



# P A L M D A L E

## NOTICE OF REQUEST FOR QUALIFICATIONS

RFQ NO. 13-004-6600

THE DEPARTMENT OF NEIGHBORHOOD SERVICES OF THE CITY OF PALMDALE IS SEEKING LICENSED GENERAL CONTRACTORS AND LICENSED SPECIALTY TRADE CONTRACTORS TO PROVIDE AFFORDABLE HOUSING REHABILITATION SERVICES

**Issue Date:** May 27, 2014  
**Due Date:** June 30, 2014

**Location:** Neighborhood Services, Housing Desk  
38250 N. Sierra Highway, Palmdale, California 93550

**NOTICE IS HEREBY GIVEN** that the City of Palmdale, California, will receive Statements of Qualifications from qualified Licensed Contractors including licensed specialty trades persons to provide affordable housing rehabilitation services, including large and small projects of construction and repair services, at the office of the Neighborhood Services Department, Housing Desk, 38250 N. Sierra Highway, Palmdale, California 93550 for Contractors until June 30, 2014.

A Statement of Qualification form, known as the Contractor Application, may be obtained from the Neighborhood Services Reception desk at the address above or on line at:  
<http://www.cityofpalmdale.org/business/housing/ContractorsApplication.pdf>

Submittals shall be sealed, marked "RFQ No. 13-004-6600, "Affordable Housing Rehabilitation Services", and mailed or delivered (no faxes or emails) so as to be in the possession of the Neighborhood Services Department, Housing Desk, City of Palmdale, and stamped by City staff on or before the Due Date indicated above. Late submittals or unsigned and/or incomplete submittals will not be considered.

All questions and inquiries related to this RFQ must be directed in writing to TL Wheeler, Housing, at fax (661) 267-5155 or email: [twheeler@cityofpalmdale.org](mailto:twheeler@cityofpalmdale.org)

**CONTACT:**  
TL Wheeler, Housing Coordinator  
PH:(661)267-5195 FAX (661)267-5155  
Email: [twheeler@cityofpalmdale.org](mailto:twheeler@cityofpalmdale.org)

## INFORMATION & INSTRUCTIONS TO APPLICANT

### (A) Summary and General Information

The Neighborhood Services Department of the City of Palmdale is requesting Statements of Qualifications from qualified licensed general contractors and licensed specialty trades persons to provide rehabilitation work, including construction, repair and rehabilitation on affordable housing units annually through City and Housing Authority approved Affordable Housing projects..

Specifically, the Housing Desk intends to maintain a list of qualified licensed general contractors and licensed specialty trades persons with experience in construction, repair and rehabilitation of residential housing including mobilehomes. Licensed general contractors and licensed specialty trades persons to whom the Department has accepted to be on the Housing Bid List will be eligible to be selected by homeowners (program participants) to perform work on their property approved and paid for by the Department. Likely projects include minor rehabilitation, for example: plumbing, roofing, landscaping, heat and air conditioner installation or repairs, up to and including demolition and reconstruction of single family and multi-family housing units as well as repairs to and rehabilitation of mobilehomes within specific areas of the incorporated boundaries of the City of Palmdale. The Department acknowledges that the activities of the programs/projects are budget and timeline sensitive and can have a fluxion in activity schedules. Some of the projects to be assigned to those contractors who have been awarded a contract pursuant to the RFQ, are emergency type work and will require the work to be done in a timely manner.

This RFQ and its attachments as found in the Contractor Application describe the programs and staff assignments, also terms and conditions under which the Department will award contracts to maintain a list of contractors and trades persons to be assigned work by the homeowner or staff. Contractors and trades persons are encouraged to submit Qualifications by completing the Contractor Application. Applicants will be able to list on the Application form the types of work or projects for which they are qualified and desire a contract to be awarded. The information required on the Application form includes the following: qualifications, prior construction and rehabilitation experience, information regarding financial stability and ability to complete projects, ability to respond in a timely manner and a description of past projects completed which are similar in nature to the Department's program projects. Applicants may supply any other information indicating their ability and qualifications. The following will be the key qualification criteria used when reviewing an application:

- *The applicant's qualifications and experience in the type of work or projects for which the applicant seeks a contract.*
- *The applicant's ability and the extent of his/her financial resources available to commit to and carry out these projects.*

- *The applicant's experience in completing projects of a similar nature.*

**Applicants will note on the Contractor Application that the type of work for which they desire to be selected and if seeking emergency work, whether they can meet the time constraints for emergency work.**

Upon review of the applications, the Department will determine if the contractor meets the minimum requirements to be awarded a project. Applicants may request a meeting with the responsible staff member to review their application and qualification criteria. The purpose of that meeting would be to review, discuss and evaluate, in more detail, the submitted Application. As many contractors as will be necessary to meet the needs of the Department will be added to the Housing Bid List. Specific projects will be assigned to those who have been awarded a contract with the Department, based on the needs and type of the specific project and preference of homeowners, if relevant.

### **(B) INSTRUCTIONS TO APPLICANTS**

1. Statements of Qualifications shall be submitted on the Contractor Application Form available at the Neighborhood Services Reception desk at the address listed above or online at:  
<http://www.cityofpalmdale.org/business/housing/ContractorsApplication.pdf>.
2. All Contractor Applications must be completed in ink or typewritten. Failure to submit the information requested on the Application Form may result in the Department requiring prompt submission of missing information and/or rejecting Applicant. The Housing Desk may reject incomplete Applications.
3. The City of Palmdale reserves the right to reject any or all applications and to be the sole judge of the merits of the qualifications received. Be advised that unauthorized conditions, limitations, or provisions attached to the application may render it unresponsive and may cause its rejection. The completed Application shall be submitted without interlineations, alterations, or erasures to the original application text.
4. Department/City will not reimburse any Applicant the cost of responding to a solicitation.
5. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Neighborhood Services – Housing Desk. Requests shall be made as early as possible to allow time to arrange the accommodation.
6. Applicants (licensed general contractors and specialty trades) who are requesting to be awarded a contract for projects must be able to meet the following insurance requirements:

Workers' Compensation and Employer's Liability

- Workers' Compensation—coverage as required by the State of California
- Employer's Liability --\$1,000,000.00 each accident
  - \$1,000,000.00 policy limit bodily injury
  - \$1,000,000.00 each employee bodily injury by disease

Commercial General Liability

- \$1,000,000.00 limit on a per occurrence basis
- \$2,000,000.00 per Project Aggregate limit

Commercial Automobile Liability

- \$1,000,000.00 combined single limit including owned, non-owned and hired automobile coverage

7. All Applicants shall submit **Exhibit B - Certification of Insurability** as an attachment to the Contractor Application.
8. Non-Collusion and Non-Discrimination. Applicants shall submit **Exhibit A - Affidavit of Non-Collusion**, as an attachment to the Contractor Application. Through this Affidavit, Applicant certifies that:
  - a. The Applicant did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its Application; and
  - b. The Applicant does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, age, sex, national origin, or disability, and that it complies with all applicable Federal, state and local laws and executive orders regarding employment; and
  - c. None of Applicant's immediate family members are employed by the City of Palmdale.
9. **Protests.** Any Applicant may file a protest to challenge the City's intent to award or not award a contract. An Applicant shall have five (5) working days after notice to the Applicant of the Department's decision regarding an award to that Applicant to file a protest. A Protest must be in writing and be filed with the Department of Neighborhood Services – Housing Desk.

You may review these Palmdale Municipal Code Chapters on line at:  
<http://www.codepublishing.com/ca/palmdale.html>

**NEIGHBORHOOD SERVICES DEPARTMENT OF THE CITY OF**  
**PALMDALE**  
Housing

**CONTRACTOR'S APPLICATION**

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

Legal Entity (check one)

Sole Proprietorship    Partnership    Corporation

If you are a corporation, please provide a State of California Certificate of Good Standing.

Principal Owners \_\_\_\_\_ SSN/Tax ID No. \_\_\_\_\_

Business Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Number of permanent employees \_\_\_\_\_

Length of Time in Business \_\_\_\_\_ years   # of jobs in the last 12 months \_\_\_\_\_

Federal Employment ID No. \_\_\_\_\_

Dun and Bradstreet No. \_\_\_\_\_ **(Required for NSP projects)**

Contractor's License No. and Class \_\_\_\_\_ Expiration \_\_\_\_\_  
**(Attach a photocopy)**

License Holder's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

I have read the CONTRACTOR'S CHECKLIST OF RESPONSIBILITIES and INSURANCE REQUIREMENTS (attached to this application).

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

List prior regional **single or multifamily residential** customers within the past 2 years  
 (Please give complete address, including Zip Code)

Customer Name	Address	Phone	Work Performed	Amount of Contract

List regional subcontractors used most often within the past 2 years

Subcontractor Name	Address	Phone	Work Performed	Amount of Contract

List regional suppliers used most often within the past 2 years

Supplier's Name	Address	Phone	Supplies Used	Amount of Contract

List prior **mobilehome residential** customers within the past 2 years (Please give complete address, including Zip Code)

Customer Name	Address	Phone	Work Performed	Amount of Contract

If possible, please describe HCD and your familiarity with it:

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Please describe your familiarity with mobilehome work:

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Please describe your experience, knowledge, skills, and equipment dealing with asbestos and lead based paint removal:

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List references from banks, savings and loans and other financial institutions

Name of Institution	Branch	Account No.

Has your license ever been revoked or suspended?  No  Yes (please explain)

Have you ever filed for bankruptcy?  No  Yes

Date filed \_\_\_\_\_ Where filed \_\_\_\_\_

Have you ever been debarred in any other jurisdictions (federal, state, local, etc.)?

No  Yes

If yes, explain: \_\_\_\_\_

Bond Company: \_\_\_\_\_ Bond No: \_\_\_\_\_

Phone No: \_\_\_\_\_ Effective Date: \_\_\_\_\_

List the agent supplying your contractor's liability insurance. City of Palmdale must be listed as an *additional insured* party prior to the award of any Housing Rehabilitation Contract. **(Attach a copy of insurance policy)**

Insurance Agent's Name	Address	Phone

City of Palmdale Business License  No  Yes

If yes, License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

You must have a City of Palmdale Business License to participate in the Housing Division programs.

I authorize the City of Palmdale Economic Development Department-Housing Division to verify any and all information contained in this application. I certify that the information supplied here is true and correct. I understand fully that the willful falsification of information can be grounds for elimination from future consideration for construction work connected with rehabilitation projects being implemented by the City of Palmdale.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**NEIGHBORHOOD SERVICES DEPARTMENT OF THE CITY OF PALMDALE**  
Housing Division Programs

Please indicate which of the following programs you are interested in bidding and working on (indicate as many as you are interested in):

*The following programs have homeowner involvement, which means the homeowner will choose their contractor.*

**( ) Neighborhood Stabilization Program:** Single-family homes requiring substantial rehab. Scope of work varies. Prevailing wage projects requiring labor reports.

**( ) Emergency Grant Single Family:** Repair of Health and Safety issues such as furnaces, water heaters, leaky roofs, broken plumbing, etc. Requires a visit to the property within 48 hours of notification by Housing Staff.

**( ) Emergency Grant Mobilehomes:** Repair of Health and Safety issues such as furnaces, water heaters, leaky roofs, broken plumbing, access ramps, etc. Requires a visit to the property within 48 hours of notification by Housing Staff. **HCD jurisdiction.**

**PLEASE MAKE SURE THIS PAGE IS RETURNED NOTING YOUR SELECTIONS.  
THANK YOU.**

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

## **CONTRACTOR'S CHECKLIST OF RESPONSIBILITIES**

This checklist of contractor responsibilities has been prepared by the City of Palmdale Neighborhood Services Department/Housing (NSD/H) for your information. The following requirements will be enforced during the course of construction in order to ensure efficient and beneficial rehabilitation experience for all parties concerned:

1. Insurance – Check that your insurance is up to date with the requirements of the NSD/H and that our office has on file all necessary copies of your insurance endorsements.
2. Permits – Obtain all permits from the proper authorities (Building and Safety Department or H.C.D.) in advance of construction start-up, and post the inspection record card in a conspicuous location on the job as per the 1998 Uniform Building Code, Section 305-C.
3. Payments – Prior to the first payment please provide documentation of any and all permits filed with the appropriate authorities. This does not include materials on the job site which have not been installed, appliances excepted. Please contact our office before coming in for your payments. This will insure that each payment will be processed and ready for your arrival.
4. Change Orders – Notify the owner(s) and the NSD/H, **prior** to executing change orders. Change Orders will not be accepted unless final approval is given by the NSD/H and signed by the homeowner and contractor.
5. Lien Releases – Ensure that you have obtained all lien release forms well in advance of the completion of the job, and have all subcontractors and/or major material suppliers sign the appropriate lien releases prior to obtaining the Completion Payment.
6. Final Inspections – Make arrangement for the NSD/H, homeowner(s), and Building Inspector to each make their final inspections prior to the completion payment and provide documentation that the Building and Safety Department or H.C.D. has finalized the job. Leave all appliances and/or other applicable warranties and manufacturer's instructions with the owner(s).
7. Retention Payment – Arrange for all punch list items to be completed and approved by the owner(s) and NSD/H before the release of the retention payment. Please contact our office prior to coming in for your payment.
8. It is the contractor's responsibility to be up to date on all building codes. The NSD/H takes no responsibility for educating contractors.

## **INSURANCE REQUIREMENTS**

For those contractors who wish to bid on jobs through the Community Redevelopment Agency/Housing Division, below is an outline of the insurance requirements.

Applicants participating in NSP must have the required insurance prior to signing a contract for an awarded job.

Applicants participating in the ongoing Housing Division Programs must have the required insurance when they sign the "Participation Agreement."

1. Applicants (licensed general contractors and specialty trades) who are requesting to be awarded a contract for projects must be able to meet the following insurance requirements:

### **Workers' Compensation and Employer's Liability**

- Workers' Compensation—coverage as required by the State of California
- Employer's Liability --\$1,000,000.00 each accident
  - \$1,000,000.00 policy limit bodily injury
  - \$1,000,000.00 each employee bodily injury by disease

### **Commercial General Liability**

- \$1,000,000.00 limit on a per occurrence basis
- \$2,000,000.00 per Project Aggregate limit

### **Commercial Automobile Liability**

- \$1,000,000.00 combined single limit including owned, non-owned and hired automobile coverage

Endorsement or other evidence of insurance satisfactory to the Community Redevelopment Agency ("Agency") shall be filed with the Housing Division and all policies shall contain a provision requiring the carrier to give the Agency at least 30 days notice prior to cancellation.

All Certificates of Insurance shall provide that the insurance is primary, and not secondary, to any other policies of insurance and shall name the **Community Redevelopment Agency of the City of Palmdale and The City of Palmdale** as *additional insureds*.

The Contractor shall hold harmless and indemnify each property owner, the City of Palmdale, the Agency, and their respective officers, agents and employees from all claims, demands, actions, liability or loss which may arise from or be incurred as the result of injury of damage to the persons or property in the performance of said work, including but not limited to damage to the premises.

Proof of each form of insurance should be forwarded to:

City of Palmdale – Economic Development Department  
C/o Housing Division  
38250 North Sierra Highway  
Palmdale CA 93550

If you, or your insurance agent, have any questions as to the City's requirements, please do not hesitate to contact the NSD/H at (661) 267-5126 x1.

**Programs and Staff Contact:**

Terri-Lei Wheeler: [twheeler@cityofpalmdale.org](mailto:twheeler@cityofpalmdale.org) 661/267-5195

- Emergency Grant Single Family and Mobilehomes

Terry Rascoe: [trascoe@cityofpalmdale.org](mailto:trascoe@cityofpalmdale.org) 661/267-5161

- NSP/Neighborhood Stabilization Program

**NOTICE OF CONFLICT OF INTEREST**

A relationship between employees of the City and contractors, subcontractors and vendors can create an actual, perceived or potential conflict of interest in the service delivery setting. As a result, the City has adopted a conflict of interest policy that may disqualify some contractors, subcontractors and vendors from participating in City or Agency projects and programs. Contractors, subcontractors, and vendors may not participate in City or Agency projects and programs if any of the principals of the contractor, subcontractor, or vendor are an "immediate family member" of a City employee. A City employee's "immediate family" includes his or her spouse or registered partner and his or her (or his or her spouse or registered partner's) parent, stepparent, child, stepchild, grandparent, grandchild, sibling, or guardian. "Immediate family member" also includes any other relative residing with the employee. If you have any questions regarding the application of this policy to your company, please feel free to contact the NSD/H or the City Attorney's Office.

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*I am in receipt of and have read the:*

Department of Neighborhood Services  
Notice to Contractors  
Regarding Policies and Procedures for Contractor Sanctions and  
Suspension/Debarment from Bid List

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

*(Return this page with your application. You may want to keep a copy for your records and future reference.)*

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**Optional**

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

Ethnicity of Owner(s) (check one)

- Caucasian     Black/American     Native American  
 Hispanic     Other (Please specify \_\_\_\_\_)

**Department of Neighborhood Services**  
**Notice to Contractors**  
**Regarding Policies and Procedures for Contractor Sanctions and**  
**Suspension/Debarment from Bid List**

The City of Palmdale's NSD/H is providing this Notice to inform you of policies and procedures for sanctioning contractors, which could include suspending or debaring contractors from the NSD/H bid list for its housing programs. This Notice is intended to help assure that contractors have the necessary procedures in place to avoid the imposition of sanctions by the Division.

**A. Actions that could result in sanctions (including suspension or debarment) include:**

1. poor quality work;
2. failure to perform warranty work;
3. failure to obtain necessary licenses or permits; and to obtain prior to performing work requiring such permits or licenses.
4. failure to maintain a safe worksite or to comply with other applicable labor standards;
5. failure to complete the work within the contract time and without obtaining an extension of the completion date;
6. misrepresentation of material facts;
7. any drug or alcohol use on the worksite;
8. repeated complaints of excessive noise or of contractor's failure to properly dispose of trash and debris;
9. requests for payment for work that has not been performed or materials that have not been received;
10. failure to pay subcontractors or vendors in a timely fashion, unless there is a legitimate dispute over payment owed;
11. performing work without obtaining change orders;
12. unjustified change order requests;
13. violation of any City ordinance;
14. violation of any rules or regulations of governing state, county, city, private/public community jurisdiction;
15. disparaging remarks regarding the City, its employees, programs, private/public community jurisdiction;
16. threatening or intimidating homeowners to choose a certain contractor or scope of work;
17. serious or repeated contract violations; or
18. other contractor action or failure to act that materially and adversely impacts the homeowner, the NSD/H programs or staff, or the public health and safety.

**B. Sanctions – The NSD/H may impose the following sanctions, as appropriate:**

1. increase retainage on future contracts to the extent deemed necessary to assure the proper completion of the work;
2. payment of contractor and its subcontractors/vendors with joint checks, as needed to assure timely payment of subcontractors and vendors and to keep the property free from liens;
3. suspension – remove contractor from the NSD/H bid list until contractor has been reinstated as described below; or
4. permanent debarment for serious violations such as fraud, intentional misrepresentation or contractor's unjustified failure to complete the work per contract specifications, or repeated violations.

**C. Review/Appeal Process**

1. The Director of Neighborhood Services will provide a written Notice of Sanction to the contractor (including any requirements for reinstatement, if applicable), describing the sanction that is being imposed and providing an appropriate explanation. The Notice of Sanction will describe the procedure for appealing the sanction, as set forth below.
2. The contractor may submit a Letter of Appeal to the Director setting forth the reasons that contractor believes the sanction should not be imposed and accompanied by appropriate documentation. Except to the extent that confidentiality of material is protected by law or its disclosure is prohibited by law, the contractor may inspect the NSD/H files and records bearing upon the sanction being appealed. The Department may impose reasonable conditions on such right to inspect and may require the contractor to pay the cost of making copies of any such files and records.
3. The Letter of Appeal and all supporting documentation must be submitted within ninety (90) days after contractor receives the Notice of Sanction. Failure to submit within ninety days constitutes a waiver of contractor's appeal rights.
4. The Letter of Appeal will be reviewed by the Director of Neighborhood Services, who will issue the Decision on Appeal.
5. The Decision on Appeal (including any requirements for reinstatement, if applicable) will be issued within thirty (30) days following receipt of the Letter of Appeal. The Decision on Appeal will be delivered in writing to the contractor and will include an appropriate explanation or rationale.
6. The contractor may request a reconsideration of the Decision on Appeal, including a request to make an informal oral presentation to the Director Neighborhood Services. A Request for Reconsideration must be in writing and must state the contractor's reason for believing that the Decision on Appeal was in error. The Request for Reconsideration must be submitted within thirty (30) days after contractor receives the Decision on Appeal.
7. The Director shall provide their written response to the Request for Reconsideration within thirty (30) days after the later of (a) the date of the contractor's oral presentation, if any, or (b) receipt of the Request for

Reconsideration. The Director's decision on the Request for Reconsideration will be final.

**D. Reinstatement – The Neighborhood Services Department may reinstate a contractor to its bid list if contractor satisfies the requirements for reinstatement that are imposed by the Department, which may include requiring the contractor to:**

1. agree to discontinue using problem subcontractors, vendors or employees on housing programs;
2. receive specialized training;
3. obtain specific licenses or permits;
4. resolution of any outstanding legal matters associated with NSD/H;
5. take any actions as determined by the Director and/or City Attorney's Office; or
6. take other actions as needed to address the deficiencies for which sanctions were imposed.

**E. Mechanics of Reinstatement** – The Department may reinstate a contractor to its bid list however it is the contractor's responsibility to contact the Housing Desk to request reinstatement. Reinstatement is not automatic and must be requested by the contractor demonstrating that they have met the requirements imposed by the notice of sanction. The Director will respond to the contractor within 15 days of their receiving the request for reinstatement.

## EXHIBIT A

### AFFIDAVIT OF NON-COLLUSION and NON-DISCRIMINATION

I hereby swear (or affirm) under the penalty of perjury:

1. That I am the responder (if the responder is an individual), a partner in the company (if the responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the responder is a corporation);
2. That the attached response has been arrived at by the responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with any other contractor designed to limit fair or open competition;
3. That the contents of the Invitation for Bid or Request for Proposal response have not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder and will not be communicated to any such persons prior to the official opening of the responses; and

In connection with the performance of work under this contract, the contractor agrees as follows:

4. The contractor agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, or ancestry. The Contractor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, national origin, sex, or ancestry.
5. In the event of the contractor's non-compliance with this non-discrimination clause, the contractor may be canceled or terminated. The contractor may be declared ineligible for further contracts with the City of Palmdale until satisfactory proof of intent to comply shall be made by the contractor.
6. The contract agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

I have read the above stated clauses and agree to abide by its requirements.

Authorized Signature: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

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

Doing Business As: \_\_\_\_\_

**Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_**

**Notary Public:** \_\_\_\_\_

**My commission expires:**

## EXHIBIT B

### CERTIFICATION OF INSURABILITY

I hereby swear (or affirm) under the penalty of perjury:

That as representative of the bidding company that the Company is able to and will acquire and maintain all the insurance requirements specified in the Contractor's Application and published RFQ, and by the submission of this Contractor Application, I hereby assure Neighborhood Services Department of the City of Palmdale that the company is able to produce the insurance coverage(s) required should the company be awarded a project.

Should the company be awarded a project, and the company then become unable to produce the insurance coverage(s) specified within ten (10) working days, I am fully aware and understand that the company may not be considered for further projects by the Neighborhood Services Department.

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Bidder Company Name

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Signature of Authorized Representative signing on behalf on Bidder

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Print Name of Authorized Representative of Bidder Company

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Date