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**UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)**

**HOUSING PRESERVATION GRANT PROGRAM**

Request for Qualifications

Residential Roofing Contractors, Specialized Carpenters

&

HVAC Professionals

1. **Issue Date: Monday, July 25, 2022**
2. **Deadline to Submit Qualifications: Tuesday, August 23, 2022, by 4:00PM CDT**

REQUEST FOR qualifications – RESIDENTIAL roofing Contractors & HVAC Profesionals

**INTRODUCTION:**

1. **Background**

The objective of the HPG program is to repair or rehabilitate individual housing, rental properties, or co-ops owned and/or occupied by very low- and low-income rural persons. Grantees will provide eligible homeowners, owners of rental properties, and owners of co-ops with financial assistance through loans, grants, interest reduction payments or other comparable financial assistance for necessary repairs and rehabilitation.

1. **Purpose**

This Request for Qualifications (“RFQ”) is being issued by the Louisiana Housing Corporation – Housing Development, (hereinafter referred to as, the “LHC” or the “Corporation”) in its capacity as grantee of the USDA Housing Preservation Grant Program (HPG). The purpose of this notice is to solicit qualifications from bona fide, qualified individuals and companies with general contractors and/or specialized contractors in either of the following trades: installation and repair of mobility and sensory accessibility features, Roofing and HVAC installation/repair or replacement. All respondents are required to be licensed with the State of Louisiana Board of Contractors in any of the aforementioned trades. Each respondent’s submissions will be evaluated and may be used to solicit bids for each repair project.

Companies or individuals with demonstrated experience in handicap accessibility installation/repair, roofing and HVAC installation/repair or replacement with an interest in making their services available to homeowners in the (5) five eligible parishes are invited to respond to this RFQ. “Respondents” means the individuals or companies who submit qualifications in response to this RFQ. It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is state licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and is capable of providing a specified service. The Respondent(s) shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the service required under this RFQ document.

1. Any of the three (3) eligible services, may be performed on any qualifying units in the following five (5) parishes: **Ascension, East Baton Rouge, Iberville, Livingston, and West Baton Rouge**. The Corporation will enter professional service contract with the select respondent(s) to perform the services accordingly. Approximately 25-40 units will be included in this scope of services across the five (5) Parishes.

**All respondents must be registered and licensed with the State of Louisiana Board of Contractors and or the State Plumbing Board of Louisiana prior to submitting to this RFQ. Failure to be licensed may cause the Corporation to reject the RFQ as non-responsive.**

1. **RFQ Coordinator**

Written requests and questions must be directed to the RFQ Coordinator using the information listed below:

Louisiana Housing Corporation

Housing Development

**ATTN: Louis Russell Director**

2415 Quail Drive, Baton Rouge, Louisiana 70808

Email for inquiries: ***HPG@lhc.la.gov***

**Re: RFQ for United States Department of Agriculture –**

**Housing Preservation Program (USDA – HPG)**

This RFQ is available in electronic form at [**www.lhc.la.gov**](about:blank). The RFQ is also available in printed form by submitting a written request to the RFQ Coordinator.

The Corporation is seeking to encourage participation by respondents who are MBE/WBE ( Minority Business Enterprise/ Women Business Enterprise) or Section 3 business enterprises and has a goal for minimum MBE/WBE participation of at least 10% MBE and 10% WBE participation.

Nothing in this RFQ shall be construed to create any legal obligation on the part of The Corporation or any respondents. Corporation reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFQ in whole or in part, at any stage. In no event shall Corporation be liable to respondents for any cost or damages incurred in connection with the RFQ process, including but not limited to, any and all costs of preparing a response to this RFQ or any other costs incurred in reliance on this RFQ. No respondent shall be entitled to repayment from Corporation for any costs, expenses or fees related to this RFQ. All supporting documentation submitted in response to this RFQ will become the property of the Corporation. Respondents may also withdraw their interest in the RFQ, in writing.

1. **Process**

The RFQ process commences with the issuance of the RFQ. The steps involved in the process and the anticipated completion dates are set forth in the schedule below. The Corporation has structured a procurement process that seeks to obtain the desired results described herein, while establishing a competitive environment to ensure that each respondents is provided an equal opportunity to submit their qualifications in response to this RFQ. Proposals will be reviewed and evaluated by an evaluation team that will determine whether the respondent’s qualifications beneficial to the needs of the Corporation and taking into consideration the other evaluation factors set forth in the RFQ. Before being scored, each submission will be reviewed to determine if the respondent has met the minimum criteria described in this RFQ.

1. **Important Dates and Deadlines**

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| --- | --- |
| **RFQ published and posted to LHC website** | Monday, July 25, 2022 |
| **Deadline for submitting written inquiries**  Email for inquiries: ***HPG@lhc.la.gov*** | Friday, August 05, 2022, by 4:00PM CDT |
| **Deadline for LHC to respond to written inquiries from Respondents** | Wednesday, August, 10, 2022 |
| **Blackout Period** | Thursday, August, 11, 2022 -  Monday, August, 22, 2022 |
| **Deadline for submitting qualifications** | Tuesday, August, 23, 2022, by 4:00PM CDT |
| **Notice of Intent to Award** | Issued No earlier than Friday, September, 02, 2022 |
| **Contract Start Date** | No earlier than Friday, September 09, 2022 |

**NOTE: The LHC reserves the right to revise this schedule.  Any such revision will be formalized by the issuance of an addendum to the RFQ.**

1. **Respondent Inquiries**

The Corporation will consider written inquiries from Respondents regarding RFQ requirements or Scope of Services. Inquiries will only be considered if they are submitted in writing to the RFQ Coordinator by the deadline for submission of written inquiries set forth in Section I (D), above. Inquiries shall clearly reference only the section(s) of the Proposal where the Respondent needs additional information.

1. **Blackout Period**

The blackout period is a specified period during a competitive procurement process in which any Respondent, bidder, or its agent or representative, is prohibited from communicating with any employee of the Louisiana Housing Corporation and/or any member of the LHC’s Board of Directors about the procurement. The blackout period applies not only to those referenced above, but also to any contractor of the Corporation. All communications to and from potential respondents, bidders, vendors, and/or their representatives during the blackout period must be in accordance with this RFQ’s defined method of communication with the designated RFQ Coordinator. The blackout period will begin upon posting of the RFQ. The blackout period will end when “Notice of Acceptance” are mailed to the Respondents.

In those instances, in which a prospective Respondent is also an incumbent contractor, the Corporation and the incumbent contractor may contact each other with respect to the existing contract only. Under no circumstances may the Corporation and the incumbent contractor and/or its representative(s) discuss the blacked-out procurement.

Any violation of the foregoing will be considered basis for disqualification and any Respondent found to be in violation may be liable to the Corporation for damages and/or subject to any other remedy allowed by law.

Notwithstanding the foregoing, the blackout period shall not apply to:

1. Duly noticed site visits and/or conferences or meetings for Respondents.
2. Written and/or oral discussion during the evaluation process.
3. Communications regarding the RFQ between any person and Corporation staff provided the communication is limited strictly to matters of procedure. Procedural matters include deadlines for decisions or submission of proposals and the proper means of communicating regarding the procurement but shall not include any substantive matter related to the particular procurement or requirements of the RFQ.

**H. Changes to the RFQ**

If the Corporation determines, in its sole discretion, that it is necessary to revise any part of this RFQ, an addendum, supplement, or amendment to this RFQ will be posted at [**http://www.lhc.la.gov**](about:blank). It is the responsibility of the Respondent to check the website for any such addendums, supplements, or amendments made to the RFQ.

1. Submission Requirements

## Submission Deadline and Method of Delivery

Qualifications must be delivered in hard copy (printed) to the RFQ Coordinator designated in Section I (B), above, **no later than Tuesday, August 23, 2022, by 4:00PM CDT.** Respondents mailing their qualifications should allow sufficient mail delivery time to ensure receipt of their submissions by the date and time specified above. **Fax or e-mail submissions are not acceptable and will be disqualified from consideration.**

Proposals may be mailed through the U. S. Postal Service or delivered by hand or courier to:

**Louisiana Housing Corporation**

Housing Development

**ATTN: Louis Russell Director**

2415 Quail Drive, Baton Rouge, Louisiana 70808

Email for inquiries: ***HPG@lhc.la.gov)***

**Re: RFQ for United States Department of Agriculture –**

**Housing Preservation Program (USDA – HPG)**

***The outside of the envelope, box or package must be CLEARLY MARKED with the following information:***

**Respondent’s Name: RFQ for USDA Housing Preservation Grant**

**Qualifications Submission Deadline: Tuesday, August 23, 2022**

Each Respondent is solely responsible for ensuring that its courier makes inside deliveries at the physical location. Respondent is solely responsible for the timely delivery of its proposal. Failure to meet the proposal submission deadline shall result in rejection of the proposal and disqualification from consideration.

1. **Number of Copies**

Each Respondent shall submit one (1) signed original of Qualifications, which should be clearly marked or differentiated from copies. The original will be retained for incorporation by reference into any contract that may result from this RFQ. Three (3) additional copies of the Qualifications should be provided for the Evaluation Team, as well as one (1) redacted copy, if applicable (see *Section I(E) - Proprietary Information* for details).

1. **Required Signatures**

The individual must sign the Qualifications, or a representative of the entity duly authorized to sign qualifications or contracts on behalf of the entity or individual, such as:

1. A current corporate officer, partnership member, or other individual specifically authorized to submit qualifications as reflected in the appropriate records on file with the Secretary of State.
2. An individual authorized to bind the company as reflected by a corporate resolution, certificate, or affidavit; or
3. An individual identified in other documents conferring the appropriate authority, which are acceptable to the Corporation.
4. Owner of a sole proprietorship entity.
5. **Proposal Material Ownership**

All material submitted regarding and in response to this RFQ becomes the property of the Corporation and the State of Louisiana. Selection or rejection of a proposal does not affect this right.

1. **Proprietary Information**

Only information that is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the qualifications and will be handled in accordance with the Louisiana Public Records Act, La. R.S. 44.1 *et seq*., and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

Respondents must be prepared to defend the reasons the material should be held in confidence. If a competing Respondent or other party seeks review or copies of a Respondent's confidential data, the Corporation will notify the Respondent of the request. If the Respondent does not want the information disclosed, it must agree to indemnify and hold the Corporation harmless against all actions or court proceedings that may ensue (including attorney's fees) which seek to order the Corporation to disclose the information. If the Respondent refuses to indemnify and hold the Corporation harmless, the Corporation may disclose the information.

The Corporation reserves the right to make any submission, including proprietary information contained therein, available to its personnel, the Office of the Governor or other State agencies or organizations, for the sole purpose of assisting the Corporation in its evaluation of the qualifications. The Corporation shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained because of participation in these evaluations.

1. **Changes to Qualifications**

If prior to the deadline for submitting proposal a Respondent needs to submit changes or addenda to its Proposal, such changes or addenda shall be submitted in writing to the Corporation, in a sealed envelope, clearly cross-referencing the relevant proposal section, and signed by an authorized representative of the Respondent. Changes and/or addenda to Proposals shall meet all requirements for Proposals.

1. **Withdrawal of Qualifications**

A Respondent may withdraw qualifications that have been submitted at any time up to the date and time the qualifications are due. To accomplish this, a written request to withdraw the proposal must be signed by the authorized representative of the Respondent and submitted to the RFQ Coordinator.

1. **Errors and Omissions in Qualifications**

The Corporation will not be liable for any errors or omissions in the qualifications. The Corporation, at its option, has the right to request clarification or additional information from the Respondent due to errors or omissions identified by the Corporation.

1. **Qualifications Rejection/RFQ Cancellation**

Issuance of this RFQ in no way constitutes a commitment by the Corporation to award a contract. The Corporation reserves the right to accept or reject, in whole or in part, all qualifications submitted and/or to cancel this RFQ if it is determined to be in the Corporation’s best interest.

**Cost of Proposal Preparation**

Each submission of qualifications and all information required to be submitted pursuant to the RFQ shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the Corporation, its officers, officials, or employees for reimbursement for the payment of costs of expenses incurred in preparing and submitting a qualifications packet or for participating in this procurement process.

1. **Written or Oral Presentations/Discussions**

The Corporation reserves the right to enter into a contract without further discussion of qualifications submitted. However, the Corporation, at its sole discretion, may require Respondents reasonably susceptible of being selected for the award to provide a written or oral presentation of how they propose to meet the Corporation’s objectives. Any commitments or representations made during such presentations, if conducted, will be considered binding and included in the final contract. Written and/or oral presentations/discussions for clarification may be conducted in order to enhance the Corporation’s understanding of any or all of the proposals submitted. A contract may, however, be awarded without such discussions.

The LHC reserves the right to adjust the original scores based upon information received in the presentations/discussions, using the original evaluation criteria.

1. **References**

The LHC reserves the right to verify all information provided by a Respondent via direct contact with the Respondent’s clients and prior project personnel and Respondents must agree to provide necessary authorizations for the LHC to verify any of the Respondent’s previous work. As described elsewhere in this RFQ, each Respondent will be required to submit a detailed résumé for all key personnel. Any misstatements of experience and scope of prior projects shall be grounds for disqualification of the Respondent from further consideration.

1. **Other Rights Reserved by LHC**

LHC reserves the right to waive as informalities any irregularities in submittals and/or to reject any or all qualifications.

1. SCOPE OF SERVICES
2. **Overview**
3. This Request for Qualifications (RFQ) is being issued by the Louisiana Housing Corporation – Community Planning & Development Department (CPD), (hereinafter referred to as, the “LHC” or the “Corporation”), to solicit proposals from bona fide, qualified individuals and companies with demonstrated experience in installation and repair of mobility and sensory accessibility features, roofing repair and HVAC installation/repair or replacement. Eligible Respondents with capacity to provide services for homeowners in the (5) five eligible parishes are invited to respond to this RFQ.
4. The approved service will be provided on qualifying units in the following five (5) parishes: **Ascension, East Baton Rouge, Iberville, Livingston, and West Baton Rouge**. The services available under the USDA Housing Preservation Grant (HPG) program will include: installation and repair of mobility and sensory accessibility features, Roofing repairs and HVAC installation and repairs. The Corporation will enter consultant service contract with select respondent(s) to perform the services accordingly. Approximately 25-40 units will be included in this scope of services across the five (5) Parishes.
5. **Tasks and Services**

Authorized housing preservation assistance includes costs of labor and materials for.

**Property Inspection**

Once the application is approved and verified, the HPG applicant has the option of selecting his/her own contractor (*All contractors* *must be licensed and in compliance with all applicable regulatory requirements*) or the Corporation HPG Program Staff will contact the applicant and set up a visit from up to three (3) contractors approved through this RFQ to arrange a visit to the property to prepare the Work Write-Up and applicable bid quotes. The contractors will conduct their property inspection with the applicant by:

* + - 1. Interviewing the property owner briefly to identify known problems
      2. Walking through the buildings and grounds of the property to identify repair needs
      3. Preparing a work write-up detailing each needed repair and the estimated costs of repair consistent with Attachment B format of this RFQ.

The Corporation HPG Program Staff will submit the bid quotes to the Corporation Compliance and Construction team to determine the costs reasonableness and select the most responsive qualifications.

**Preparation of Work Write-Up**  
The contractor will prepare a detailed work write-up addressing the following eligible HPG repairs:

1. Roofing Repairs
2. HVAC Repairs
3. Installation & repairs of mobility and sensory accessibility features

The contractor will deliver to the LHC HPG Program staff and the applicant, a copy of the completed work write-up, including cost estimates, notes, and dates of inspection, persons interviewed, persons in attendance at walk-through, and any special circumstances.

The project or the property may not be suitable for the HPG Program due to issues like; unsafe working conditions, excessive code violations, high repair estimates, environmental review concerns, title/mortgage concerns, illegal use of the property, or if the owner no longer wants to participate. If the project or property is deemed unsuitable, an LHC Denial Letter will be mailed to the applicant.

The services to be performed by the selected general contractor will be subject to the supervision of the Corporation’s Program Administrator or Manager, or designee. The Contractor shall also make itself available, if requested by the LHC staff and/or Board, to attend meetings of the LHC Board of Directors.

1. EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Qualification, LHC evaluation team will take into consideration the experience, capacity, and financial stability. The following Evaluation Criteria will be considered in reviewing submittals:

1. **Experience and Capacity**

In evaluating responses to this Request for Proposal, LHC will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

The point system is to evaluate the experience and capacity of the Respondent.

1. Respondent submissions will evaluated based on Experience in providing maintenance services.
2. Respondent’s submissions will be evaluated based on Capacity to meet timelines. Consideration will be given to applicants who have familiarity with the area, including knowledge of and experience working with City Staff.
3. Respondent’s submissions will be evaluated based on their experience in meeting MBE/WBE, local hiring, Davis-Bacon (if applicable), and HUD Section 3 requirements.
4. Other Considerations: Respondents will be further evaluated for their experience and proposed practices regarding the following:

* Community hiring
* Engaging community stakeholders and building effective community partnerships and collaborations
* Utilizing local suppliers and retailers
* Sustainability/Green practices
* Effective schedule and budget management throughout the maintenance process

## Main Proposal

Please provide the following information:

1. Years of experience and detailed qualifications in performing the range of services on various property types in compliance with local building standards, including team’s resumes. Please provide the number of full-time and part-time employees. Past projects will be reviewed to determine if the respondent has successfully completed projects similar in nature and scope. Respondents should provide narrative examples of three (3) projects that are similar in nature to projects described in the RFQ.
2. If you engage independent contractors, how many do you intend to hire? Please provide the areas that will be subcontracted. Do you intend to cover them with worker’s compensation? *(All independent contractors will be required to have worker’s compensation coverage, which will be the responsibility of the respondent)*
3. Capacity to complete the maintenance of multiple structures/parcels within a limited time. Please provide the number of properties your company has repaired in the past year.
4. Pricing Proposal, this should include the hourly and/or unit rates for different categories of work (roofing & hvac services, carpentry etc.). The contractor should show the new cost to the Applicant. New cost to the Applicant will include all labor and materials needed to complete the work. Labor will include payments of prevailing wage rates as determined by the Department of Labor and Industries. The Contractor will sign a fixed price contract to include all work and services.
5. Respondents should state whether they are an MBE/WBE or Section 3 business enterprise. If so, please provide a copy of a current MBE/WBE certification letter.( if available)
6. **Threshold Requirements**

*These documents must be submitted and acceptable before the Corporation evaluation team will review the Experience and Capacity proposal:*

1. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Louisiana Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
2. Evidence of Insurance: Commercial General Liability with limits not less than $2,000,000; Workers Compensation and Employers Liability with limits not less than $500,000; and Automobile Liability with limits not less than $1,000,000 per occurrence. [*In order to open the RFP to a broader number of contractors, you should inquire whether a lesser amount of insurance can be required*]
3. Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the proposal response. This information will assist and LHC evaluation team in determining the Respondent’s financial condition. LHC evaluation team is seeking this information to ensure that the Respondents have the financial stability and wherewithal to assure good faith performance.
4. Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
5. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the LHC evaluation team. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.
6. **SELECTION PROCESS**

The Corporation’s evaluation team will review qualifications in accordance with the evaluation criteria set forth herein and USDA HPG program objectives and policies. Interested contractors who respond timely and comply with the mandatory requirements of the RFQ will be evaluated in accordance with the terms of the RFQ and added to the Provider List for subsequent project bids as needed. Any contract resulting from this RFQ will not necessarily be awarded to the vendor with the lowest price. Instead, contract shall be awarded to vendor whose qualifications received the most points in accordance with criteria set forth in RFQ.

1. **Term of Contract**

The initial term of the contract shall be for two (2) years from the effective date of the contract and may be extended for one (1) additional one (1) year term for a maximum contract term not to exceed three (3) years. All proposals should reflect services in anticipation of a maximum contract term.

1. **Insurance Requirements**

During the term of the contract, the Contractor shall at its own cost and expense, procure and maintain the types of insurance listed below, as applicable. The Respondent’s inability or unwillingness to meet these requirements as a condition of award, may, at the sole discretion of the Corporation, be rejected and returned as nonresponsive without review.

1. **Workers’ Compensation**

Workers’ Compensation insurance shall be in compliance with the Workers’ Compensation law of the State of the Contractor’s headquarters. Employers’ Liability is included with a minimum of $1,000,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included. A.M. Best’s insurance company rating may be waived for workers’ compensation coverage only.

1. **Commercial General Liability**

Commercial General Liability insurance, including Personal and Advertising Injury Liability and Products and Completed Operations, shall have a minimum per limit occurrence of $1,000,000 and a minimum general aggregate of $2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

1. **Professional Liability (Errors and Omissions)**

Professional Liability (Errors and Omissions) insurance, which covers the professional errors, acts, or omissions of the Contractor, shall have a minimum limit of $1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under the contract. It shall provide coverage for the duration of the contract and shall have an expiration date no earlier than 30 days after the anticipated completion of the contract. The policy shall provide an extended reporting period of not less than 36 months from the expiration date of the policy, if the policy is not renewed.

1. **Automobile Liability**

Automobile Liability Insurance shall have a minimum coverage single limit per accident of $1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired, and non-owned automobiles.

1. **Cyber Liability**

Cyber Liability Insurance, including first-party costs, due to an electronic breach that compromises the LHC’s confidential data, shall have a minimum limit per occurrence of $1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under the contract. It shall provide coverage for the duration of the contract and shall have an expiration date no earlier than 30 days after the anticipated completion of the contract. The policy shall provide an extended reporting period of not less than 36 months from the expiration date of the policy, if the policy is not renewed. The policy shall not be cancelled for any reason, except non-payment of premium.

1. **Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and accepted by the LHC. The Contractor shall be responsible for all deductibles and self-insured retentions.

1. **Other Insurance Provisions**

The policies are to contain, or be endorsed to contain, the following provisions:

1. *Commercial General Liability, Automobile Liability, and Cyber Liability Coverages.* The LHC, its officers, directors, agents, employees and volunteers shall be named as an additional insured as regards negligence by the Contractor. ISO Forms CG 20 10 (for ongoing work) AND CG 20 37 (for completed work) (current form approved for use in Louisiana), or equivalents, are to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the LHC.

The Contractor’s insurance shall be primary as respects the LHC, its officers, agents, employees, and volunteers for any and all losses that occur under the contract. Any insurance or self-insurance maintained by the Corporation shall be excess and non-contributory of the Contractor’s insurance.

1. *Workers’ Compensation and Employers’ Liability Coverage*. To the fullest extent allowed by law, the insurer shall agree to waive all rights of subrogation against the Corporation, its officers, directors, agents, employees, and volunteers, for losses arising from work performed by the Contractor for the Corporation.
2. *All Coverages*. All policies must be endorsed to require thirty (30) days written notice of cancellation to the Corporation. Ten (10) day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor’s policy. In addition, Contractor is required to notify the Corporation of policy cancellations or reductions in limits.

The acceptance of completed work, payment, failure of the LHC to require proof of compliance, or the LHC’s acceptance of a non-compliant certificate of insurance shall not release the Contractor from the obligations of the insurance requirements or indemnification agreement.

The insurance companies issuing the policies shall have no recourse against the LHC for payment of premiums or for assessments under any form of the policies.

Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Corporation, its officers, directors, agents, employees and volunteers.

1. **Acceptability of Insurers**

All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Property is located. Insurance shall be placed with insurers with an A.M. Best’s rating of **A-:VI or higher**. This rating requirement may be waived for workers’ compensation coverage only.

If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance within thirty (30) days.

1. **Verification of Coverage**

Contractor shall furnish the Corporation with Certificates of Insurance reflecting proof of coverage. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the Corporation before work commences and upon any contract renewal or insurance policy renewal thereafter.

The Certificate Holder shall be listed as follows:

State of Louisiana

Louisiana Housing Corporation, Its Officers, Agents, Employees and Volunteers

2415 Quail Drive Baton Rouge, LA 70808

Project Name: USDA Housing Preservation Grant

In addition to the Certificates, Contractor shall submit the declarations page and the cancellation provision for each insurance policy. The Corporation reserves the right to request complete certified copies of all required insurance policies at any time.

Upon failure of the Contractor to furnish, deliver and maintain required insurance, the contract, at the election of the Corporation, may be suspended, discontinued, or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

1. **Subcontractors**

Contractor shall include all subcontractors as insureds under its policies or shall be responsible for verifying and maintaining the certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Corporation reserves the right to request copies of subcontractors’ certificates at any time.

1. **Workers’ Compensation Indemnity**

In the event Contractor is not required to provide or elects not to provide workers’ compensation coverage, the parties hereby agree that Contractor, its owners, agents, and employees will have no cause of action against, and will not assert a claim against, the Louisiana Housing Corporation, its officers, agents, and employees as an employer, whether pursuant to the Louisiana Workers’ Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the Louisiana Housing Corporation, its officers, agents, and employees shall in no circumstance be, or considered as, the employer or statutory employer of the Contractor, its owners, agents, and employees. The parties further agree that Contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold harmless the Louisiana Housing Corporation, its officers, agents, and employees harmless from any such assertion or claim that may arise from the performance of this contract.

1. **Indemnification and Limitation of Liability**

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under Contract.

Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless the Louisiana Housing Corporation and its Authorized Users from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Contractor, its agents, employees, partners or subcontractors, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of the Louisiana Housing Corporation. If applicable, Contractor will indemnify, defend and hold the Louisiana Housing Corporation and its Authorized Users harmless, without limitation, from and against any and all damages, expenses (including reasonable attorneys’ fees), claims, judgments, liabilities and costs which may be finally assessed against the Louisiana Housing Corporation in any action for infringement of a United States Letter Patent with respect to the Products furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that the Louisiana Housing Corporation shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor’s sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, the Louisiana Housing Corporation or its Authorized Users may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as may be required.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: i) Authorized User’s unauthorized modification or alteration of a Product, Material, or Service; ii) Authorized User’s use of the Product in combination with other products not furnished by Contractor; iii) Authorized User’s use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the Authorized User’s exclusive remedy to take action in the following order of precedence: (i) to procure for the Louisiana Housing Corporation the right to continue using such item(s) or part(s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to the Louisiana Housing Corporation up to the dollar amount of the Contract.

For all other claims against the Contractor where liability is not otherwise set forth in the Contract as being “without limitation”, and regardless of the basis on which the claim is made, Contractor’s liability for direct damages, shall be the greater of $100,000, the dollar amount of the Contractor, or two (2) times the charges rendered by the Contractor under the Contract. Unless otherwise specifically enumerated herein or in the work order mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue, or lost institutional operating savings.

The Louisiana Housing Corporation and Authorized User may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

1. **Payment**

Following completion of the project, the Corporation’s program staff will process the contractor’s invoices by submitting a request to the Corporation’s Construction and Compliance team for field inspection report to verify the repairs and ensure compliance with the applicable regulatory requirements accordingly. All payment requisitions are subject to the Corporation’s 10% retention policy prior to the project final inspection and/or punch list approval by the Corporation Construction and Compliance team. The Corporation’s Program staff shall ensure that applicable clear lien certificate is submitted by the Contractor and also contact the homeowner to determine if any preliminary notices have been received or if there are any final concerns with the repairs performed. If not, then the final 10% retention payment shall be processed and paid accordingly.

1. **Termination**
2. **Termination for Cause**

The Corporation may terminate this Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided the Corporation shall give the Contractor written notice specifying the Contractor’s failure. If within thirty (30) calendar days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) calendar days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the Corporation may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. Failure to perform within the time agreed upon may constitute default and may cause cancellation of the contractor. Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the Corporation to comply with the terms and conditions of this contract provided that the Contractor shall give the Corporation written notice specifying the Corporation’s failure and a reasonable opportunity for the Corporation to cure the defect.

1. **Termination for Convenience**

The Corporation may terminate the Contract at any time without penalty by giving thirty (30) calendar days’ written notice to the Contractor of such termination or negotiating with the Contractor an effective date. Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

1. **Assignment**

The Contractor shall not assign any interest in this Contract and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the Corporation, provided however, that claims for money due or to become due to the Contractor from the Corporation may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the Corporation.

1. **Right to Audit**

The State Legislative Auditor, internal auditors of the Division of Administration, auditors of the LHC, and if applicable, federal auditors, shall be entitled to audit the books and records of a contractor or any subcontractor under any negotiated contract or subcontract to the extent that such books and records relate to the performance of such contract or subcontract. Such books and records shall be maintained by the contractor for a period of five (5) years from the closeout of the respective federal grants.

1. **Civil Rights Compliance**

The Contractor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor further agrees not to discriminate in its employment practices and shall render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, disability, or age in any matter relating to employment. Any act of discrimination committed by the Contractor, or failure to comply with these statutory obligations when applicable, shall be grounds for contract termination of this contract.

1. **Record Ownership**

All records, reports, documents, or other material related to any contract resulting from this RFQ and/or obtained or prepared by the Contractor in connection with the performance of the services contractor for herein shall become the property of the Corporation and shall, upon request, be returned by the Contractor to the Corporation, at the Contractor’s expense, at termination or expiration of the contract.

1. **Entire Agreement/Order of Precedence**

This contract, together with the RFQ and addenda issued thereto by the State, the proposal submitted by the Contractor in response to the State’s RFQ, and any exhibits specifically incorporated herein by reference, shall constitute the entire agreement between the parties with respect to the subject matter. In the event of any inconsistent or incompatible provisions, this signed agreement (excluding the RFQ and the Contractor’s proposal) shall take precedence, followed by the provisions of the RFQ, and then by the terms of the Contractor’s proposal.

1. **Contract Modifications**

No amendment or variation of the terms of this contract shall be valid unless made in writing, signed by the parties and approved as required by law.  No oral understanding or agreement not incorporated in the contract shall be binding on any of the parties.

1. **Substitution of Personnel**

The Contractor's personnel assigned to this Contract shall not be replaced without the prior written consent of the Corporation.  Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered.  In the event that any Corporation or Contractor personnel become unavailable due to resignation, illness, or other factors, excluding assignment to a project outside this contract, outside of the Corporation’s or Contractor’s reasonable control, as the case may be, the Corporation or the Contractor shall be responsible for providing an equally qualified replacement in time to avoid delays in completing tasks. The contractor will make every reasonable attempt to assign the personnel listed in his proposal.

1. **Governing Law**

This contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this contract shall be in the 19th Judicial District Court, Parish of East Baton Rouge, and State of Louisiana.

1. **Code of Ethics**

Respondents shall be responsible for determining that there will be no conflict or violation of the Louisiana Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics shall be the only entity, which can officially rule on ethics issues.

1. **Corporate Requirements**

The Corporation will not contract with an entity not properly authorized to do business in the State of Louisiana. If the Respondent is a corporation not incorporated under the laws of the State of Louisiana, the Respondent shall have obtained a certificate of authority pursuant to La. R.S. 12:301-302 from the Louisiana Secretary of State prior to entering into a contract with the Corporation. If the Respondent is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Louisiana Secretary of State.

1. **Prohibited Activity**

Contractors are prohibited from using funds provided herein or personnel employed in the administration of this program for political activities, inherently religious activities, lobbying, political patronage, and/or nepotism. The Contractor will comply with the prohibitions from using funds provided herein or personnel employed in the administration of the program for political activities, inherently religious activities, lobbying, political patronage, and/or nepotism.

1. PROPOSAL RESPONSE FORMAT
2. **Cover Letter**

A cover letter should be submitted on the Respondent’s official business letterhead explaining the intent of the Respondent.

1. **Executive Summary**

This section serves to introduce the scope of the RFQ. It shall include administrative information including Respondent’s contact name and phone number and the stipulation that the proposal is valid for a period at least ninety (90) calendar days from the date of submission. This section should also include a summary of the Respondent’s qualifications and ability to meet the LHC’s overall requirements. It must include specific authorization to contact all references, employers, or customers for whom the company or proposed staff referenced in the proposal have performed work.

It should include a positive statement of agreement to comply with the contract terms and conditions. If the Respondent cannot comply with any of the contract terms, an explanation of each exception must be supplied. The Respondent should address the specific language to which it cannot comply and submit whatever exception or exact contract modifications that it may seek. While final wording will be resolved during contract negotiations, the intent of the provisions will not be substantially altered.

1. **Company Background and Experience**

The Respondent should give a brief description of its company including brief history, corporate or organization structure, number of years in business, and copies of its latest financial statement, preferably audited.

This section should provide a detailed discussion of the Respondent’s prior experience in working on projects in similar size, scope, and function to the proposed contract. Respondents should describe their experience with corporate and governmental entities of comparable size and diversity with at least five (5) references from previous clients, including names and telephone numbers.

Respondents should describe their knowledge of and/or experience with Lead Inspections review process as it relates to the rehabilitation and/or new construction of rental properties. Respondents should also include the normal timeline in which they were able to accomplish each of the above referenced deliverables.

The Respondents must give a brief description of any criminal proceedings or investigations involving the Respondent or any employees of the Respondent who may be involved in providing the services requested herein.

Respondent should clearly describe their ability to exceed the expectations of the LHC as set forth in this RFQ.

1. **Certification Statement**

The Respondent must sign the proposal and submit Attachment A – Certification Statement

Attachment A – Certification

The undersigned hereby acknowledges that he/she has read and understands all requirements and specifications of the Request for Qualifications (RFQ).

**OFFICIAL CONTACT.** The Louisiana Housing Corporation requests that the Respondent designate one person to receive all documents and the method by which the documents are best delivered. The Respondent should identify the Contact name and fill in the information below: (Print Clearly)

1. Official Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Phone Number with area code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. U.S. Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Respondent shall certify that the above information is true and shall grant permission to the Louisiana Housing Corporation to contact the above-named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Respondent shall certify that:

1. The information contained in the Proposal in response to this RFQ is accurate.
2. Respondent shall comply with each of the mandatory requirements listed in the RFQ and will meet or exceed the functional and technical requirements specified therein.
3. Respondent shall accept the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFQ.
4. Respondent’s proposal shall be valid for at least ninety (90) calendar days from the date of the signature below.
5. Respondent understands that if selected as the successful Respondent, he/she will have five (5) days from the date of delivery of final contract to execute the final contract document.
6. Respondents shall certify, by signing and submitting a proposal, that their company, any subcontractors, or principals, are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Uniform Guidance (2 CFR 200). A list of suspended or debarred parties can be viewed via the internet at [http://www.sam.gov](about:blank).

**Signature of Respondent/Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Typed or Printed Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

Attachment B

HPG Project Feasibility Check list and Bid Proposal

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME DATE**

**ADDRESS AND PHONE NUMBER**

**SCOPE OF WORK**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **EXTERIOR** | | | | **area / #** | **X** | **$**  ***(materials & Labor cost amount)*** |
|  | Replace **ROOF** (complete) | | |  |  |  |
| Repair **ROOF** | | |  |  |  |
|  | | replace shingles |  |  |  |
| replace felt |  |  |  |
| replace plywood |  |  |  |
| replace vents |  |  |  |
| Replace **FASCIA** | | |  |  |  |
| Replace **SOFFITT** | | |  |  |  |
| Replace **GUTTER** | | |  |  |  |
| Paint **SOFFITT / FASCIA** | | |  |  |  |
| Replace **SINGLE DOOR UNIT** | | |  |  |  |
| Replace **DOUBLE DOOR UNIT** | | |  |  |  |
|  | Replace | **DOUBLE SLIDING DOOR** | |  |  |  |
| Replace | **VINYL SIDING** | |  |  |  |
| Replace | **VINYL CORNER TRIM** | |  |  |  |
| Replace **REPLACE WOOD CORNER TRIM** | | |  |  |  |
| Other | | |  |  |  |
| Other | | |  |  |  |
| Other | | |  |  |  |
| **INTERIOR** | | | | | | |
| *BATHROOM* | | | | | | |
|  | Install | **WALK‐IN SHOWER** | |  |  |  |
| Install | **SHOWER DOOR** | |  |  |  |
| Replace | **VANITY** (complete) | |  |  |  |
| Replace | **VANITY FAUCETS** | |  |  |  |
| Replace | **TOILET** | |  |  |  |
| Replace | **SUBFLOOR** | |  |  |  |
| Replace | **CER TILE FLOOR** | |  |  |  |
| Install | **HVL** | |  |  |  |
| Replace | **SHEETROCK** (complete) | |  |  |  |
| Repair | **SHEETROCK** | |  |  |  |
| Replace | **BASEBOARDS** | |  |  |  |
| Paint | **CEILING** | |  |  |  |
| Paint | **WALLS** | |  |  |  |
|  | Other | | |  |  |  |
| *BATHROOM TWO* | | | | | | |
|  | Install **WALK‐IN SHOWER** | | |  |  |  |
| Install **SHOWER DOOR** | | |  |  |  |
| Replace **VANITY** (complete) | | |  |  |  |
| Replace **VANITY FAUCETS** | | |  |  |  |
| Replace **TOILET** | | |  |  |  |
| Replace **SUBFLOOR** | | |  |  |  |
| Replace **CER TILE FLOOR** | | |  |  |  |
| Install **HVL** | | |  |  |  |
| Replace **SHEETROCK** (complete) | | |  |  |  |
| Repair **SHEETROCK** | | |  |  |  |
| Replace **BASEBOARDS** | | |  |  |  |
| Paint **CEILING** | | |  |  |  |
| Paint **WALLS** | | |  |  |  |
| Other | | |  |  |  |
| *KITCHEN* | | | | | | |
|  | Replace **SINK** | | |  |  |  |
| Replace **WALL CABINETS** | | |  |  |  |
| Replace **BASE CABINETS** | | |  |  |  |
| Replace **COUNTERTOPS** | | |  |  |  |
| Install **HOOD VENT** | | |  |  |  |
|  | Replace **SUBFLOOR** | | |  |  |  |
| Install **CER TILE FLOOR** | | |  |  |  |
| Replace **SHEETROCK** (complete) | | |  |  |  |
| Repair **SHEETROCK** | | |  |  |  |
| Replace **BASEBOARDS** | | |  |  |  |
| Paint **CEILING** | | |  |  |  |
| Paint **WALLS** | | |  |  |  |
| Other | | |  |  |  |
| *BEDROOM ONE* | | | | | | |
|  | Replace **SHEETROCK** (complete) | | |  |  |  |
| Repair **SHEETROCK** | | |  |  |  |
| Repair **SUBFLOOR** | | |  |  |  |
| Replace **SUBFLOOR** | | |  |  |  |
| Repair **FLOORING** | | |  |  |  |
| Replace **FLOORING** | | |  |  |  |
| Replace **BASEBOARDS** | | |  |  |  |
| Paint **CEILING** | | |  |  |  |
| Paint **WALLS** | | |  |  |  |
| Other | | |  |  |  |
| *BEDROOM TWO* | | | | | | |
|  | Replace **SHEETROCK** (complete) | | |  |  |  |
| Repair **SHEETROCK** | | |  |  |  |
|  | Repair **SUBFLOOR** | | |  |  |  |
| Replace **SUBFLOOR** | | |  |  |  |
| Repair **FLOORING** | | |  |  |  |
| Replace **FLOORING** | | |  |  |  |
| Replace **BASEBOARDS** | | |  |  |  |
| Paint **CEILING** | | |  |  |  |
| Paint **WALLS** | | |  |  |  |
| Other | | |  |  |  |
| *BEDROOM THREE* | | | | | | |
|  | Replace **SHEETROCK** (complete) | | |  |  |  |
| Repair **SHEETROCK** | | |  |  |  |
| Repair **SUBFLOOR** | | |  |  |  |
| Replace **SUBFLOOR** | | |  |  |  |
| Repair **FLOORING** | | |  |  |  |
| Replace **FLOORING** | | |  |  |  |
| Replace **BASEBOARDS** | | |  |  |  |
| Paint **CEILING** | | |  |  |  |
| Paint **WALLS** | | |  |  |  |
| Other | | |  |  |  |
| *BEDROOM FOUR* | | | | | | |
|  | Replace **SHEETROCK** (complete) | | |  |  |  |
| Repair **SHEETROCK** | | |  |  |  |
|  | Repair **SUBFLOOR** | | |  |  |  |
| Replace **SUBFLOOR** | | |  |  |  |
| Repair **FLOORING** | | |  |  |  |
| Replace **FLOORING** | | |  |  |  |
| Replace **BASEBOARDS** | | |  |  |  |
| Paint **CEILING** | | |  |  |  |
| Paint **WALLS** | | |  |  |  |
| Other | | |  |  |  |
| *LIVING ROOM* | | | | | | |
|  | Replace **SHEETROCK** (complete) | | |  |  |  |
| Repair **SHEETROCK** | | |  |  |  |
| Repair **SUBFLOOR** | | |  |  |  |
| Replace **SUBFLOOR** | | |  |  |  |
| Repair **FLOORING** | | |  |  |  |
| Replace **FLOORING** | | |  |  |  |
| Replace **BASEBOARDS** | | |  |  |  |
| Paint **CEILING** | | |  |  |  |
| Paint **WALLS** | | |  |  |  |
| Other | | |  |  |  |
| *DINING ROOM* | | | | | | |
|  | Replace **SHEETROCK** (complete) | | |  |  |  |
| Repair **SHEETROCK** | | |  |  |  |
|  | Replace **BASEBOARDS** | | |  |  |  |
| Paint **CEILING** | | |  |  |  |
| Paint **WALLS** | | |  |  |  |
| Other | | |  |  |  |
| *HALLWAY* | | | | | | |
|  | Replace **SHEETROCK** (complete) | | |  |  |  |
| Repair **SHEETROCK** | | |  |  |  |
| Replace **BASEBOARDS** | | |  |  |  |
| Paint **CEILING** | | |  |  |  |
| Paint **WALLS** | | |  |  |  |
| Other | | |  |  |  |
| *LAUNDRY ROOM* | | | | | | |
|  | Replace **SHEETROCK** (complete) | | |  |  |  |
| Repair **SHEETROCK** | | |  |  |  |
| Replace **BASEBOARDS** | | |  |  |  |
| Paint **CEILING** | | |  |  |  |
| Paint **WALLS** | | |  |  |  |
| Other | | |  |  |  |
| **HOUSE** | | | | | | |
|  | Install **SMOKE DETECTORS** | | |  |  |  |
| Other | | |  |  |  |
| Other | | |  |  |  |
|  | Other | | |  |  |  |
| *ELECTRICAL* | | | | | | |
|  | Replace **ELECTRIC PANEL BOX** | | |  |  |  |
| Re‐Wire **HOUSE** | | |  |  |  |
| Replace **OUTLETS** | | |  |  |  |
| Add **CIRCUIT** | | |  |  |  |
| Other | | |  |  |  |
| *PLUMBING* | | | | | | |
|  | Describe | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
| *HVAC* | | | | | | |
|  | Replace **CENTRAL AC & HEAT** | | |  |  |  |
| Install **UNIT AC & HEAT** | | |  |  |  |
| *TOTAL COST* | | | | | |  |

|  |
| --- |
| **NOTES**: |