



**Insurance Broker Services for General Liability for Parqwood Apts
Request for Proposals (RFP #19-R005)
Issue Date: June 14, 2019**

**ADDENDUM #2
Issued: July 2, 2019**

NOTICE TO PROPOSERS:

- A. This Addendum shall be considered part of the Contract Documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original Contract Documents, this Addendum shall govern and take precedence.
- B. Offerors are hereby notified that they shall make any necessary adjustment in their estimates on account of this Addendum. It will be construed that each Proposer's documentation is submitted with full knowledge of all modifications and supplemental data specified herein.

Addendum #2

- 1. Attached is the "Attachment A" that was left out of the original solicitation in error

(End of Addendum #2)

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This Addendum shall be considered part of the above referenced RFP as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original Contract Documents, this Addendum shall govern and take precedence.

(1) GAUGE LEVEL OF INTEREST: So that we can gauge the level of interest in this RFP, if you have not previously done so, please advise us as to whether or not you anticipate delivering to us a quotation submittal in response to this solicitation (e.g. "Will Submit" or "No Bid").



Will Submit _____

No Bid _____

Thank you for your interest in doing business with LMHA and we look forward to receiving a submission from your firm.

Sherry Tobin, Manager, Procurement & Contracts

You must acknowledge this Addendum electronically via the NAHRO eProcurement system, by fax to (419)254-3495, email (stobin@lucasmha.org), or upload no later July 5, 2019 at 12:00 PM EST. It is the responsibility of all offerors to acknowledge addendums. Failure on the part of any offeror to acknowledge this addendum by the deadline may, at the LMHA's discretion, deem that offeror as non-responsive and may eliminate such offer from consideration for award.

ACKNOWLEDGED BY:

Signature

Date

Printed Name

Company

E-mail address

**REQUEST FOR PROPOSALS (RFP) No. R19-005, INSURANCE BROKER SERVICES FOR
PARQWOOD APARTMENTS**

**FORM OF PROPOSAL
(RFP Attachment A)**

(This Form must be fully completed and placed under Tab No. 1 of the initial Step #1 "hard copy" tabbed bid submittal.)

(1) Instructions. Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Please complete this form by marking an "X," where provided, to verify that the referenced completed form or information has been included within the "hard copy" bid submittal submitted by the proposer. Also, complete the following Statement's herein:

[Table No. 1]

"X" = Item Included	Tab No.	Proposal Submittal Item (one original signature copy of each document)
	1	Form of Proposal (Attachment A)
	1	form HUD-5369-C (Attachment B)
	1	Attachment C Profile of Firm
	1	Attachment C-1 HUD 2922 Certification Regarding Debarment & Suspension
	2	Attachment H Price Proposal Form
	3	Section 3 Business Preference Documentation (Attachment D, Optional or D-1 OR D-2)
	4	Attachment G-11 HUD 50071 Certifications of Payments to Influence Federal Transactions
	4	Attachment G-12 Disclosure of Lobbying Activities SF-LLL
	4	Attachment I Equal Employment Opportunity
	4	Attachment J Level of Interest / Acknowledgement of Addendum
	4	Attachment K Non-Collusive Affidavit

(2) SECTION 3 STATEMENT. Are you claiming a Section 3 business preference? Yes No If "YES," pursuant to the Section 3 portion within the Conditions and Specifications, and pursuant to the documentation justifying such submitted under Tab No. 9, which priority are you claiming? _____.

(3) Debarred Statement. Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Ohio, or any local government agency within or without the State of Ohio? Yes No If "Yes,"

Signature Date Printed Name Company

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please attach a full detailed explanation, including dates, circumstances, and current status.

(4) Disclosure Statement. Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the Agency? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status.

(5) Felony Disclosure. Has any principal(s) or any person(s) proposed to perform the work ever been convicted of a felony? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status. PLEASE NOTE: The Agency reserves the right to not make award to any bidder that has staff who has been convicted of a felony if the Agency feels that doing such is in its best interests.

(6) Non-Collusive Affidavit. The undersigned party submitting this bid hereby certifies that such bid is genuine and not collusive and that said bidder entity 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 of any other bidder, to fix overhead, profit or cost element of said bid price, or that of any other bidder or to secure any advantage against the Agency or any person interested in the proposed contract; and that all statements in said bid are true.

(7) Bidder's Statement. The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Agency discovers that any information entered herein to be false, such shall entitle the Agency to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the Price Proposal Form, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this IFB as issued by the Agency, either in hard copy or on the eProcurement Marketplace, including an agreement to execute the attached Sample Contract form. Pursuant to all RFP Documents, this Form of Bid, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the Agency with the services described herein for the fee(s) pertaining to this RFP.

Signature

Date

Printed Name

Company

LUCAS METROPOLITAN HOUSING AUTHORITY