

**THE WAYNE COUNTY LAND BANK CORPORATION**  
**REQUEST FOR QUALIFICATIONS**  
**FOR**  
**Project Management for the Neighborhood Stabilization Program**

**CONTROL NO. 100-08-003**

**Issue Date:** Monday, February 02, 2009  
**REVISED Monday, February 16, 2009**

**Pre-Response Conference:** Thursday, February 12, 2009 at 9:30 a.m. local time  
Wayne County Building  
600 Randolph Street, Room 300  
Detroit, Michigan 48226

**Pre-Response Question Deadline:** **Wednesday, February 18, 2009 at 4:00 p.m. local time**

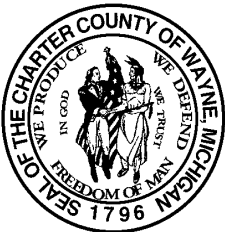
**Response Deadline:** **Friday, February 27, 2009 at 4:00 p.m. local time**  
Charter County of Wayne  
Purchasing Division  
600 Randolph, Room 146  
Detroit, Michigan 48226

**Contact:** **Jill Ferrari**  
**Phone:** (313) 224-0572  
**Fax:** (313) 224-0818  
**Email:** jferrari@co.wayne.mi.us

Description: The Wayne Land Bank Corporation (Land Bank) is requesting responses to this Request for Qualifications (RFQ) for the purpose of creating a list of qualified vendors for the purpose of Project Management for the Neighborhood Stabilization Program.

Written questions regarding the substance of the RFQ or scope of services must be submitted via e-mail to the Wayne County Land Bank contact listed above no later than the Pre-Response Question Deadline indicated above.

Sealed Responses are due prior to the Response Deadline indicated above and must be delivered to the Wayne County Land Bank Corporation, located at 600 Randolph, Suite 349, Detroit, Michigan 48226. Late responses will not be accepted – NO EXCEPTIONS.



**Robert A. Ficano**  
**County Executive**

**RESPONDING COMPANY NAME** \_\_\_\_\_

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## SECTION 1 - INSTRUCTIONS

- 1) **COMMUNICATIONS:** In an effort to create a more competitive and unbiased procurement process, the Land Bank desires to establish a single point of contact throughout the procurement process. From the issue date of this Response, until a Successful Respondent(s) is selected, all requests for clarification or additional information regarding this Response, or contacts with the Land Bank personnel concerning this Response or the evaluation process must be solely to the contact person listed on the cover page of this RFQ.

A violation of this provision is cause for the Land Bank to reject the Respondant's Response. If it is later discovered that a violation has occurred, the Land Bank may reject any Response or terminate any contract awarded pursuant to this RFQ. No contact regarding this document with other County employees is permitted.

- 2) **PRE-RESPONSE INFORMATION AND QUESTIONS:** Each response that is timely received will be evaluated on its merit and completeness of all requested information. In preparing responses, Respondents are advised to rely only upon the contents of this RFQ and accompanying documents and any written clarifications or addenda issued by the Land Bank. If a Respondent finds a discrepancy, error, or omission in the RFQ package, or requires any written addendum thereto, the Respondent is requested to notify the Land Bank contact noted on the cover of this RFQ, so that written clarification may be sent to all prospective Respondents. **THE LAND BANK IS NOT RESPONSIBLE FOR ANY ORAL INSTRUCTIONS.** All questions must be submitted in writing to the Land Bank contact only before the Pre-Response Question Deadline indicated on the front of this document. No contact regarding this document with other County employees is permitted. All answers will be issued in the form of a written addendum.
- 3) **PRE-RESPONSE MEETING:** The date, time and location of the meeting is indicated on the cover page of this RFQ. **All Respondents are strongly encouraged to attend this conference.**
- 4) **RESPONSE MODIFICATIONS:** Clarifications, modifications, or amendments may be made to the Response at the discretion of the Land Bank.
- 5) **RESPONSE SUBMISSION:** To be considered, the Response must be prepared in the manner and detail specified in this RFQ.
- a. **One original, plus four (4) copies for a total five (5)** of the entire Response must be submitted to the Wayne County Land Bank Corporation. The original must be marked as an original. Each copy must be identical to the original.
  - b. Responses must be submitted to the Wayne County Land Bank, 600 Randolph, Suite 349, Detroit, Michigan 48226, before the date and time indicated as the deadline. It is each Respondent's responsibility to insure that the Land Bank receives its Response prior to the deadline. This responsibility rests entirely with the Respondent, regardless of delays resulting from postal handling or for any other reasons. Responses will be accepted at any time during the normal course of business only, said hours being 8:00 a.m. to 4:00 p.m. local time, Monday through Friday, except for legal holidays.
  - c. Responses received after the above deadline will not be accepted and will be returned to the Respondent unopened. The Land Bank's timestamp shall be the official time.
  - d. The opening of a Response does not constitute the Land Bank's acceptance of the Respondent as a responsive and responsible Respondent.
  - e. Responses must be enclosed in a sealed envelope, box, or package, and clearly marked on the outside with the following: Project name, Control Number, Deadline date and time, and Respondent's name, address, phone, fax, and contact name. If the Respondent believes that any information submitted is confidential, such information shall be separately sealed and labeled as confidential. Responses are subject to public disclosure after the deadline for opening in accordance with state law.
  - f. Submission of a Response establishes a conclusive presumption that the Respondent is thoroughly familiar with the RFQ and specifications and terms of the Form of Contract, and the Land Bank's Procurement Ordinance and that the Respondent understands and agrees to abide by each and all of the stipulations and requirements contained therein.

- g. All notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and the person(s) signing the Response must initial corrections in ink.
  - h. Responses sent by telegraph, facsimile, or other electronic means will not be considered.
  - i. All costs incurred in the preparation and presentations of the Response are the Respondent's sole responsibility; no Response costs will be reimbursed to any Respondent. All documentation submitted with the Response will become the property of the County.
- 6) **RESPONSE SIGNATURES:** An authorized official must sign the Responses. Each signature represents binding commitment upon the Respondent to provide the goods and/or services offered to the Land Bank if the Respondent is determined to be the most responsive and responsible Respondent.
- 7) **RESPONSE MODIFICATIONS:** Clarifications, modifications, or amendments to any Response that has been submitted, but prior to the Response Deadline Date, may be made only within the discretion and written approval of the Purchasing Director.
- 8) **WITHDRAWAL:** Responses may only be withdrawn by written notice prior to the Deadline date set for the opening of Response. No Response may be withdrawn after the deadline for submission.
- 9) **REJECTION:** The Land Bank reserves the right to reject any or all Responses, or to accept or reject any Response in part, and to waive any minor informality or irregularity in Responses received, if it is determined by the Executive Director or designee that the best interest of the Land Bank will be served by doing so. The Land Bank may reject any Response from any person, firm or corporation in arrears or in default to the Land Bank on any contract, debt, or other obligation, or if the Respondent is debarred by the Land Bank from consideration for a contract award, or if Respondent has committed a violation of the ethics or anti-kickback provisions of the Land Bank's Procurement Ordinance which resulted in a termination of a contract or other material sanction within the two (2) years immediately preceding the date of issuance of this document.
- 10) **PROCUREMENT POLICY:** Procurement for the Land Bank will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the Land Bank.
- 11) **COMPLIANCE WITH LAWS:** The Respondent must comply with all federal, state, and local laws and policies including, but not limited to:
- i. The provisions of the Land Bank Procurement Ordinance governing "Ethics in Public Contracting", as applicable to contractors, being Article 12 of Chapter 120, and Contractor agrees to provide all required disclosures;
  - ii. The Michigan Civil Rights Act;
  - iii. The Persons With Disabilities Act;
  - iv. The Age Discrimination Act;
  - v. Section 504 of the Rehabilitation Act;
  - vi. The Living Wage Ordinance;
  - vii. The Slavery Era Disclosure Ordinance;
  - viii. The Fair Employment Practices of the Equal Contracting Opportunities Ordinances.
- 12) **NON-DISCRIMINATION:** Land Bank will not contract with any person or firm that discriminates against employees or applicants for employment because of any factor not related to job performance. The Respondent must comply with all federal, state and local laws and policies that prohibit discrimination in employment contracts.
- 13) **DISQUALIFICATION OF RESPONDENTS:** Any one or more of the following causes may be considered sufficient for the disqualification of a Respondent and the rejection of the Response:
- a. Evidence of collusion among Respondents.
  - b. Lack of competency as revealed by either financial, experience, or equipment statements.
  - c. Lack of responsibility as shown by past work.
  - d. Uncompleted work under other contracts which, in the judgment of the Land Bank, might hinder or prevent the prompt completion of additional work if awarded.

- 14) **DISCUSSIONS:** Discussions may be conducted with responsible Respondents, in order to clarify and assure full understanding of, and conformance to, the solicitation requirements. Discussions may be conducted with Respondents who submit Responses determined to be reasonably susceptible of being elected for award, but Responses may be accepted without such discussions.

Respondents shall be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of Responses. Such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. If during discussions there is a need for any substantial clarification of or change in the RFQ, the RFQ shall be amended to incorporate such clarification or change. The Respondent shall reduce any substantial oral clarification of a Response to writing.

- 15) **SUBCONTRACTORS:** In an effort to promote supplier diversity, Wayne Land Bank Corporation encourages Respondents to identify and include qualified minority and women-owned businesses as subcontractors when proposing to provide products and services to the Land Bank. Respondents must reasonably demonstrate that they have taken all the necessary steps to include participation from diverse suppliers.

- 16) **RESPONDENT RESPONSIBILITIES:** The Respondent must be capable, either as a firm or a team, of providing all services as described under SECTION 2 – SCOPE OF WORK and to maintain those capabilities until notification of the fact that their Response was unsuccessful. Exclusion of any service for this Response may serve as cause for rejection. The selected Respondent must remain capable of providing all services as described under SECTION 2 – SCOPE OF WORK and must maintain those capabilities until the agreement is successfully finished. The successful Respondent will be responsible for all Services in this Response whether they are provided or performed by the Successful Respondent or Subcontractor(s). Further, the Land Bank will consider the Successful Respondent to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the cost of any contract. The Successful Respondent must identify all Subcontractors and the Services they provide. The Successful Respondent is responsible for all payments and liabilities of all Subcontractor(s).

The Land Bank reserves the right to approve or reject, in writing, any proposed Subcontractor. If the Land Bank rejects any proposed Subcontractor in writing, the Successful Respondent shall be responsible to assume the proposed Subcontractor's responsibilities. The Successful Respondent may propose another Subcontractor if it does not jeopardize the effectiveness or efficiency of the contract. Nothing contained in the Response or in the contract shall create or be construed as creating any contractual relationship between any Subcontractor and the Land Bank.

- 17) **LAND BANK PARTICIPATION:** The Land Bank Contract Manager will serve as the primary liaison between the Land Bank and the Successful Respondent and will coordinate overall management and administration of the RFQ.

- 18) **DISCLOSURE OF CONTENTS:** All information provided in the Response shall be held in confidence and shall not be revealed or discussed with competitors, until after award of the contract except as provided by law or court decision. All material submitted with the Response becomes the property of the Land Bank and may be returned only at the Land Bank's option.

Respondents must make no other distribution of their Responses other than authorized by this Response. A Respondent who shares cost information contained in its Response with other Land Bank personnel or competing Respondent personnel shall be subject to disqualification.

Respondents shall not be provided any information about other Responses or prices or where the Respondent stands in relation to others at any time during the evaluation process. Any request for such information by a Respondent, its subcontractor or an affiliated party may be viewed as a compromise to the evaluation process and the requesting Respondent may be eliminated from further consideration.

Responses are subject to public disclosure after the deadline for submission in accordance to state law under the Freedom of Information Act (FOIA).

## SECTION 2 - SPECIFICATIONS AND SCOPE OF WORK

- 1) **INTRODUCTION:** Through this Request for Qualifications (RFQ), the Charter County of Wayne (County) hereby invites businesses who meet the qualifications and specifications set forth herein to submit Responses or for the purpose of providing **Project Management under Wayne County's Neighborhood Stabilization Program**.
- 2) **MINIMUM QUALIFICATIONS:** Submissions will be deemed non-responsive and rejected without any further evaluation if they do not meet the following mandatory qualifications:
  - a) The Respondent, its subcontractor and/or its key personnel must have worked on at least three comparable projects.
  - b) The Respondent, and or its subcontractor must be a licensed residential builder.
  - c) The Respondent, its subcontractor and/or its key personnel must be a licensed real estate broker.
  - d) The Respondent and its key personnel should demonstrate that they have experience in working with funding from the Housing and Urban Development Department of the United States, and is acquainted with all federal regulations and rules associated with such Department.
- 3) **PREFERRED QUALIFICATIONS:** The Respondent may be evaluated higher if they meet the following qualifications:
  - a) The Respondent, its subcontractor and/or its key personnel should demonstrate knowledge of other federal, state, and local financial incentives and funding programs that may be leveraged to maximize NSP projects.
- 4) **SCOPE OF SERVICES:** Wayne County was named as a recipient of \$25.9 million in Neighborhood Stabilization Program (NSP) funds as part of the Housing and Economic Redevelopment Act (HERA) to address abandoned and foreclosed properties. The Land Bank seeks to be a sub-recipient of funds under the NSP. A list of Qualified Project Managers will be identified through this RFQ Process to assist the Land Bank. Project Managers will then be contracted through project specific Request for Proposals by the Land Bank, or will have the ability to contract directly with other sub-recipients of the County, to perform activities related to this program.

A portion of the NSP funds allocated to the Land Bank will be used for the scope of services described in this section which includes, but is not limited to: management of the acquisition, rehabilitation, and disposition of properties that are identified under NSP; reporting; coordinating with local units of government; and project planning. The Project Manager will also be responsible for obtaining bids from qualified subcontractors. Additional details are as follows:

a) Project Planning

Project Manager will assist in the following planning activities for the Neighborhood Stabilization Program:

- i) Identify priority areas impacted by foreclosures and abandonment;
- ii) Assist in the evaluation of project proposals received; and
- iii) Coordinate Land Bank activities with other proposals received for NSP funding.

b) Acquisition

Project Managers will manage the acquisition of properties chosen by Land Bank, involving:

- i) Negotiating the home purchase with sellers; and

- ii) Managing all closings.

- c) Rehabilitation

Project Managers will manage the rehabilitation of properties purchased by Land Bank, involving:

- i) Securing homes upon closing to prevent further blight;
- ii) Determining the scope of the rehabilitation for each property;
- iii) Develop a project schedule;
- iv) Identify qualified contractors;
- v) Award and administer sub-contracts to qualified bidders;
- vi) Manage the project budget;
- vii) Provide continuous reporting in accordance with HUD guidelines;

- d) Sale/Rental of Rehabilitated Properties

- i) Provide a marketing plan to identify qualified residents;
- ii) Conduct a screening process to evaluate residents;
- iii) Manage closings, or occupancy of qualified residents;

- e) Demolition

For structures identified for demolition, Project Managers will coordinate the demolition process, including:

- i) Obtaining bids for demolition;
- ii) Identifying qualified contractors; and
- iii) Overseeing demolition.

- f) Responsibilities: The qualified proponents shall be responsible for understanding, and complying with all of the applicable NSP Regulations and Rules promulgated by HUD. Such responsibility shall remain the sole responsibility of the Respondent.

**5) CONTRACT TERM:** The list of Qualified Project Managers will be valid for three (3) years, with a two-year renewal option at the sole discretion of the Land Bank.

All work described in the Scope of Services will be contracted through subsequent Request for Proposals that will be generated on a project by project basis.

## SECTION 3 - EVALUATION CRITERIA AND SUBMITTAL REQUIREMENTS

1) **EVALUATION:** All Responses received will be evaluated by an Evaluation Committee comprising of Land Bank/County representatives. The following factors, listed in relative order of importance, will be considered in making the selection:

- Experience and Qualifications

Each Response submitted in response to this RFP shall focus on the above criteria. The Evaluation Committee also may consider past performance of the Respondent on other contracts with the County or other entities. Responses will be evaluated equally and fairly; no preference will be given to any Respondent based solely on previous experience with the County or to an incumbent thereof. The Land Bank reserves the right to make additional inquiries and may request the submission of additional information.

### 2) GENERAL SUBMITTAL REQUIREMENTS:

- a) **NUMBER OF COPIES:** One original, plus four (4) copies for a total of five (5) of the entire Response must be submitted to the Wayne County Land Bank Corporation. The original must be marked as an original. Each copy must be identical to the original.
- b) **RESPONSE FORMAT:** Each Response should be prepared simply and economically. Responses shall be in the same order as the requirements listed below and in the following section. **Each response to this RFQ shall be packaged in one three ring binder.**
- c) **RESPONSE CONTENT:** The Respondent must include the following items, or the Response may be deemed non-responsive and rejected without any further evaluation.
  - i) An Executive Summary of your Response (maximum 3 pages).
  - ii) All general forms contained in this RFP, fully completed:
    - 1) Response Form,
    - 2) Business Information Questionnaire Form,
    - 3) Living Wage Ordinance,
    - 4) Slavery Era Disclosure Form,
    - 5) Fair Employment Practices (FEP) Form,
    - 6) Subcontractor Form,
    - 7) Ethics in Contracting Vendor Form,
  - iii) Evidence showing that the Respondent meets each of the Minimum Qualifications listed in the Scope of Work of this RFP.
  - iv) A complete response to each of the items in the next section, which are specific to the evaluation criteria.

3) **SUBMITTAL REQUIREMENTS SPECIFIC TO EVALUATION CRITERIA:** Submit a complete response to each of the following items. List them in the order below, following your submission to the above:

- a) Experience and Qualifications:
  - (1) Describe how you meet or exceed the minimum qualifications in the Scope of Work in this document.
  - (2) Describe how you meet or exceed the preferred qualifications in the Scope of Work in this document.
  - (3) Describe the experience (including years of experience) in providing similar services

- (4) Provide at least three (3) references for similar projects, including name of establishment, address, dates of service, contact name and telephone number. Clearly indicate for the projects which, if any, of the proposed key personnel worked on each.
- (5) Describe the experience and qualifications of key personnel. Include detailed resumes.
- 4) **EXCEPTIONS:** Respondent shall clearly identify any proposed deviations from the language contained herein. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the Respondent's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the Respondent's Response, the Land Bank will assume complete conformance with this specification and the successful Respondent will be required to perform accordingly. Responses not meeting all requirements may be rejected. Responses taking exception to any language in the Form of Contract may be rejected as nonresponsive.
- 5) **SHORTLISTING:** The Land Bank may shortlist the Respondents based upon responses to the above items. If necessary, the Land Bank will conduct interviews/demonstrations. The Land Bank will notify each Respondent on the shortlist, if such presentation is required. These presentations will provide an opportunity for the Respondents to respond to questions posed by the evaluation committee and to clarify their Responses through exhibition and discussion. The Land Bank will not reimburse oral presentation costs of any Respondent.

## **SECTION 4 - REQUIRED FORMS**

- (1) Response Form;
- (2) Business Information Questionnaire Form;
- (3) Living Wage Ordinance;
- (4) Slavery Era Disclosure Form;
- (5) Fair Employment Practices (FEP) Form or a current FEP certificate;
- (6) Subcontractor Form, and
- (7) Ethics in Contracting Vendor Form.

## RESPONSE FORM

**Failure to complete this form shall result in your Response being deemed non-responsive and rejected without further evaluation.**

**TO: WAYNE COUNTY:**

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Qualifications.

### **ADDENDA:**

The undersigned has read, understands and is fully cognizant of the Information to Respondents, Offer and Form of Contract, all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

### **OBLIGATION:**

The undersigned, by submission of this Offer, hereby agrees to be obligated, if selected as the Contractor, to provide the stated goods and/or services to the Land Bank, for the term as stated herein, and to enter into a Contract with the Land Bank, in accordance with the Conditions, Scope and Terms, as well as the Form of Contract, together with any written addendum as specified above.

### **COMPLIANCE:**

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Response Form, the Respondent represents that: 1) the Respondent is in compliance with any applicable ethics or anti-kickback provisions of the Land Bank's Procurement Ordinance, and 2) if awarded a contract to operate the Concession or provide the Services required in the RFP, the Respondent will comply with the ethics and anti-kickback provisions of the Procurement Ordinance.

### **NONCOLLUSION:**

The undersigned, by submission of this Response Form, hereby declares that this Response is made without collusion with any other business making any other Response, or which otherwise would make a Response.

### **PERFORMANCE GUARANTEE:**

The undersigned further agrees that if awarded the Agreement, it will submit to the Land Bank any required performance guarantee (i.e. irrevocable letter of credit or cash deposit).

### **SUBMITTAL REQUIREMENTS:**

The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

**No Response shall be accepted which has not been manually signed in ink in the appropriate space below:**

**I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:**

For clarification of this offer, contact:

\_\_\_\_\_  
Company Name

Name: \_\_\_\_\_

\_\_\_\_\_  
Address

Phone: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

Fax: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Authorized to Sign

Email: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Federal Tax ID

Acknowledged before me by \_\_\_\_\_ (name) as \_\_\_\_\_ (title)  
of \_\_\_\_\_ (company) this \_\_\_\_ (day) of \_\_\_\_\_, 200\_\_.

Notary Signature: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Affix Seal

# BUSINESS INFORMATION QUESTIONNAIRE

Failure to complete this form may result in your Response being deemed non-responsive and rejected without further evaluation.

NAME OF COMPANY \_\_\_\_\_

PRINCIPAL OFFICE ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

## FORM OF OWNERSHIP (Check One)

Corporation  LLC  Joint Venture

State of Incorporation/Registration \_\_\_\_\_ Date \_\_\_\_\_ of

Incorporation/Registration \_\_\_\_\_

Partnership  If Partnership, select one of the following: Limited  or General

Individual

## LIST OF PARTNERS, PRINCIPALS, CORPORATE OFFICERS OR OWNERS

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## LIST OF CORPORATE DIRECTORS

Principal Business Affiliation

Name	Other Than Respondent Directorship
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## ADDITIONAL INFORMATION REQUIRED BY THE COUNTY

LIST OF PRINCIPAL STOCKHOLDERS (i.e., those holding 5% or more of the outstanding stock)

Name \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FINANCIAL DISCLOSURE/CONFLICTS OF INTEREST: Identify any contract(s), including any contract involving an employment or consulting relationship, which the firm, or its partners, principals, corporate officers or owners currently has with Wayne County, or with any of its Commissioners or officers.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LATEST CREDIT RATING (Specify if other than Dun and Bradstreet)

\_\_\_\_\_

I hereby certify that the foregoing business information is true, correct and complete to the best of (my/our) knowledge and belief:

\_\_\_\_\_  
(Name of Company)

By \_\_\_\_\_  
(Signature) Date

\_\_\_\_\_  
(Title)

By \_\_\_\_\_  
(Signature) Date

\_\_\_\_\_  
(Title)

## **ADDITIONAL REQUIRED FORMS**

**Failure to complete these forms may result in your Response being deemed non-responsive and rejected without further evaluation.**

**See Attachment A for the packet that includes the following Additional Required Forms:**

- Living Wage Ordinance
- Slavery Era Disclosure Form
- Fair Employment Practices (FEP) Form or a current FEP certificate
- Subcontractor Form
- Ethics in Contracting Vendor Form