

HUDSON HOUSING AUTHORITY
REQUEST FOR PROPOSAL (RFP) 2019 CYCLE PAINTING SERVICES

DATE ISSUED: October 2, 2019

TYPE OF PROJECT: The Hudson Housing Authority (HHA) is seeking proposals from qualified individual(s)/firm(s) to provide Cycle Painting Services for 40 Public Housing Units.

CONTACT PERSON: Timothy Mattice, Executive Director,
tmattice@hudsonhousingauthority.com

SUBMISSION DEADLINE: Thursday October 31, 2019 (CST)

Single copies of the RFP package may be obtained, at no cost by:

1. Visiting the HHA's website at: www.hudsonhousingauthority.com
2. Requesting via email to tmattice@hudsonhousingauthority.com
3. Copies may also be picked up in person at: Hudson Housing Authority, 41 North Second Street Hudson NY 12534. 518-828-5415.

SUBMISSION ADDRESS:

Hudson Housing Authority
Administrative Office
Hudson Housing Authority
41 North Second Street Hudson, NY 12534
518-828-5415

The responsibility for submitting a response to this RFP at the Hudson Housing Authority on or before the stated time and date will be solely and strictly the responsibility of the respondent.

The Authority is not liable for any costs incurred by the offeror prior to issuance of a contract. The offeror shall wholly absorb all costs incurred in the preparation and presentation of the proposal.

Publish Date October 2, 2019

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A. Non-Conclusive Affidavit

B. Contractor Data & Signature

C. HUD form 5369-C Certifications & Representations of Offerors—Non-Construction Contract

D. HUD form 5370-C General Conditions for Non-Construction Contracts

E. HUD form 5369-B Instructions to Offerors—Non Constructions

F. HUD form 60002 Section 3 Summary

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PART I – GENERAL INFORMATION

1.1 Introduction

The HHA solicits sealed proposals from qualified firm(s)/individual(s) to provide cycle painting services that shall be performed at one location, Bliss Towers, 41 North Second Street, Hudson, NY 12534, as defined on the attached schedule and made an integral part of this Proposal.

The Hudson Housing Authority (HHA) shall allow this contract to be extended twice in 1 year increments, not to exceed 2021. The Authority under this proposal has 40 units of Public Housing units that require cycle painting. We reserve the right to select one, two or three Contractor(s) to provide Painting services, if necessary.

1.2 Method of Solicitation

HHA is soliciting competitive proposals from qualified firms with a documented record of accomplishments of providing the required services through a formal Request for Proposal (RFP) process.

1.3 Obtain Copies of this Solicitation

Single copies of the RFP package may be obtained, at no cost by:

1. Visiting the HHA's website at: www.hudsonhousingauthority.com
2. Requesting via email to tmattice@hudsonhousingauthority.com
3. Copies may also be picked up in person at:

Hudson Housing Authority Administrative Office 41 North Second Street Hudson, NY 12534

Persons wishing to be emailed, mailed or faxed copies may request via email:

tmattice@hudsonhousingauthority.com

An onsite sample inspection of all bed room sizes will be all conducted on Friday, October 18, 2019 at 1:00pm for all interested Respondents. Please call in advance to place your company on the inspection schedule.

The proposed cycle painting is classified as a HUD non-construction contract. The work requested does not qualify as Davis Beacon and prevailing wage rates do not apply. A HUD determined Wage Rated Decision will apply and is included as an attachment to this RFP.

The proposed cycle painting is classified as a HOV non-construction contract. The work requested does not qualify as Davis Beacon and prevailing wage rates do not apply. A HUD determined Wage Rated Decision will apply and is included as an attachment to this RFP. Certified payroll will be required to be submitted prior to all partial and final payments. The Respondent(s) awarded this RFP will be required to enter into a written contract with the Hudson Housing Authority subsequent to final award.

PART II – INSTRUCTIONS FOR SUBMITTING PROPOSALS

2.1 Submission of Proposals

Respondents should submit one (1) original and two (2) copies of their proposal, dated and signed by an authorized official of the company. Proposals must be submitted in a sealed envelope that shows the firm's name and address, and clearly written on the outside of the envelope must be the words "CYCLE PAINTING – (RFP 2019 – DEADLINE OCTOBER 31, 2019 @ 3:00 p.m.)"

Proposals received after deadline date and time may be determined unacceptable. Refer to HUD FORM 5369-B, Section 6 regarding late submissions and withdrawals.

All proposals must be submitted in accordance with the conditions and instructions provided herein and must remain open for acceptance from the due date. Proposals should demonstrate how the Respondent intends to provide the required services in a manner that will result in the successful and timely completion of the service(s). In addition, the proposal should demonstrate the Respondent's capacity and readiness to perform the Scope of Services immediately upon execution of a contract with HHA. Finally, the proposal should include evidence of the Respondent's previous experience and qualifications relative to the provision of such services.

2.2 Interpretation/Questions

During the period between issuance of this RFP and the proposal due date, no oral interpretation of the RFP's requirements will be given to any prospective respondent. Requests for interpretation must be made, in writing, at least 10 days before the submission due date and time to: Email: tmattice@hudsonhousingauthority.com.

2.3 Addendum and Update Procedures for the RFP

During the period of advertisement for this RFP, HHA may wish to amend, add to, or delete from, the contents of this RFP. In such situations, HHA will issue an addendum to the RFP setting forth the nature of the modification(s). HHA will email (or send via regular postal mail or fax upon written request) any addenda to Respondents of this RFP Solicitation. Interested parties may also view addenda on HHA's website www.annistonhousing.org. It shall be the responsibility of each Respondent to insure they have any/all additional addenda relative to this RFP.

2.4 Proposal Format

All proposals shall be submitted in 8 ½ x 11 inch format. Larger size pages or inserts may be used provided, they fold into 8 ½ x 11 inches. All copies of the submittal must be identical in content and organizations. The format of the respondents proposal should be structured the same as the format of the RFP. Proposals should be organized into sections and tabbed for ease of review. Provide a comprehensive Table of Contents at the front of the proposal. Organize the proposal in response to the Submission Requirements, taking care to address all issues identified in the Scope of Service. The front cover of the proposal should bear the name and number of the RFP, the date, and the Respondent's name, address, phone/fax number and email address.

2.5 Submittal Forms

Provide, as a part of the proposal, all required certifications and HUD forms, licenses and proof of insurance. All forms that require a signature or initials must bear an original initial or signature.

2.6 Acceptance of Proposals

Proposals must be signed, sealed, and received in completed form at the HHA, no later than the proposal closing date and time. Proposals submitted after the designated closing date and time will not be accepted for any reason, and will be returned unopened to the originator.

HHA reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. Respondents may be excluded from further considerations for failure to comply with the specifications of this RFP.

HHA also reserves the right to reject the proposal of Respondents, who have previously failed to perform properly or to complete on time, a contract of similar nature, which is not in a position to perform the contract. Alternatively, who habitually without just cause neglected the payment of bills or disregarded its obligations to subcontractors, providers of materials, or employees

perform or provide services to complete on time, a contract of similar nature, which is not in a position to perform the contract. Alternatively, who habitually without just cause neglected the payment of bills or disregarded its obligations to subcontractors, providers of materials, or employees.

2.7 Time for Reviewing Proposals

Proposals received prior to the closing date and time will be securely kept, unopened. Proposals received after the closing date and time may not be considered. All proposals properly received will be evaluated by HHA's Evaluation Committee appointed by the Executive Director.

The Evaluation Committee will analyze proposals within the 15 days of the date and time due and make a recommendation for Award of Contract or not to award to the HHA Executive Director.

2.8 Withdrawal of Proposals

Proposals may be withdrawn by means of a written request or faxed request dispatched by the Respondent in time for delivery in the normal course of business prior to the time fixed for receipt and must be signed by the Respondent. In addition, withdrawals must be postmarked prior to the date and time set for proposal submission deadline. Negligence on the part to the Respondent in preparing their proposal confers no right to make modifications or withdraw proposal after the due date and time.

2.9 Award of Contract

Contract shall be awarded to the Respondent submitting a proposal according to the evaluation criteria contained herein, provided the proposal is in the best interest of HHA. The Respondent to whom the award is made will be notified at the earliest practical date.

2.10 HUD Debarment and Suspension List

The Respondents and all subcontractors' names or businesses must not appear on the HUD's Debarment and Suspension list.

2.11 Certification of Legal Entity

Prior to execution of the contract agreement, the Respondent shall certify that joint ventures, partnerships, team agreements, new corporations, or other entities that either exist or will be formally structured are, or will be, legal and binding under the New York State Law and the City of Hudson, New York.

2.12 Cost Borne by Respondent

All cost related to the preparation of this RFP and any related activities are the responsibility of the Respondent. HHA assumes no liability for any costs incurred by the Respondent throughout the entire selection process.

2.13 Best Available Data: All information contained in this RFP is the best data available to HHA at the time of the RFP was prepared. The information given in the RFP is not intended as representation having binding legal effect.

This information is furnished for the convenience of Respondents and HHA assumes no liability for any errors or omissions.

2.14 Contact with HHA Staff, Board Members and Residents

Beyond the above referenced written communications, Respondents and their representatives may not make any other form of contact with HHA Staff, Board Members, or Residents. Any improper contact by or on behalf of Respondents may be grounds for disqualification.

2.15 Licenses and Insurance

The awarded individual/firm shall have and maintain all required Licenses necessary to conduct business in the City of Hudson and the State of New York. All licenses must be kept up to date for the duration of this contract. Copies of all licenses must be in the Procurement/Contract Office prior to contract execution.

Prior to contract award and for the duration of the contract, the successful proposer will be required to provide proof of insurance (as outlined) and the HHA shall be named as an additional insured.

Professional Liability (and/or Errors & Omissions) Coverage \$1,000,000 each occurrence
General Liability Coverage \$1,000,000 each occurrence Comprehensive Automobile Liability Coverage \$1,000,000 each occurrence Worker's Compensation with Statutory Limits of the State of NY.

2.16 Respondent Responsibilities

Each Respondent is presumed by HHA to have thoroughly studied this RFP and become familiar with the contents, locations, nature of requests, covered by the RFP. Any failure to understand completely any aspect of this RFP is the responsibility of the Respondent.

2.17 No Claim against HHA

completely any aspect of this RFP is the responsibility of the Respondent.

2.17 No Claim against HHA

The Respondent shall not obtain, by submitting a proposal in response to this RFP, any claim against HHA or HHA's property for reason of all or any part of any of the following: the selection process; the rejection of any or all offers; the acceptance of any offer; entering into any agreements or the failure to enter any agreements; any statement, representations, acts or omissions of HHA or any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of The foregoing; and any other matters arising out of the foregoing.

PART III - SCOPE OF SERVICES

Provide the Hudson Housing Authority, Cycle Painting for 40 Public Housing Units. Property is Bliss Towers, 41 North Second Street, Hudson, NY 12534.

A. SCOPE FOR PAINTING REQUIREMENTS

Contractor(s) agrees to furnish labor and tools to successfully provide painting services, including related prep, patching and repair work at HHA property in a timely and professional manner.

- Timely completion shall mean within three (3) business days for one and two bedroom apartment units and five (5) business days for all other bedroom sizes.
- Professional manner shall mean that unit is in "move in" condition at completion.

Surface Preparation:

1. Fill and/or repair all holes in the walls. If surfaces are not in proper condition for painting, Contractor(s) shall contact the HHA to discuss change order prior to repairing, rebuilding or refinishing with work. All cuts, opening and/or damage to the building made by the Contractor(s) and/or subcontractors in completing the project shall be properly repaired and patched to match existing in a good workmanship manner and be made at the contractor(s)'s expense.
2. Clean all surfaces and sand as needed prior to painting. Contractor shall apply primer paint on all surfaces prior to final paint.
3. Contractor(s) shall protect adjacent surfaces from paint smears, spatters and over-spray. Cover and/or remove hardware and fixtures not being painted; uncover and/or re-install upon completion.
4. Painting around switch plates, outlet covers, cable plates, and phone jacks is not acceptable. All switch plates and outlet covers are to be removed. Phone jacks and cable plates may be loosened and protected so that the wall may be painted underneath.

Application:

1. Apply materials evenly without runs, sags, crawls, or other defects. Mix paint to proper consistency, brush out smooth, leaving minimum of brush marks. Protect adjacent surfaces from paint smears, splatters and over spray.
2. Apply material on walls by brush, roller or spray machine: 2 coats, HHA color (Egg shell mid-grade). Painting and finishing products for use in the work shall be the standard best or top brands produced for each particular kind of material required herein. (If spray painting is proposed, contractor shall be required to back roll all painted surfaces as finished coat).

3. Ceilings are typically textured and material may be applied by brushes, rollers or spraying. Ceiling color to be interior latex flat white.

3. Ceilings are typically textured and material may be applied by brushes, rollers or spraying. Ceiling color to be interior latex flat white.
4. Spread evenly and smoothly to avoid runs, sags, brush marks, air bubbles, and excessive roller stipple. No runs or drips will be accepted.
5. Paint all wall surfaces in all rooms including interior of closets, bathrooms and kitchens.

Clean up:

1. On daily basis, keep premises free of accumulated debris and construction materials. At job completion, remove all surplus materials, scaffolds, tape, and debris.
2. Contractor(s) shall be responsible for removing spilled, splashed, and splattered paint and/or overspray from finished items and surfaces-including but not limited to trim work, handrails and light fixtures-without marring, damaging, or disfiguring surfaces.
3. Reinstall hardware, fixtures, light switch and outlet covers, and misc. items removed for painting (regardless of who removed the items). Also, install new plates and covers if provided by the HHA.

Millwork:

Millwork includes window, doors, trim, closets, and shelves. Any millwork that is determined to be in poor condition must be sanded and caulked before painting to prevent splintering or water infiltration.

Contractor(s) shall be responsible for moving furniture away from wall (which the occupant(s) have cleared of personal items which may be damaged by the move) and replacing same at the end of the day. Contractor(s) shall remove and replace mirrors, paintings, etc. from the walls of the unit(s)

End Results:

The workmanship shall be of the best quality, strictly in accordance of the trade. The end product shall be of the kind and quality that will insure the following:

- a. Rigidity, strength, and stability for intended use.
- b. Prevention of damage from water, moisture, decay, or infestation.
- c. Relative ease of maintenance
- d. Resistance to abuse and misuse.

Equipment for painting: Contractor(s) recognizes that various materials and equipment may be required to fulfill SCOPE requirements and acknowledges that he/she owns or has access to materials and/or equipment necessary to fulfill SCOPE requirements.

PART IV – SUBMISSION REQUIREMENTS

Listed below are the sections that must be included in Respondent's proposal. Each section must be included in the proposal in the following order:

PART IV – SUBMISSION REQUIREMENTS

Listed below are the sections that must be included in Respondent's proposal. Each section must be clearly labeled using the bold-faced titles listed below.

4.1 Staffing and Qualifications

- a. Provide information regarding experience and qualifications that demonstrates the Respondent's capacity to perform the required services. Include all key personnel, specialists, and consultants who will be assigned work under a contract potentially resulting from this RFP.
- b. Provide resumes of all outside specialists, and consultants who will assist in performing the work required by a contract potentially resulting from this RFP. Identify their specific role in the provision of services required. Resumes should include the particular relevant experience of the individual as it relates to their proposed role in the project, in addition to the education, career, and achievement data typically included in a resume. Include evidence of required license and certifications, as applicable, held by the Respondent, its principals, and/or key staff.
- c. Identify all individuals who will be devoted to the project on a full time basis or part time basis (up to 50% of time allocated to project). Including those who will be full time only for specific components of the project, as well as those filling a continuing position throughout the project.

4.2 Relevant Experience and Past Performance

- a. Identify similar or related work performed for public housing authorities or other agencies that have been completed to date, or is currently active. Include projects completed or currently underway by the responding entity and/or each major participant in the proposal.
- b. For each project identified provide:
 - i. Project name and address
 - ii. Contact person, title, telephone number, email, fax and address
 - iii. Detailed description of scope of work
 - iv. The client for whom the Respondent's services were performed
 - v. The size of the project
 - vi. The services performed by the Respondent on the project.
 - vii. The duration of the project including start and completion dates, or projected completion date if still active.
 - viii. A reference contact for the project with name, address, email and telephone number.
- c. Identify experience in performing work for public housing authorities or other agencies by the Respondent and/or its participants.

4.3 References

Provide a list of clients, previous and current. This list must include the name and title of the contact person, with an address, email, telephone number and fax number.

4.4 Proposal Cost

Respondents shall provide a firm total cost along with a detailed itemized breakdown of total cost. Please show all expected expenditures to include all anticipated travel. Total cost must be all inclusive.

PART V – PROCUREMENT PROCESS

5.1 Proposal Evaluation/Contract Award Proposals received in response to this solicitation will be evaluated using the following evaluation process.

- a. The evaluation process will be used to determine the firms that will comprise the short list, from which final selection for contract award will ultimately be made.
 - i. The results of the evaluation of both technical and cost proposals will be used to determine those proposals to be considered.
 - ii. Cost proposals will be considered acceptable if the proposed cost is clearly not excessive compared to the proposed costs of other Respondents with acceptable technical proposals.
 - iii. Respondents with acceptable technical and cost proposals may be requested to supply additional information to assist in completing the due diligence review.
- b. Scoring will be based upon how well the proposal meets the criteria established in this RFP.
- c. HHA reserves the right to make no award, or decline to enter negotiations should it believe that no Respondent to this RFP would be capable of delivering the necessary level of service within an acceptable price range and/or the time period.
- d. The Evaluation Committee will evaluate the merits of proposals received in accordance with the evaluation factors stated in the RFP and formulate a recommendation. However, while a numerical rating system may be used to assist the Evaluation Committee in selecting the competitive range (if necessary) and making an award recommendation decision, the award decision is ultimately a business decision that will reflect an integrated assessment of the relative merits of the proposal using the factors and their relative weights disclosed in the RFP.

5.2 Evaluation Criteria

- a. Organizational Capacity: 30 Points
- b. Price: 30 Points
- b. Relevant Experience and Past Performance: 20 Points
- c. Respondent’s Approach and Response to Scope of Service: 20 Points

5.3 SECTION 3

The purpose of Section 3 of the U. S. Department of Housing and Urban Development (HUD) Act of 1968 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance, shall, to the greatest extent feasible and consistent with existing federal, state, and local laws, be directed toward low and very low income persons.

Low income is defined as a single person or family whose income does not exceed 80 % of the median income for the area. A very low income person is defined as a family or single persons whose income does not exceed 50% of the median income for the area.

Section 3 is applicable when funds from the U. S. Department of Housing and Urban Development are used on a project and when additional persons (new hires) are employed. A new hire is any person hired after signing the contract or who is not a current employee.

PART VI – UNIT SPECIFICATIONS:

Bedroom Size	Square Feet	# of Rooms	Room Description	Number of Units To Be painted	Unit Completion Time frame
Efficiency	400 sq ft	3 - rooms	1 Kitchen 1 Bathroom 1 Living room	10 - units	3- days
1 Bedroom	550 sq ft	4 - rooms	1 Kitchen 1 Bathroom 1 living room	13 - units	3-days
2 Bedroom	700 sq ft	5 - rooms	1 Kitchen 1 Bathroom 1 living room	7 - units	3-days
3 Bedroom	1,000 sq ft	6 - rooms	1 Kitchen 1 Bathroom 1 Living room	7 - units	5-days
4 Bedroom	1 100 sq ft	10 - rooms	1 Kitchen		

4 Bedroom	1,100 sq ft	10 - rooms	1 Kitchen 2 Bathroom 1 Living room 1 Dining room 1 open room	2 - units	5-7 days
5 Bedroom	1,300 sq ft	12- rooms	1 Kitchen 2 Bathroom 1 Living room 1 dining room 2- open rooms	1 - unit	5-7 days

**The Hudson Housing Authority 41 North Second Street Hudson, NY
12534**

REQUEST FOR PROPOSAL (RFP) 2019 CYCLE PAINTING SERVICES

COST PROPOSAL FORM

I, _____ (Print Name), will perform cycle painting services as outlined in the scope of services contained in this RFP. I will perform the required services for the amount of the cost as outlines below:

Cost for _____ 1 bedroom

Cost for _____ 2 bedroom

Cost for _____ 3 bedroom

Cost for _____ 4 bedroom

Cost for _____ 5 bedroom

_____ Date _____ Signature

ATTACHMENT A
NON COLLUSIVE AFFIDAVIT

Non-Collusive Affidavit State of _____ County of _____

Being first duly sworn, deposes and says: _____

That he/she is (Individual, partner, or officer of the firm of, etc.) _____

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding, and has not, in any manner, directly or indirectly, sought by agreement or collusion, or communication of

confusive or sham, that said bidder has not confided, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding, and has not, in any manner, directly or indirectly, sought by agreement or collusion, or communication of conference, with any person, to fix the bid prices of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that or any other bidder, or to secure any advantage against the Hudson Housing Authority or any person interested in the proposed contract; and that all statements in said proposal or bid are true. That I have examined and carefully prepared this proposal from the specifications, and have checked the same in detail before submitting this proposal; that the undersigned is duly authorized to make this affidavit.

That following this affidavit is a full and complete list of all subcontractors and the class of work to be performed by each, which the bidder proposes to use.

Company Name: _____

By: _____

Title: _____

Subscribed and sworn to before me this _____, day of _____, 2019.

Signature _____

My Commission Expires _____

ATTACHMENT B CONTRACTOR DATA AND SIGNATURE

Contractor Name: _____

Contractor Address: _____

Contractor Telephone: _____ Contractor Fax: _____

Business Designation (check one):

Corporation Partnership Limited Partnership Limited Liability Company

Limited Liability Partnership Sole Proprietorship Other

Federal Tax ID#: _____ or

SSN#: _____

Federal tax ID numbers or Social Security numbers are required pursuant to ORS 305.385 and will be used for the administration of state, federal and local laws. Payment information will be reported to the Internal Revenue Service under the name and Federal tax ID number, if none, the Social Security number provided above.

Certification: The individual signing on behalf of the Contractor hereby certifies and swears under penalty of perjury: (a) the number shown on this form is Contractor's correct taxpayer identification; (b) Contractor is not subject to backup withholding because (i) Contractor is exempt from backup withholding, (ii) Contractor has not been notified by the IRS that Contractor is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Contractor that Contractor is no longer subject to backup withholding; (c) s/he is authorized to act on behalf of Contractor, s/he has authority and knowledge regarding Contractor's payment of taxes, and to the best of her/his knowledge, Contractor is not in violation of any NY tax laws; (d) Contractor is an independent contractor as defined in ORS 670.600; and (e) the above Contractor data is true and accurate.

I have read this Contract including the attachments and exhibits which are part of this contract. I understand the Contract and agree to be bound by its terms.

Signature: _____ Title: _____

Name (please print) _____ Date: _____

Hudson Housing Authority

Signature: _____ Title: _____

Name (please print) _____ Date: _____