

# Attachment G

## Form of Proposal

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

**Instructions:** Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal.

1. When proposing services, the proposal needs to clearly mark the Tabs noted below. Each Tab should be labeled clearly so the evaluation committee and procurement office can easily find all required documents.

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" proposal submittal submitted by the proposer. Also, complete the Section 3 Statement and the Proposer's Statement as noted below:

X=ITEM ITEMS INCLUDED	SUBMITTAL
_____	Tab 1 Form of Proposal (Attachment G)
_____	Tab 2 Contract Acceptance Form (Attachment E)
_____	Tab 3 Fee Submission Form (Attachment B)
_____	Tab 4 HUD Form Packet (Attachment H)
_____	Tab 5 Section 3 Documentation (Attachment D)
_____	Tab 6 Proof of Insurance and Licensing
_____	Tab 7 Professional References (Attachment I)
_____	Tab 8 Small Business, MBE, WBE (Attachment J)
_____	Tab 9 Subcontractor/Joint Venture Information (If Applicable)
_____	Tab 10 Other Information (Optional)
_____	
_____	
_____	
_____	

### ADDENDA

**Offeror acknowledges receipt of the following Addenda:**

Addendum Number: \_\_\_\_\_ Dated: \_\_\_\_\_  
Addendum Number: \_\_\_\_\_ Dated: \_\_\_\_\_  
Addendum Number: \_\_\_\_\_ Dated: \_\_\_\_\_

**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 Kentucky, or any local government agency within or without the State of Kentucky? **Yes D No D**

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

Regardless of response, complete and return HUD 2922 *Certification Regarding Debarment and Suspension*

**Disclosure Statement:** Does this firm or any principals thereof have any current or past personal or professional relationship(s) with any Commissioner, Officer or employee of the Housing Authority of Covington (HAC)? **Yes D No D**

If "Yes," please attach a full detailed explanation, including dates, circumstances and current status

**Non-Collusive Affidavit:** The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the Authority or any person interested in the proposed contract; and that all statements in said proposal are true.

### **PROPOSER'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 HAC discovers that any information entered herein to be false, such shall entitle HAC to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by HAC, either in hard copy or on the noted Internet System. Upon issuance of award to proposer, HAC is accepting Contractor's offer contained in the proposal submittal and Best and Final Offer (if applicable). No other contractual documents will be necessary or accepted unless specifically expressed in the Contract Acceptance and Award. Pursuant to all RFP Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply HAC with the services described herein for the fee(s) submitted pertaining to this RFP.

\_\_\_\_\_  
**Signature**                      **Date**                      **Printed Name**                      **Company**

**E-mail** \_\_\_\_\_

**Phone** \_\_\_\_\_