during his or her tenure, or will for one (1) year thereafter, have any interest, direct or indirect, in this PROJECT or the proceeds thereof.

20. List all citations, orders to cease and desist, stop work orders, complaints, judgments, fines, and penalties received by or imposed upon CONTRACTOR for safety violations from any and all governmental entities including but not limited to, the City of San Diego, County of San Diego, the State of California, the United States of America and any and all divisions and departments of said governmental entities for a period of five (5) years prior to the date of this statement.

GOVERNMENT ENTITY MAKING COMPLAINT	DATE	RESOLUTION

21. Has the CONTRACTOR ever been disqualified, removed from or otherwise prevented from participating on or completing a federal, state, or local government project because of a violation of law or a safety regulation. If so, please explain the circumstances in detail. If none, please state: _____

_____

_____

22. Please list all licenses obtained by the CONTRACTOR through the State of California and/or the United States of America which are required and/or will be utilized by the CONTRACTOR and/or are convenient to the performance of the PROJECT, DEVELOPMENT, LOAN, GRANT, CONTRACT or RENDITION OF SERVICES. State the name of the governmental agency granting the license, type of license, date of grant, and the status of the license, together with a statement as to whether the license has ever been revoked:

GOVERNMENTAL AGENCY	DESCRIPTION OF LICENSE	LICENSE NUMBER	DATE ISSUED (ORIGINAL)	STATUS (CURRENT)	REVOCATION (YES/NO)

23. Describe in detail any and all other facts, factors or conditions that may adversely affect CONTRACTOR'S ability to perform or complete, in a timely manner, or at all, the PROJECT; CONTRACT; SALES of Real Property to; DEVELOPMENT; repayment of the LOAN; adherence to the conditions of the GRANT; or performance of consulting or other services under CONTRACT with the Commission.

24. Describe, in detail, any and all other facts, factors or conditions that may favorably affect CONTRACTOR'S ability to perform or complete, in a timely manner, or at all, the CONTRACT; DEVELOPMENT; repayment of the LOAN; adherence to the conditions of the GRANT, or performance of consulting or other services under CONTRACT with the Commission.

25. List all CONTRACTS with, DEVELOPMENTS for or with; LOANS with; PROJECTS with; GRANTS from; and/or SALES of Real Property to, the COMMISSION, AUTHORITY and/or the CITY within the last five (5) years:

DATE	ENTITY INVOLVED (I.E. CITY, COMMISSION, ETC.)	STATUS (CURRENT, DELINQUENT, REPAID, ETC.)	DOLLAR AMOUNT

CONSENT TO PUBLIC DISCLOSURE

BY CONTRACTOR

By providing the "Personal Information," (if any) as defined in Section 1798.3(a) of the Civil Code of the State of California (to the extent that it is applicable, if at all), requested herein and by seeking a loan from; a grant from; a contract with; the sale of real estate to; the right to develop from; and/or any and all other entitlements from the SAN DIEGO HOUSING COMMISSION ("COMMISSION"), the HOUSING AUTHORITY OF THE CITY OF SAN DIEGO ("AUTHORITY") and/or the CITY OF SAN DIEGO ("CITY"), the CONTRACTOR consents to the disclosure of any and all "Personal Information" and of any and all other information contained in this Public Disclosure Statement. CONTRACTOR specifically, knowingly and intentionally waives any and all privileges and rights that may exist under State and/or Federal law relating to the public disclosure of the information contained herein. With respect to "Personal Information," if any, contained herein, the CONTRACTOR, by executing this disclosure statement and providing the information requested, consents to its disclosure pursuant to the provisions of the Information Practices Act of 1977, Civil Code Section 1798.24(b). CONTRACTOR is aware that a disclosure of information contained herein will be made at a public meeting or meetings of the COMMISSION, the AUTHORITY and/or the CITY at such times as the meetings may be scheduled. CONTRACTOR hereby consents to the disclosure of said "Personal Information," if any, more than thirty (30) days from the date of this statement at the duly scheduled meeting(s) of the COMMISSION, the AUTHORITY and/or the CITY. CONTRACTOR acknowledges that public disclosure of the information contained herein may be made pursuant to the provisions of Civil Code Section 1798.24(d).

CONTRACTOR represents and warrants to the COMMISSION, the AUTHORITY and the CITY that by providing the information requested herein and waiving any and all privileges under the Evidence Code of the State of California, State and Federal law, (to the extent of this disclosure that the information being submitted herein), the information constitutes a "Public Record: subject to disclosure to members of the public in accordance with the provisions of California Government Section 6250 et seq."

CONTRACTOR specifically waives, by the production of the information disclosed herein, any and all rights that CONTRACTOR may have with respect to the information under the provisions of Government Code Section 6254 including its applicable subparagraphs, to the extent of the disclosure herein, as well as all rights of privacy, if any, under the State and Federal law.

Executed this _____ day of _____, 20 ___, at San Diego, California

CONTRACTOR

By: _____
Signature

_____
(Print name)

_____
Title

NON-COLLUSIVE DECLARATION

(To Be Executed By Bidder/Proposer and Submitted With Bid/Proposal)

The undersigned declares:

I am the _____ of _____, the party making the foregoing bid/proposal.

The bid/proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid/proposal is genuine and not collusive or sham. The bidder/proposer has not directly or indirectly induced or solicited any other bidder/proposer to put in a false or sham bid/proposal. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder/proposer or anyone else to put in a sham bid/proposal, or to refrain from bidding. The bidder/proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid/proposal price of the bidder/proposer or any other bidder/proposer, or to fix any overhead, profit, or cost element of the bid/proposal price, or of that of any other bidder/proposer. All statements contained in the bid/proposal are true. The bidder/proposer has not, directly or indirectly, submitted his or her bid/proposal price or any breakdown thereof, or the contents thereof, or divulged information or date relative thereto, to any corporation, partnership, company association, organization, bid/proposal depository, or to any member of agent thereof to effectuate a collusive or sham bid/proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder/proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, herby represents that her or she has full power to execute, and does execute, this declaration on behalf of the bidder/proposer.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____ [date], at _____[city],_____[state].

_____
(Individual Signature)

_____
(Partner Signature)

_____
(Officer of Corporation Signature)

STATEMENT AND CERTIFICATION REGARDING DEBARMENT & RESPONSIBILITY

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS

a) The Offeror certifies, to the best of its knowledge and belief, that—

1. The Offeror—

i. Has ☐ Does not have ☐ adequate financial resources to perform the contract or ability to obtain them;
ii. Is ☐ Is not ☐ able to comply with the required or proposed delivery or performance schedule, taking existing business commitments into consideration;
iii. Has ☐ Does not have ☐ a strong performance record;
iv. Has ☐ Does not have ☐ a strong record of integrity and business ethics;
v. Has☐ Does not have ☐ the necessary organization, experience, accounting and operational controls, and technical skills, or ability to obtain them;
vi. Has ☐ Does not have ☐ the necessary production, construction and technical equipment and facilities, or ability to obtain them; and
vii. Is ☐ Is not ☐ otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed limited denial of participation.

2. The Offeror and/or any of its Principals—

(A) Are ☐ Are not ☐ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
(B) Have ☐ Have not ☐, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: COMMISSION of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or COMMISSION of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
(C) Are ☐ Are not ☐presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, COMMISSION of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) The Offeror has ☐ has not ☐, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

2. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (*e.g.*, general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offerors responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror non-responsible.

d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business Dealings.

e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the COMMISSION, the Contracting Officer may terminate the contract resulting from this solicitation for default.

DESIGNATION OF SUBCONTRACTOR/SUBCONSULTANT

SDHC Solicitation/Contract Number: _____Description_____

Prime Contractor/Consultant: _____ Contact Name: _____

Address: _____ Phone: _____ Email: _____

Taxpayer ID Number:_____

Total Bid/Proposal Amount: _____

Total Awarded to Section 3, ELBE, SLBE, SB, DBE, MBE, WBE and DVBE: _____

Please provide information for each subcontractor/subconsultant who will perform work, labor or render service to the prime contractor bidding on the project. Indicate whether subcontractor/subconsultant is a certified Section 3 Business Concern, ELBE, SLBE, SB, DBE, MBE, WBE, or DVBE. Upon contract award, please submit proof of each listed certification. **Each intended subcontractor/subconsultant must be listed for construction and non-construction contracts. If no subcontractors/subconsultants are to provide services related to this contract, enter "None"**.

Prior to the issuance of job orders, task orders, work orders, purchase orders and/or contract renewals, the prime contractor/consultant may be required to submit an additional Designation of Subcontractor/Subconsultant form for all subcontractors/subconsultants to be utilized on the contract.

(Form must be completed in full – Use additional form is necessary)

Service/Trade Category:	Name, Address, Phone Number and Taxpayer ID Number of Subcontractor/ Subconsultant:	Professional License #, Classification & Expiration, if applicable:	Dollar Value:	% Of Total Prime Contract Award:	List Diverse Certification(s): Section 3, ELBE, SLBE, SB, DBE, MBE, WBE or DVBE
	Name: Address: Phone: Taxpayer ID #:				
	Name: Address: Phone: Taxpayer ID #:				
	Name: Address: Phone: Taxpayer ID #:				

Submitted by: _____ Date: _____
(Firm)

_____ _____
(Signature) (Printed Name and Title)

For Construction Contracts Only: In accordance with the "Subletting and Subcontracting Fair Practices Act", Sections 4100-4114 of the Public Contract Code of the State of California, and any amendments thereto, each Bidder shall list below the dollar amount, name, location and trade of each Subcontractor or Supplier who will perform work, labor, render service or provide and install material and/or equipment to the Contractor in the construction of the Work in an amount *in excess of one-half of one percent (0.5%) of the Contractor's total Bid* (Example: one-half of one percent (0.5%) of a $1,500,000 project is equal to $7,500). Only one Subcontractor for each such trade shall be listed. If the Contractor fails to specify a Subcontractor for any portion of the Work to be performed under the Contract, he shall be deemed to have agreed to perform such portion himself, and he shall not be permitted to subcontract that portion of the Work. For the convenience of the Contractor, rounding-off values to the nearest thousand dollars is permitted.

Only the following certifications from the specified agencies will be accepted:

Minority Business Enterprise (MBE)	Pacific Southwest Minority Supplier Development Council (PSWMSDC), California Public Utilities Commission (CPUC) or City of Los Angeles
Woman Business Enterprise (WBE)	California Public Utilities Commission (CPUC) or City of Los Angeles
Disadvantaged Business Enterprise (DBE)	State of California, Department of Transportation (DOT); or DBEs certified under the California Unified Certification Program (CUCP)
Small Business (SB)	State of California, Department of General Services (DGS)
Emerging/Small Local Business Enterprise (ELBE/SLBE)	City of San Diego
Disabled Veteran Business Enterprise (DVBE)	State of California, Department of General Services (DGS)
Section 3 Business Concern (Section 3)	San Diego Housing Commission (SDHC)

If you have any questions, please contact Ms. Ena Walters, Contract Compliance Analyst, at (619) 578-7572 or eoc@sdhc.org .