

**SPRINGFIELD HOUSING AUTHORITY  
REQUEST FOR PROPOSAL**

**For**

**Salary Comparability Survey**

**RFP: 2017-17**

Issue Date: Friday, September 15, 2017  
Due Date: Friday, October 13, 2017, at 3:00 p.m. (CST)

Springfield Housing Authority  
Jackie L. Newman, Executive Director  
200 North Eleventh Street  
Springfield, Illinois 62703

(217) 753-5757 Telephone & TTY  
(217) 753-5799 Fax  
**REQUEST FOR PROPOSAL**

**The Springfield Housing Authority (SHA) is seeking competitive proposals from qualified professional firms, institutions or organizations to conduct a Salary Comparability Study.**

**Informational packets can be picked up on Monday through Thursday 9:00 a.m. - 4:00 p.m. at the Administrative Office of the Springfield Housing Authority, 200 North Eleventh Street, Springfield, IL 62703. To request the mailing of informational packets, you can call (217) 753-5757 ext. 232.**

**Written responses must be received at the Administrative Office of the Springfield Housing Authority, 200 North Eleventh Street, Springfield, IL 62703 by 3:00 p.m. CST, on Friday, October 13, 2017.**

**Request for Proposal  
Salary Comparability Study  
Springfield Housing Authority  
September 2017**

The Springfield Housing Authority (SHA) is requesting proposals from qualified consultants to provide salary comparisons to the average paid in market.

**Outline of scope of work:**

Springfield Housing Authority invites and will accept bids for the service outlined in the RFP – DETAILED SPECIFICATIONS.

The Springfield Housing Authority reserves the right to waive irregularities and to reject any or all proposals. Each firm must ensure that employees and applicants for employment are not discriminated against based on race, color, creed, sex or national origin.

The Springfield Housing Authority intends to award this contract on the basis of the most responsible proposal.

No proposal shall be withdrawn for a period of (60) days subsequent to the opening bids without the consent of the Springfield Housing Authority.

To obtain a copy of the proposal & bidding documents contact:

Marshall Pierce, Procurement Specialist  
200 North 11<sup>th</sup> Street  
Springfield, IL 62703  
(217) 753-5757, ext. 232

Questions concerning the content of this Request for Proposal contact:

Wendy Mendenhall, Director of Human Resources  
200 North 11<sup>th</sup> St.  
Springfield, IL 62703  
(217) 753-5757, ext. 280

# DETAILED SPECIFICATIONS

## 1. GENERAL INFORMATION:

The Springfield Housing Authority, Springfield Illinois (hereinafter, "The Agency" or "SHA") is a public entity that was formed in 1937 to provide federally subsidized housing and housing assistance to low-income families, within the City of Springfield State of Illinois with a service area including all of Sangamon County. The Agency is headed by an Executive Director (ED) and is governed by a five-person Board of Commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and SHA's procurement policy.

Currently, SHA owns and/or manages: (a) 9 developments totaling eight hundred thirty-one (831) units of HUD Public Housing; (b) 2,073 housing choice vouchers. The Agency currently employs approximately sixty-two (62) full-time employees consisting of Administrative and Maintenance staff. SHA currently has bargaining union contracts with AFSCME Local 31, Carpenter's Local 270, Engineer's Local 399 and Painter's Local 90.

The United States Department of Housing and Urban Development (HUD) is the primary funding agency for all agency operations of the Springfield Housing Authority. The funding provided by HUD includes funding for new construction, modernization, rehabilitation of the SHA's public housing units, etc.

## 2. RFP PURPOSE AND GENERAL OVERVIEW:

### RFP Purpose

In keeping with its mandate to provide efficient and effective services, the Agency is now seeking proposals from qualified consultants to conduct a salary comparability study and analysis.

### General Overview

The successful bidder will be required to minimally:

- a) Review the existing compensation system;
- b) Review and evaluate all job descriptions to update, as applicable, salary and grade for each position;
- c) Use a market survey to ensure fair and equitable comparisons of pay for similar positions.

- i. The employers selected for the market survey should reflect as accurately as possible the labor market for which the Springfield Housing Authority would expect to compete.
- ii. The results of the market survey should be accurately used to connect SHA's compensation package to the marketplace.
- d) Review and evaluate all jobs and evaluate each position using an industry established Factor Evaluation System;
- e) Provide a comparability study for all positions including AFSCME, Engineer, Carpenter, and Painter union positions;
- f) Report the findings and recommendations regarding the requirements listed above;
- g) Organize the final report into major areas with a description of the process, methodology, the findings and recommendation for each area;
- h) Provide the Factor Evaluation System components used to the Springfield Housing Authority for use in maintaining its salary and grade system.

### 3. DETAILED SCOPE OF WORK:

The successful bidder will be required to perform the professional service described in this RFP. Service shall include, but is not limited to the following:

- a) **Employment of the Consultant.** The Local Authority hereby employs the Consultant and the Consultant hereby agrees to perform the professional services as listed below:

Salary Comparability Study

- b) **Professional Service of Others:** The Consultant shall supply all technical services needed for the competent fulfillment of their obligations herein. If the Consultant does not have in their organization employees or associated qualified to perform such services, they shall engage at their own expense competent, independent professionals or firms to perform the respective services in full accordance with the terms of this contract.

Under the terms of this contract they shall be responsible for the adequacy and correctness of all work performed by such engaged professionals.

c) **General Requirements:** In carrying out their work the Consultant shall be responsible for compliance with the following:

- i. Proposals submitted shall remain open for a period of 90 days from the date of the opening of proposals.
- ii. All blanks and certifications in the RFP packet shall be completed and the authorized representative must sign the proposal.
- iii. Contractors shall carefully study the Project Manual Section. Specifically, the Section labeled READ THIS BEFORE SUBMITTING YOUR BID. Contractors are required to comply with the said instructions and sign all forms in the RFP package.
- iv. Contractors shall demonstrate professional qualifications of the consultant / company and evidence of the ability to perform the work, as indicated under the Proposal requirements listed below.
- v. Contractor shall obtain and pay for all certifications and licenses required and necessary for the performance of the work specified herein and shall post notices required by law.
- vi. The Contractor shall be responsible for all expenses involved with the preparation and submission of the proposal.
- vii. The services shall be performed to conform to HUD Handbook 7401.7, and comply with all applicable Federal, State and Local laws, codes, ordinances and regulations as modified by any waivers which may be obtained from the appropriate jurisdiction bearing on the conduct of this work.

d) **Description of Work Process:** Conduct a comprehensive compensation survey of the external regional labor market for all SHA positions and make recommendations for changes to the current salary structure or adoption of a newly designed compensation system, which assures internal equity and external competitiveness. The Consultant shall perform and provide the following:

- i. Obtain survey data based on the wages for the calendar year 2017 within the applicable industry, occupation, and location.
- ii. Review all Agency job descriptions and analyze the required or suggested:
  - Knowledge, skills and abilities;
  - Education;
  - Experience;

- Special training or certification;
  - Supervision received and exercised;
  - Essential functions; and
  - FLSA classification
- iii. Review the current compensation system and analyze:
- Pay grades and ranges;
  - Current comp-ratios;
  - Length of service; and
  - Hierarchical order and range spread
- iv. Recommend changes and/or adjustments to the current job descriptions, compensation system, and out of range salary rates.

#### **4. REQUIRED PROPOSAL INFORMATION:**

The proposal submitted must contain sufficient detail to convey the members of the evaluation panel the consultant's knowledge, skill, experience and ability to satisfy customer requirements.

The proposal shall include:

- a) The size of the firm, number of individuals assigned to the project and subcontractors, if any
- b) A list of three (3) recent client references, including telephone, e-mail addresses, and addresses
- c) The number of years providing human resources development and employee compensation services
- d) A description of methodology used to complete the Scope of Work
- e) The average length of time from initial contract to completed project
- f) The pricing plan
- g) The consultant will provide the necessary documentation and other materials so the SHA will be able to maintain the system independently of the consultant.
- h) Please provide 3 copies of training materials and policies and procedures for maintenance of the system.
- i) The consultant will meet with the Executive Director, Deputy Director and Director of Human Resources prior to conducting the salary study.

**5. PROPOSALS OPEN TO THE PUBLIC:**

In accordance with the Illinois Freedom of Information Act, subsequent to the award of the contract, all information submitted as part of, or in support of the Proposal will be available for public inspection in compliance with State and Federal laws. Only financial information, if requested as part of this solicitation to confirm a Respondent's financial soundness and/or in compliance with any laws will be kept confidential.

**6. CONTACT PERSON / PROPOSER'S RESPONSIBILITIES – CONTACT WITH THE SHA:**

All communication regarding this solicitation should be made in writing to the contacts listed below by September 29, 2017 at 4:30pm CST with responses being provided by October 4, 2017:

**To obtain a copy of the proposal & bidding documents contact:**

Marshall Pierce, Procurement Specialist  
200 North 11<sup>th</sup> Street  
Springfield, IL 62703  
marshallp@sha1.org  
(217) 753-5757, ext. 232

**Questions concerning the content of this Request for Proposal contact:**

Wendy Mendenhall, Director of Human Resources  
200 North 11<sup>th</sup> St.  
Springfield, IL 62703  
wendym@sha1.org  
(217) 753-5757, ext. 280

It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the above contacts. Proposers must not make inquiry or communicate with any other SHA staff member or official (including the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for SHA to not consider a proposal submitted received from any proposer who has not complied with this section.

All questions and requests for information must be addressed in writing to the Agency. The Agency will respond to all such inquiries in writing by addendum to all prospective proposers (i.e., consultants or companies that have obtained the RFP Documents). During the RFP solicitation process, the Agency will NOT conduct any ex parte (a substantive conversation—“substantive” meaning, when decisions pertaining to the RFP are made—



between the SHA and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the Agency—it simply means that, other than making replies to direct the prospective proposer where his/her answer SHA has issued within the solicitation documents, the Agency may not respond to the prospective proposers.

**Addendum to the Solicitation**

The SHA may deem it necessary to make modifications, clarifications or changes to this solicitation during the solicitation period. Those modifications will be made in the form of a written addendum issued by the SHA. The issuance of an addendum modifies only those items specifically discussed in the addendum and all other terms and conditions of the solicitation will remain unchanged.

The Offeror must acknowledge receipt of any addenda to this solicitation by signing and returning with the Proposal a copy of the “Certification of Receipt of Addendum” form, which will be issued with each addendum. It will be the consultant’s responsibility to make an inquiry as to the Addenda issued.

**7. SUBMISSION OF PROPOSAL**

The Proposal, prepared in accordance with sections 3 and 4 under the DETAILED SPECIFICATIONS, the Project Manual and the Section labeled READ THIS BEFORE SUBMITTING YOUR BID must be received by the SHA not later than October 13, 2017, 3:00 p.m., CST to the following address:

Springfield Housing Authority  
 Attn: Wendy Mendenhall  
 200 North 11<sup>th</sup> Street  
 Springfield, Illinois 62703

**8. ANTICIPATED SCHEDULE OF EVENTS:**

Release / Advertisement of RFP	Friday, September 15, 2017
Deadline for Questions and Inquiries	Friday, September 29, 2017
Response to Questions and Inquiries	Wednesday, October 4, 2017
Deadline for Proposal Submissions	Friday, October 13, 2017
Possible Interviews	Week of October 16-20, 2017
Anticipated Recommendation and Approval by the Board	October 23, 2017
Anticipated Contract Start Date	November 1, 2017

## **9. AGENCY OPTIONS**

The SHA may, at its sole and absolute discretion, reject any and all, or parts of any and all submissions; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP or in proposals received as a result of this RFP. Also, the criteria and process whereby submissions are evaluated, the decision as to who shall receive a contract award, or whether or not an award shall ever be made as a result of this RFP, shall be at the sole and absolute discretion of the SHA.

In no event will SHA permit modification to a Proposal after the submission deadline, unless the SHA specifically requests "Best and Final Offers" subsequent to the compilation of the evaluation process and discussions with consultants / companies in the competitive range.

## **10. SMALL, MINORITY-OWNED AND WOMEN-OWNED BUSINESS PARTICIPATION**

The Springfield Housing Authority supports small, minority-owned and women-owned enterprises (MBE / WBE). Briefly describe the proposed participation of any small, minority-owned or women-owned businesses in this engagement, if any. The description should indicate whether the firm(s) is small, minority-owned or women-owned and whether it is the prime, a joint venture partner, an associated firm or a consultant. It should include an estimation of the percentage of the contract that may be attributable to the firm.

## **11. METHOD OF SOLICITATION:**

For this solicitation, the SHA is utilizing a competitive proposal selection process. For this request, the SHA will select proposals by the following method:

- This process involves the SHA requesting and receiving simultaneously technical and price proposals from interested parties.
- No Proposal will be opened or reviewed until after the deadline. Under the competitive proposal selection process, submissions are not opened publicly.
- Submissions received by the deadline will be initially screened for completeness and responsiveness. The technical and price proposals will be evaluated, scored and ranked separately by the SHA.
- After the initial proposal review, some of the companies that have responded may be asked to be available for interview.

- At the sole discretion of the SHA, a meeting may be scheduled to discuss the proposal with the qualified respondents.
- If so, those companies will be given no less than three (3) business days' notice along with the date, time and place for the interviews.
- Expenses will be the responsibility of the respondent.
- The proposal receiving the highest score may be awarded the contract.
- The Springfield Housing Authority Board of Commissioners and the U.S. Department of Housing and Urban Development shall approve the proposed contract. It is understood and agreed to by all parties that failure to approve by either the SHA Board of Commissioners or the U.S. Department of Housing and Urban Development shall free the Springfield Housing Authority of any obligation.
- The Springfield Housing Authority's Board had adopted a policy of affirmatively seeking to contract with certified minority and female businesses. Although no specific percentage of total contractual dollars are set by policy, the Springfield Housing Authority encourages minority and female businesses to submit proposals.

## **12. SHA RESERVATION RIGHTS:**

The SHA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the SHA to be in its best interests.

The SHA reserves the right not to award a contract pursuant to this RFP.

The SHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30 days written notice to the successful proposer(s).

The SHA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.

The SHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the SHA.

The SHA reserves the right to negotiate the fees proposed by the proposer entity.

The SHA reserves the right to reject and not consider any submission that does not meet the requirements of this RFP, including but not necessarily limited to incomplete submissions and/or submissions offering alternate or non-requested services.

The SHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

The SHA shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.

The SHA reserves the right to reject the proposal of any firm who is debarred by the U.S. Department of Housing and Urban Development (HUD) from providing services to HAs, and reserves the right to reject the proposal of any firm who previously failed to perform contracts properly.

# **READ THIS BEFORE SUBMITTING YOUR BID**

Before submitting your proposal, be sure you have complied with the Instruction to Bidders for Contracts Form HUD 5369 and completed the following checklist of requirements.

- 1) Three (3) copies of Proposal outlining method and cost to complete project.
- 2) Representations, Certifications and Other Statements of Bidders Form HUD-5369A. Please mark the appropriate boxes on all three (3) pages and complete signature page.
- 3) Certifications and Representations of Offerors Form HUD 5369C.
- 4) Previous Participation Certification Form HUD 2530
- 5) Affidavit
- 6) Statement of Bidders Qualifications
- 7) Contract Compliance Attachment
- 8) Certification Regarding Debarment and Suspension Form HUD 2992
- 9) Springfield Housing Authority Section 3 Clause
- 10) Special Contract Requirements
- 11) SHA Offer Form

**All forms that require submission are located in the "Bid Return Documents" section.** Please pay attention to forms that require a notary public stamp.

Ensure Proposal arrives at the Springfield Housing Authority, 200 North 11<sup>th</sup> Street, Springfield, IL 62703, Attn: Wendy Mendenhall on or before the advertised bid date of **October 13, 2017; no later than 3:00 p.m. CST.**

## **NOTICE TO BIDDERS**

The Springfield Housing Authority (SHA) is requesting proposals from qualified consultants to provide salary comparisons to the average paid in market.

Proposals shall be delivered in a sealed envelope to the Springfield Housing Authority, 200 North 11<sup>th</sup> Street, Springfield, Illinois 62703, Attn: Wendy Mendenhall by **3:00 p.m. CST, Friday, October 13, 2017.**

**Proposals shall include one (1) original and two (2) copies of the following:**

1. The completed proposal, signed as required, (contained in the Contract Document package) and all documents located in the BID RETURN DOCUMENT section.

**Failure of Bidders to submit any of the above is cause for rejection of bid.**

Please be advised that the successful bidder is required to comply with Section 3 of the Housing and Urban Development Act of 1968, amended 1969, and amended by Section 118 of Title 1, Community Development Housing Act of 1974.

The Contract will be awarded to the lowest responsible bidder, provided the bid is responsive, reasonable, and in the best interest of the Springfield Housing Authority, and the bidder has complied with all applicable laws and the requirements of the Contract Documents. The Springfield Housing Authority reserves the right to reject any and all bids and to waive any informality in bids wherever it is in the best interest of the Springfield Housing Authority.

No bids shall be withdrawn for a period of sixty- (60) days subsequent to the opening of the bids without the consent of the Springfield Housing Authority.

## BIDDING AND CONTRACT REQUIREMENTS

Invitation to Bid

### **INVITATION TO BID**

The Springfield Housing Authority (SHA) is requesting proposals from qualified consultants to provide salary comparisons to the average paid in market.

Proposals shall be delivered in a sealed envelope to the Springfield Housing Authority, 200 North 11<sup>th</sup> Street, Springfield, Illinois 62703, Attn: Wendy Mendenhall by 3:00 p.m, CST, Friday, October 13, 2017.

Proposals received after this time **will not** be considered.

Copies of the contract and bidding documents may be obtained from the Springfield Housing Authority, 200 North 11<sup>th</sup> Street, Springfield, Illinois 62703 from Marshall Pierce, (217) 753-5757, ext. 232.

The Springfield Housing Authority reserves the right to waive irregularities and to reject any or all proposals.

No bid shall be withdrawn for a period of (60) days subsequent to the opening bids without the consent of the Springfield Housing Authority. The Springfield Housing Authority intends to award this contract on the basis of the most responsible proposal.

#### Contacts:

Marshall Pierce, Procurement Specialist  
200 North 11<sup>th</sup> Street, Springfield, IL 62703  
(217) 753-5757, ext. 232

Wendy Mendenhall, Director of Human Resources  
200 North 11<sup>th</sup> St.  
Springfield, IL 62703  
(217) 753-5757, ext. 280

**PROJECT MANUAL**

**FOR:**

**A Salary Comparability Study**

**FOR:**

**Springfield Housing Authority**

**Springfield, Illinois 62703**

**September, 2017**

**200 North 11<sup>th</sup> Street  
Springfield, Illinois 62703**



NO. \_\_\_\_\_  
**PROJECT MANUAL**

**TOC – TABLE OF CONTENTS**

**SPRINGFIELD HOUSING AUTHORITY**  
200 North 11<sup>th</sup> Street  
Springfield, Illinois 62703

**PROJECT MANUAL FOR:**

**A Salary Comparability Study**

Date: September, 2017

**Title**

Notice to Bidders  
Invitation to Bid  
Project Manual  
Bid Return Documents  
SHA Offer Form

BIDDING AND CONTRACT REQUIREMENTS  
**FORM OF BID**

BID TO: Springfield Housing Authority  
200 North 11<sup>th</sup> Street  
Springfield, Illinois 62703

BID FROM: \_\_\_\_\_ BID FOR \_\_\_\_\_ WORK  
(Bidder's Name)

\_\_\_\_\_  
(Bidder's address)

\_\_\_\_\_  
(City, State, Zip Code)

THE UNDERSIGNED: \_\_\_\_\_ Date: \_\_\_\_\_

**1. Acknowledges receipt of:**

- A. Salary Comparability Study RFP, Springfield, Illinois
- B. Addenda: No. \_\_\_\_\_ Dated \_\_\_\_\_ No. \_\_\_\_\_, dated \_\_\_\_\_
- C. Has examined the site and all bidding documents. He shall be responsible for performing all work specifically required of him by all parts of the bidding documents, including all drawings and specifications for the entire project even though such work may be included as related requirements specified in other divisions or sections.

**2. Agrees to:**

- A. Hold this bid open until **60** calendar days after the bid opening date.
- B. Accept the provisions of the Instructions to Bidders regarding disposition of the bid security.
- C. Enter into and execute a contract with Springfield Housing Authority when awarded on the basis of this bid, and in connection therewith to:
  - 1. Furnish all bonds and insurance in accord with the bidding documents.
  - 2. Accomplish the work in accord with the Contract.

**BIDDING AND CONTRACT REQUIREMENTS**  
**FORM OF BID**

**3. TERM OF AGREEMENT:**

The term of agreement runs from the date of award of bid and within the anticipated time frame given in the proposal.

**4. PRICING:**

- The price quoted shall include the total cost to fully complete the services in accordance with the specifications with a breakdown as follows: separate cost for (a) completion of the Survey cost (b) Salary Study Document
- All prices, costs and conditions outlined in the proposal shall remain fixed as stated within the proposal.

**5. INVOICING:**

All invoices shall contain complete and accurate information.

**BILLING ADDRESS:**

Springfield Housing Authority  
200 North 11<sup>th</sup> Street  
Springfield, IL 62703

**ATTN: Accounts Payable**

**Telephone Number: (217) 753-5757, ext. 231**

- **Payment:**

Springfield Housing Authority normal payment terms are net 30 days once billed invoice is received and work is completed in full.

(See PAYMENT OF BILLS in Bid Return Documents section)

**State Sales Tax/Federal Excise Tax:** Bids should not include Federal Excise And Illinois Sales Taxes, as Springfield Housing Authority is exempt for payment of such taxes. A copy of our exemption certificate is available upon request.

**6. INSURANCE:**

The successful vendor is required to submit to Springfield Housing Authority a Certificate of Insurance prior to performing any work under this contract. Certificate is required prior to issuance of the contract and/or purchase order.

**7. SATISFACTORY WORK:**

The Housing Authority also reserves the right to contract out services not completed and to purchase substitute services elsewhere. The Housing Authority reserves the right to charge the vendor with any or all costs incurred or retain/deduct the amount of such costs incurred from any monies due or which may become under this contract.

## CONTRACT

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ in the year 2017 by \_\_\_\_\_ and between \_\_\_\_\_ a Corporation organized and existing under the Laws of the State of IL a Partnership consisting of \_\_\_\_\_ or Individual trading as \_\_\_\_\_ hereinafter call the "Contractor", and the Springfield Housing Authority, hereinafter called the "Local Authority".

WITNESSETH, that the "Contractor", and the Springfield Housing Authority, hereinafter called the "Local Authority".

**ARTICLE 1. STATEMENT OF WORK:** The contractor shall furnish all labor, material, equipment and service, and perform and complete all work required in strict accordance with the bidding documents of:

**September 2017; Salary Comparability Study**

and, Addenda thereto numbered \_\_\_ dated \_\_\_\_\_ and \_\_\_ dated \_\_\_\_\_, the Drawings referred to therein, all as prepared by Springfield Housing Authority, which said Specifications, Addenda and Drawings are incorporated herein by reference and made a part thereof.

**ARTICLE 2. THE CONTRACT PRICE:** The Local Authority shall pay the Contractor for the performance of the Contract, in current funds subject to additions and deductions as provided in the Specifications, the sum of \_\_\_\_\_ (\$)  
\_\_\_\_\_

**ARTICLE 3. CONTRACT DOCUMENTS:** The Contract shall consist of the following component parts:

- a. This Instrument
- b. Instruction to Bidders - Document HUD 5369
- c. Technical Specifications
- d. Contract Compliance Attachments

This Instrument, together with the other documents enumerated in this Article 3, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, from the Contract. In the event that any provision in any component part of this Contract conflicts with any provisions of any other component part, the provision of the component part first enumerated in this Article 3 shall govern, except as otherwise specifically stated.

The various provisions in addenda shall be construed in the order or preference of the component part of the Contract which each modifies.

**CONTRACT  
PAGE 2**

**ARTICLE 4. CONTRACT TIME:** The Contractor shall complete all the work required by the contract within the time line specified in the bid proposal.

IN WITNESS WHEREOF, the parties hereto have caused this Instrument to be executed in five (5) original counterparts as of the day and year first above written.

**ATTEST:**

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

\_\_\_\_\_  
(Contractor)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Business Address:

Street \_\_\_\_\_

City/State \_\_\_\_\_

Springfield Housing Authority  
(Local Authority)

By: \_\_\_\_\_

Title: Executive Director

Business Address:

200 N. 11<sup>th</sup> Street

City/State: Springfield IL 62703

(Print or type the names beneath all signatures)

**CONTRACT CERTIFICATION  
PAGE 3**

Certifications

I, \_\_\_\_\_, certify  
that I am the \_\_\_\_\_ of the corporation named as  
Contractor herein; that \_\_\_\_\_ who signed  
this Contract on behalf of the Contractor, was then \_\_\_\_\_  
of said corporation; that said Contract was duly signed for and on behalf of said corporation  
by authority of its governing body, and is within the scope of its corporate powers.

\_\_\_\_\_  
(Corporate Seal)

I, HEREBY CERTIFY that, to the best of my knowledge and belief, based upon observation and inquiry, \_\_\_\_\_ who signed this Contract for the  
has authority to execute the same, and is the individual who signs similar contracts on behalf of this  
corporation with the public generally.

(Print or type the names beneath all signatures.)

**AFFIDAVIT**  
**Prime Bidder**

State of \_\_\_\_\_ )

County of \_\_\_\_\_ )

\_\_\_\_\_ being first duly sworn,  
deposes and says:

That he/she is \_\_\_\_\_ the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or a sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder, or to fix any other bidder, or to secure any advantage against the \_\_\_\_\_ or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of:

\_\_\_\_\_  
Bidder, if the bidder is an individual;

\_\_\_\_\_  
Partner, if the bidder is a partnership;

\_\_\_\_\_  
Officer, if the bidder is a corporation;

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2\_\_\_\_\_.

\_\_\_\_\_  
My commission expires, \_\_\_\_\_, 2\_\_\_\_\_.



**HOLD HARMLESS AGREEMENT FOR GENERAL CONTRACTOR AND SUBCONTRACTOR**

"The contractor shall indemnify and hold harmless the Springfield Housing Authority and its employees from and against all claims for personal injury or property damage, including claims against the Springfield Housing Authority, its agents or servants, arising out of the Illinois Structural Work Act, and all losses and expenses, including attorney fees that may be incurred by the Springfield Housing Authority defending such claims, arising out of or resulting from the performance of the work and caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone of whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. In any and all claims against the Springfield Housing authority or any of its agents or servants by an employee or contractor, and subcontractor, anyone directly or indirectly employed by any one of them or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the contractor or subcontractor under Workers Compensation Acts, Disability Acts, or their Employee Benefits Act.

I \_\_\_\_\_, representing \_\_\_\_\_  
\_\_\_\_\_ by my signature acknowledge that I have read and understand  
the Hold Harmless Agreement and indemnify the Springfield Housing Authority. This agreement  
becomes a part of the contract.

By \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

## STATEMENT OF BIDDERS' QUALIFICATIONS

All questions must be answered and the date given must be clear and comprehensive. **THIS STATEMENT MUST BE NOTARIZED.** Use a separate sheet when answering these questions.

1. Name of bidder.
2. Permanent main office address.
3. When and how legally organized.
4. Where organized.
5. How many years have you been engaged in your type of business under your present firm name?
6. Number of employees.
7. General character of work performed by your company.
8. Have you ever failed to complete any work awarded to you? If so, where and why.
9. Have you ever defaulted on a contract? If yes, describe.
10. List the more important locations recently serviced by your company.
11. List your major equipment available for this contract.
12. List experience in work similar in scope and importance to this project.
13. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Springfield Housing Authority?

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Springfield Housing Authority in verification of the recitals comprising this Statement of Bidders' Qualifications.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Name of bidder by \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
My Commission expires \_\_\_\_\_, 20\_\_\_\_\_

**SPRINGFIELD HOUSING AUTHORITY  
1910 TRUMAN ROAD  
SPRINGFIELD, ILLINOIS 62703**

**PAYMENT OF BILLS**

It is the Springfield Housing Authority's (SHA) intent that the Contractor receives prompt payment of his/her bills. At the same time, the SHA must insure that there is accountability with regard to goods and services for which the Contractor is seeking payment. To insure good relations, the parties agree as follows:

1. As a condition precedent to payment, the Contractor shall provide the SHA with a written invoice or bill in a form acceptable to the SHA for any and all goods and services for which payment is sought.
2. The SHA shall approve or disapprove the bill or invoice within thirty- (30) days of receipt or within thirty- (30) days after the date on which the goods or services were received, whichever is later.
3. When safety or quality assurance testing of goods by the SHA is necessary before the approval or disapproval of a bill and such testing cannot be completed within thirty (30) days of receipt of the goods, approval or disapproval of the bill must be made immediately upon completion of the testing or within sixty (60) days after receipt of the goods, whichever occurs first.
4. Any bill approved for payment pursuant to Sections 2 and 3 above shall be paid within thirty- (30) days of the date of approval.
5. If the bill or invoice of the Contractor is disapproved, written notice of such disapproval shall be mailed to the Contractor with a statement that explains the reasons for the disapproval. The Contractor shall then be responsible for resubmitting its bill with corrections or amendments in accordance with procedures set forth in the above Sections.
6. The SHA may extend the time periods for payment set forth in Sections 1 through 5 by written notice to the Contractor of the following condition: 1) the U.S. Department of Housing and Urban Development, or other funding agency for the project is late in its payment to the SHA for the project in question.

In no event shall payment to the contractor be delayed more than ninety- (90) days from approval of the bill or receipt of the goods or services, whichever is later.

## CONTRACT COMPLIANCE ATTACHMENT

**THE FOLLOWING ARE COMPLIANCE REQUIREMENTS THAT SHALL BE INCORPORATED INTO AND MADE A PART OF ANY CONTRACT ISSUED PURSUANT THERETO.**

- A. The Contractor shall abide by and comply with all applicable local and State laws relating to 1) fair employment practices, affirmative action and prohibiting discrimination in employment as set forth in the Illinois Human Rights Act; 2) any and all applicable workmen's compensation laws; and 3) wages and claims of laborers, mechanics and other workmen, agents, or servants in any manner employed in connection with contracts involving public funds or the development or construction of public works, buildings or facilities. The scale of wages to be paid shall be obtained from the Illinois Department of Labor and posted by the Contractor in a prominent and accessible place at the project work site.
- B. The Contractor shall personally and individually agree and covenant, and shall furnish and provide evidence of general liability insurance in the amount of \$1,000,000.00 and shall indemnify, protect, defend at its own cost, and hold harmless the Local Agency from and against all losses, damages, injuries, or claims thereof to or by persons or property, arising out of, through, or by virtue of the construction and development of the specified project facilities.
- C. The Contractor certifies that to the best of its knowledge, no officer or employee has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor has any officer or employee made an admission of guilt of such conduct which is a matter of record.
- D. The Contractor certifies it has not been barred from being awarded a contract with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (bid rigging or bid rotating).
- E. The Contractor certifies, pursuant to the Illinois Human Rights Act (775 ILCS 5/2-105), that it has a written sexual harassment policy that includes, at a minimum the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment utilizing examples; (iv) the Contractor's internal complaint process including penalties; (v) the legal recourse, investigation and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and directions on how to contact both; and (vi) protection against retaliation as provided by Section 6-6-101 of the Illinois Human Rights Act. A copy of the policy shall be provided to the Department of Human Rights upon request.

**Contract Compliance**  
**Page 2**

F. The Contractor certifies that neither it nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.

\_\_\_\_\_  
**(Contractor Name)**

Date \_\_\_\_\_

\_\_\_\_\_  
**(Contractor signature)**

## NOTICE OF AWARD

*October, 2017*

RE: Contract signing for: October 2017; Salary Comparability Study

Dear Mr/Mrs. \_\_\_\_\_:

The Springfield Housing Authority (SHA) solicited proposals for a salary comparability study.

Proposals were opened on September 15, 2017 and after careful review, it was determined that your company was the lowest most responsive bidder. The total bid amount submitted was \$\_\_\_\_\_.

A meeting will be held on \_\_\_\_\_, 2017 at 9:30 a.m. to sign contract documents. Please bring with you to this meeting the following:

- 1) A Certificate of Insurance issued to Springfield Housing Authority as the certificate holder with a cancellation clause of thirty - (30) days notice. This certificate must be submitted on the insurers' standard form.
- 2) Staff person that can notarize your signature and owner/authorized representative.

Submission of your schedule of work will be required within ten (10) days of the issuance of the "Notice of Award.

The Springfield Housing Authority staff looks forward to working with your company and the success of this project. If you have any questions, please contact our office at 753-5764 ext. 313.

Sincerely,

**SPRINGFIELD HOUSING AUTHORITY**

Melissa Huffstedtler  
Deputy Director

cc: Contract File

# ADDENDUM I TO SPECIFICATIONS

TO: PROSPECTIVE BIDDERS  
FROM: SPRINGFIELD HOUSING AUTHORITY  
SUBJ: Salary Comparability Study  
DATE: September, 2017

This Addendum I form a part of the bidding and contract documents and modifies the original documents of September, 2017. Acknowledge receipt of this Addendum in the space provided on the Bid Forms. ***FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.***

Listed below are the changes and additions to the specifications.

All questions and inquires will be directed to Wendy Mendenhall, Director of Human Resources at (217) 753-5757, ext. 280.