

ORIGINAL

REQUEST FOR PROPOSAL

THIS IS NOT AN ORDER

The City of Parkersburg

FINANCE OFFICE
PARKERSBURG, WEST VIRGINIA

Inquiry # **2370**
July 25 and August 1, 2019
Inquire By **2:00 P.M., THURSDAY, AUGUST 8, 2019**

ITEM – QUANTITY – UNIT

DESCRIPTION

Sealed bids for **ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE** will be received in the Conference Room of the Finance Department, First Floor, City Building, #1 Government Square, Parkersburg, West Virginia, until **2:00 P.M.** local time on **THURSDAY, AUGUST 8, 2019** and at that time will be publicly opened and read. Bids received after the time for opening of bids will be returned to the bidder unopened. The City will not be responsible for late mail or other deliveries. Vendors shall be registered in West Virginia.

ONLY ONE PROPOSAL MAY BE SUBMITTED BY EACH RESPONDENT UNLESS THERE ARE ALTERNATE BID SPECIFICATIONS INCLUDED IN THE PROPOSAL.

Envelopes must be plainly marked: Inquiry number, "Bids for Finance Director". Each bid shall contain the full name and address of every person, firm or corporation interested in the same, and if a corporation, the name and address of the President and Secretary.

The Purchasing Director reserves the right to reject all bids or parts of bids for any one or more supplies or contractual services included in the proposed contract, when the public interest will be served.

E.E.O. Clause statements apply to this purchase order.

THE CITY OF PARKERSBURG DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN THE ADMISSION OR ACCESS TO, OR EMPLOYMENT IN, ITS PROGRAMS OR ACTIVITIES.

Unless this contract is exempted by Rules and Regulations of the Secretary of Labor, there is incorporated herein by reference paragraphs (1) through (7) of the contract clause set forth in Section 202 of Executive Order 11246: Section 402 of the Veterans Readjustment Assistance Act of 1974 and Section 503 of the Rehabilitation Act of 1973.

NOTE – IMPORTANT INSTRUCTIONS

Unless otherwise stated, prices quoted are assumed to be firm. Any deviations from our specifications must be clearly indicated. Reply on your form. Where applicable, indicates list price, discount, extended net price for each item, terms, F.O.B. point, and shipping schedule.



DIRECTOR OF FINANCE

**REQUEST FOR PROPOSALS
CITY OF PARKERSBURG/WOOD COUNTY HOME CONSORTIUM
ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE**

The purpose of this Request for Proposals (RFP) is to obtain the services of a qualified for profit or not for profit organization, to perform a service for the City of Parkersburg and the Parkersburg/Wood County HOME Consortium. The City is seeking qualifications and proposals from consultants interested in producing the United States Department of Housing and Urban Development mandated Analysis of Impediments to Fair Housing Choice. The AI shall be conducted in accordance with the necessary requirements and guidelines under the Federal Regulations. The analysis will be used to evaluate, monitor, address and resolve Fair Housing issues within Parkersburg and Wood County, West Virginia.

The City reserves the right to offer in part and/or to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The City may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the City will be served. The City reserves the right to reject the proposal of any respondent who submits a proposal after the submission date and time.

All questions regarding this RFP or the Department's procurement process must be directed, in writing, to the Official Contact before the deadline specified in the Project Timeline. Early submission of questions is encouraged.

Bidding documents may be examined at the Development Department, fifth floor of the Municipal Building, One Government Square, (PO Box 1627), Parkersburg, WV 26102 or on the City of Parkersburg's official website under the 'bids' section at www.parkersburgcity.com

Proposals may not be modified or withdrawn for a period of 60 days after receipt without forfeiture of bid security, not as a penalty but as liquidated damages.

Questions concerning this RFP should be directed to the following;

Name: Ryan Barber, Development Project Administrator
Address: One Government Square PO Box 1627, Parkersburg, WV 26102
Phone: (304) 424-8452
E-Mail: ryan.barber@parkersburgwv.gov



INTRODUCTION

The purpose of this Request for Proposals (RFP) is to obtain the services of a qualified for profit or not for profit organization, hereinafter referred to as “respondent”, to perform a service for the City of Parkersburg and the Parkersburg/Wood County HOME Consortium, hereinafter referred to as “City”. The City is seeking qualifications and proposals from consultants interested in producing the United States Department of Housing and Urban Development “HUD” mandated Analysis of Impediments to Fair Housing Choice “AI”. The AI shall be conducted in accordance with the necessary requirements and guidelines under the Federal Regulations. The analysis will be used to evaluate, monitor, address and resolve Fair Housing issues within Parkersburg and Wood County, West Virginia.

PROJECT BACKGROUND

The City of Parkersburg is a CDBG Entitlement Community. Wood County is a HOME Participating Jurisdiction. As such, the City receives funds directly from HUD. These programs are funded by formula grants from HUD, and as such, The City is required to prepare a five-year Consolidated Plan “ConPlan”. The ConPlan is a five-year strategic plan that describes the housing needs of low and moderate-income residents, examines the housing market, outlines strategies to meet those needs and lists all resources available to implement those strategies, and outlines goals, objectives and measures. The ConPlan sets a unified vision, long-term strategies and short term action steps to meet our priority needs.

The ConPlan regulations (24 CFR 91) require each state and local government to submit a certification that it is affirmatively furthering Fair Housing. This means it will: 1) conduct an analysis of impediments to Fair Housing choice; 2) take appropriate actions to overcome the effects of impediments identified through that analysis, and 3) maintain records reflecting the analysis and actions. Furthermore, HUD is committed to eliminating racial and ethnic segregation, illegal physical and other barriers to persons with disabilities and other discriminatory practices in housing.

OBJECTIVES

The respondent will develop the AI in accordance with the HUD Fair Housing guide located at <https://www.hud.gov/sites/documents/FHFG.PDF>. Equal and free access to residential housing (housing choice) is fundamental to meeting essential needs and pursuing personal, educational, employment, or other goals. The following is a brief summary of the AI:

1. Purpose of the AI:
 - a. Serve as the substantive, logical basis of Fair Housing planning.

- b. Provide essential and detailed information to policymakers, administrative staff, housing providers, lenders, and Fair Housing advocates.
2. An AI involves the following:
 - a. A review of impediments to Fair Housing choice in the public and private sector.
 - b. A comprehensive review of a State or Entitlement jurisdiction’s laws, regulations, and administrative policies, procedures, and practices.
 - c. An assessment of how those laws, etc. affect the location, availability, and accessibility of housing.
 - d. An assessment of conditions, both public and private, affecting Fair Housing choice for all protected classes.
 - e. An assessment of the availability of affordable, accessible housing in a range of unit sizes.
 3. Impediments to Fair Housing choice are:
 - a. Any actions, omissions, or decisions taken because of race, color, religion, sex, disability, familial status, or national origin which restrict housing choices or the availability of housing choices.
 - b. Any actions, omissions, or decisions which have the effect of restricting housing choices or the availability of housing choices on the basis of race, color, religion, sex, disability, familial status, or national origin.

PROPOSAL TIMELINE

It is the intent of the City to conduct a comprehensive, fair, and impartial evaluation of proposals received in the RFP. In the event the Selection Committee should decide to interview potential consultants, respondents should be prepared to give a brief presentation to the committee. Once selected the City’s consultant/contractor should be prepared to begin work immediately and generally complete the AI in 4 months. The following is a proposed schedule of milestones for the project:

MILESTONE	DATE	TIME
Release RFP	July 25, 2019	
Deadline for submitting written inquiries	August 5, 2019	4:00 PM
RFP Due Date	August 8, 2019	2:00 PM
Review and scoring of submittals		
Interviews w/finalists (if necessary)	Week of August 19, 2019	
Selection of winning proposal	August 23, 2019	
Execute contract and notice to proceed	August 26, 2019	
Draft Report Due	Week of November 25th, 2019	
Final Report Due	December 20, 2019	

Note 1: The aforementioned timeline is subject to change.

Note 2: The City reserves the right to fund portions of a proposed budget and/or require adjustments.

Note 3: The City reserves the right to consider all factors including cost in the final selection of a successful respondent. The opportunity to negotiate a contract with the City will not be awarded based on cost alone.

PROPOSAL DUE DATE

Proposals must be received on or before the due date and time:

- Due Date: August 8, 2019
- Time: 2:00 PM Local Time
- Location: City of Parkersburg, Finance Department, First Floor, PO Box 1627
Parkersburg, WV 26102-1627

Faxed or e-mailed proposals will not be evaluated. The City shall not accept a postmark date as the basis for meeting the proposal due date and time. Late proposals may be destroyed or retained for pick-up by the submitters.

An acceptable submission must include the following:

- Three (3) original proposals; and
- One (1) conforming electronic copy of the original proposal on a flash drive clearly labeled with the Legal Name of the respondent and the RFP Name: **City of Parkersburg Analysis of Impediments - 2019**

The original proposal must carry original signatures and be clearly marked on the cover as "Original." Unsigned proposals will not be evaluated. The original proposal and each conforming copy of the proposal must be complete, properly formatted and outlined, and ready for evaluation by the Evaluation Team. The electronic copy of the proposal must be compatible with Microsoft Office Word except for the Budget, which may be compatible with Microsoft Office Excel. For the electronic copy, only the required Appendices and Forms may be scanned and submitted in Portable Document Format (PDF) or similar file format.

EVALUATION CRITERIA

All respondents shall have demonstrated experience and expertise in Fair Housing and housing demographic data, and an ability to perform data gathering and analysis to inform policy makers, administrative staff, housing providers, lenders, and Fair Housing advocates. The following criteria will be used to evaluate each submitted proposal and select the respondent:

1. **Demonstrated experience and expertise** in Fair Housing and housing demographic data, to perform data gathering and analysis to inform current and future Fair Housing needs

(20 points). Provide an overview of the respondent and the qualifications of staff providing the proposed scope of services relative to the Scope of Service described in this document. Identify the intended engagement of any subcontractors should the RFP be awarded. Identify similar services provided by the respondent and its subcontractors, (if any), and describe how that experience directly increases the capacity of the respondent to undertake the Scope of Services described within this document;

2. **Program Plan** - Provide data/analysis and a detailed narrative description of the specific data gathering/analysis effort to be made **(35 points)**. The narrative should address all of the services identified in the Scope of Services section;
3. **Timeliness** - Initiate data gathering and analysis **(15 points)**. Provide a project plan with timelines showing when the respondent can begin providing each of the services identified in the proposed Scope of Services;
4. **Budget** – Provide a standard budget detailing the cost of services for each section of the Scope of Services **(25 points)**. The budget should identify the specific types of data gathering efforts and analysis;
5. **Minority/Women-Owned Business** – The City encourages all entities to make a good faith effort to hire and /or utilize minority- and women-owned businesses **(5 points)**.

SCOPE OF SERVICES

Main Proposal Components

1. Executive Summary

Proposals must include a high-level summary of the main proposal and cost proposal. The Executive Summary shall include:

- a. The respondent's demonstrated experience and expertise in Fair Housing and housing data to perform Fair Housing data gathering analysis;
- b. A narrative description of the specific data gathering/analysis effort to be performed;
- c. A timeline showing when the respondent can begin providing each of the services identified in the proposed Scope of Services;
- d. A budget detailing the cost of services for each section of the Scope of Services; and
- e. A good faith effort to hire and/or utilize minority-and women-owned businesses (if applicable).

2. Organizational Requirements

All respondents must have demonstrated experience and expertise in Fair Housing and housing demographic data, and an ability to perform data gathering and analysis to

inform policymakers, administrative staff, housing providers, lenders, and Fair Housing advocates. The geographic area includes the City of Parkersburg and Wood County, West Virginia.

All respondents shall identify similar services provided and describe how that experience directly increases the capacity of the respondent to undertake the Scope of Services described herein. Provide a summary of key strengths and qualifications of the respondent (or any subcontractors), and your ability to provide the Scope of Services described in this document. Please provide the following;

- a. **Entity Type/Years of Operation:** Give a brief overview of the organization. Summarize your experience and expertise in analysis of impediments to Fair Housing Choice.
- b. **Qualifications and Relevant Experience:** Demonstrated experience and expertise in Fair Housing and housing demographic data, to perform data gathering and analysis to inform current and future Fair Housing needs. Provide an overview of the respondent and the qualifications of staff providing the proposed scope of services relative to the Scope of Services described in this document. Identify the intended engagement of any subcontractors should the RFP be awarded. Identify the similar services provided by the respondent and its subcontractors, if any.
- c. **References:** Provide three (3) specific programmatic references. References must be persons able to comment on the organization's capability to perform the services specified in this RFP. References must include the company name, and the name, mailing address, telephone number, and e-mail address of a specific contact person. Respondents are encouraged to contact their planned references to ensure the accuracy of their contact information and their willingness and ability to provide references. The City anticipates contacting these references as part of the evaluation process.
- d. **Collaboration:** Describe the current and/or previous collaboration with other housing research providers.

3. Service Requirements

The Analysis of Impediments to Fair Housing will encompass the jurisdiction of the City of Parkersburg and Wood County. The respondent must adhere to the Project Timeline and deliver a final product by December 20, 2019.

The depth of investigation called for in [HUD's Fair Housing Planning Guide, Volume 1](#) shall be considered the acceptable standard for depth of analysis. The City's previous AI was completed in July, 2007 and will be made available for review and reference. This can be found on the City's website [here](#).

The respondent shall fully identify the factors that are contributing to segregation, preventing integration or the preservation of integrated neighborhoods, producing racially or ethnically concentrated areas of poverty, preventing equal access to opportunity, and inhibiting a Fair Housing environment.

The respondent shall analyze HUD-provided maps and data, local data and knowledge to identify problems and reveal barriers, strengths, and solutions. The respondent shall fully identify the factors that are contributing to segregation, preventing integration or the preservation of integrated neighborhoods, producing racially or ethnically concentrated areas of poverty, preventing equal access to opportunity, and inhibiting a Fair Housing environment. HUD has provided data through maps and tables, available on the HUD Exchange or by the link [here](#).

- A. **Provide data/analysis and a detailed narrative description of the specific data gathering/analysis effort.** The narrative should address all of the scope of services identified in this document. The following components must be analyzed at both the regional and local level:
- i. **Public Policies:** Examine and evaluate public policies and practices which affect the provision of Fair Housing including but not limited to public services, regional and local laws, ordinances and regulations, planning and zoning laws and decisions, land use regulations, community development funding policies and practices in areas of low and high opportunity, procedures and practices of the local public housing authority and property tax policies;
 - ii. **Private Market Activity:** Provide an examination of private market issues that relate to the sale or rental of housing, the provision of brokerage services, mortgage lending, insurance sales and underwriting, property appraisal and property management;
 - iii. **Segregation and Integration of Protected Classes:** Identify pertinent data including demographics, disability, income, employment and housing data as well as studies that have been completed related to Fair Housing. Identify patterns/areas of segregation at the regional and census tract level. Analyze factors that create or perpetuate segregation of protected classes, and identify ways to address them;
 - iv. **Racially and Ethnically Concentrate Areas of Poverty (RCAP/ECAP):** If applicable to the local market, identify racially or ethnically concentrated areas of poverty by calculating the RCAP/ECAP as a percentage of the total population by race and for each ethnic group. Analyze factors that create or perpetuate these areas and factors that prevent de-concentration;
 - v. **Disparities in Access to Opportunity:** Identify areas/neighborhoods with elements (schools, employment, healthcare, transportation,

- retail, public services, low-crime, recreation, etc.). Identify areas/neighborhoods with missing elements of opportunity or elements requiring enhancements. Analyze the factors that create or perpetuate the disparity. Discuss the nexus between access to opportunity and impediments to Fair Housing;
- vi. **State and Federal Funding for Affordable Housing:** Research/analyze use and location of federal funding for affordable housing and economic development including CDBG funding, low-income housing tax credit funding, public housing and subsidized housing and its effect on integration;
 - vii. **Housing Mobility Data:** Identify and analyze factors, including economic data relating to housing and housing affordability, influencing the placement of housing and housing choice including transportation, quality education, access to health care and employment opportunities;
 - viii. **Fair Housing Environment:** Identify any finding of discrimination by HUD, an equivalent agency, or a court and analyze plans to resolve the cause. Identify local and regional Fair Housing agencies and provide a review of prior and current activities that promote Fair Housing, including an assessment of agencies currently providing Fair Housing programs in the area. Identify opportunities for collaborative efforts to advance Fair Housing. Analyze the barriers to effective Fair Housing enforcement and education; and
 - ix. **Housing Mobility Data:** Identify and analyze factors, including economic data relating to housing and housing affordability, influencing the placement of housing and housing choice including transportation, quality education, access to health care and employment opportunities.

B. Facilitating a Community Participation Process – The respondent will assist the City in engaging stakeholders from all elements of the community to deliberate on Fair Housing concerns, ideas, and analysis through a community meeting, survey, and/or another effective outreach method. Participation should be broad, with a particular focus on marginalized citizens, community groups, providers of housing, and social service organizations. The respondent is required to:

- i. Document the community participation process;
- ii. Prepare agendas, handouts, and other presentation materials;
- iii. Facilitate and present data at the public meeting(s).
- iv. Summarize outreach efforts and comments received in writing or orally at public meetings during the community participation process.

4. Work Plan

The respondent shall identify a list of impediments to Fair Housing listed in order of priority with proposed methods of corrective actions. For each impediment, the respondent must:

- A. Identify one or more contributing factors to the impediment;
- B. Corrective actions or goal related to overcoming the identified contributing factor(s) and related impediment;
- C. Identify the metrics and milestones for determining what Fair Housing results will be achieved, including the timeframes for achieving them; and
- D. Identify the responsible party for each corrective action or goal.

Presenting and Conducting a Public Presentation of the AI: The respondent will submit the preliminary draft AI to the City of Parkersburg for review and comments via a virtual meeting. The respondent will revise the AI according to any changes proposed by the City and then submit drafts in person for review. The respondent may be required to join the staff at a public hearing to present the AI to any other elected officials from any jurisdictions requesting a review.

Cost Proposal Components

1. **Budget:** A responsive proposal shall include a line item budget that depicts the allowable costs associated with the program. Proposals will be competitively scored on financial feasibility.
2. **Budget Narrative:** A responsive proposal shall detail how costs included in the line item budget were calculated. Either Microsoft Office Word or Excel format is acceptable.
3. Respondents shall submit a copy of their most recent financial audit, included in the proposal.

Appendices and Forms

The following appendices must be included in the proposal. These appendices must not be used to extend or replace sections of the Program Narrative and no other appendices are permitted for inclusion in the proposal.

Appendix 1: If the respondent is not a private for-profit company, proof of non-profit status must be provided.

Appendix 2: Proof of the respondents Business License

Appendix 3: Resumes for Existing Staff and /or Job Descriptions for New Positions/Organizational Chart.

Appendix 4: At least one work product that illustrates the applicant's ability to meet the qualifications for this project.

Appendix 5: Audit.

TERMS AND CONDITIONS

The selected respondent shall comply with all State and Federal regulations. The City reserves the right to offer in part and/or to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The City may waive minor technical defects, irregularities, or omissions if in its judgment the best interests of the City will be served. The City reserves the right to reject the proposal of any respondent who submits a proposal after the submission date and time.

All questions regarding this RFP or the Department's procurement process must be directed, in writing, to the Official Contact before the deadline specified in the Project Timeline. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline (August 5, 2019) will be answered.

CONTACT INFORMATION

This RFP is available on the City website [here](#). Deadline for submission of proposal is August 8, 2019, at 2:00 PM.

Questions concerning this RFP should be directed to the following:

Name: Ryan Barber, Development Project Administrator
Address: One Government Square PO Box 1627, Parkersburg, WV 26102
Phone: (304) 424-8452
E-Mail: ryan.barber@parkersburgwv.gov

INFORMATION FOR BIDDERS

SPECIAL CONDITIONS

Special conditions included in the specifications shall take precedence over any provisions stipulated hereunder.

SUBMISSION OF PROPOSAL

Bids must be submitted on this proposal form and enclosed in a sealed envelope marked as specified in the legal notice. Blank spaces in the proposal may result in its rejection. It is important the entire bid documents be returned intact and that all pages be in proper sequence. If vendor does not wish to bid, the proposal should be so marked and returned. Bidders are invited to be present at the opening of the proposals. All vendors and contractors shall be registered in West Virginia.

ACCEPTANCE AND REJECTION

This proposal submitted by the bidder to the City of Parkersburg will be accepted or rejected within a period of sixty (60) days from the bid opening date. The City reserves the right to reject any or all bids, to waive technicalities, and to request a re-bid on the required material. If more than one item, prices shall be quoted on the units requested. However, each item shall be considered a separate bid and the City of Parkersburg reserves the right to award the contract on each item separately or on all items as a whole or any combination thereof. Bidders whose proposal is made on an "All or None" basis must clearly state such fact in the proposal.

SIGNATURE REQUIRED

The proposal page must be signed in ink. If the bidder is a firm or corporation, insert the corporate name followed by the signature of a person authorized to sign said bid; if a sole proprietorship the signature of the owner is required. Where the person signing for a corporation is other than the president, an affidavit or a resolution of the Board of Directors showing the authority of that person to bind the corporation must be furnished.

DEFAULT PROVISION

In the case of default by the bidder or contractor, the City of Parkersburg may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess costs occasioned or incurred thereby.

APPLICABLE LAWS

The Revised Code of the State of West Virginia, the Charter of the City of Parkersburg, and all City ordinances insofar as they apply to the laws of competitive bidding, contracts and purchases are made a part thereof.

INFRINGEMENTS AND INDEMNIFICATIONS

The contractor shall indemnify and save from loss the City of Parkersburg, West Virginia, from all suits and expense, over and above those included in the contract prices, for royalties or infringement or patents that may be involved in the use of equipment, machinery, supplies or material, and the contractor shall undertake to defend, at his own expense, any and all suits brought against the City of Parkersburg, by reason of the things above specified.

LIABILITY, INSURANCE, LICENSES AND PERMITS

Where bidders are required to enter or go onto City of Parkersburg property to deliver materials or perform work or services as a result of bid award, the bidder will assume the full duty, obligation and expense of obtaining all necessary licenses, permits and insurance when required. The bidder shall be liable for any damages or loss to the City of Parkersburg occasioned by negligence of the bidder (or his agent) or any person the bidder has designated in the completion of his contract as a result of his bid.

TAXES

Federal and/or State taxes are not to be included in prices quoted. The successful bidder will be furnished an exemption certificate if needed.

CHANGES AND ADDENDA TO BID DOCUMENTS

Each change or addendum issued in relation to this bid document will be on file in the office of the Purchasing Director no less than five (5) working days prior to the scheduled bid opening date. In addition, to the extent possible, copies will be mailed to each person registered as having received a set of bid documents. Total bid inquiry or specified item cancellations may be issued later than the time specified above.

PRICING

Bidders are to quote firm or fixed prices unless otherwise noted in the specifications. In case of discrepancy in computing the amount of the bid, the UNIT PRICE quoted will govern. In the event of a conflict between the price in numbers and the price in words, the price in words will control.

Quotations are requested F.O.B. destination. If quoted F.O.B. Shipping Point include freight estimate and full value insurance cost.

QUALITY

Unless otherwise stated by the bidder the proposal will be considered as being in strict accordance with specifications outlined in the Bid Document.

References to a particular trade, manufacturer's catalog or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City of Parkersburg. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However the bidder, if awarded a contract, will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted and described in the proposal.

SAMPLES

Samples, when requested, must be furnished free of expense to the City of Parkersburg and if not destroyed, will be returned at the bidder's expense.

CONTRACT AND BOND

The bidder to whom an award is made may be required to execute a written contract with the City of Parkersburg, West Virginia, within ten days after receiving such contract for execution, and as specified in the legal notice, furnish a good and approved bond conditioned upon the faithful performance of the same. The proposal, contract, proposal bond, (if applicable), and performance bond, (if applicable) shall be in the form hereto attached.

Every bidder must take notice of the fact that even though his proposal be accepted and the documents signed by the bidder to whom an award is made and by the Purchasing Director on behalf of the City of Parkersburg, that no such award or signing by the Purchasing Director shall be considered a binding contract without the proper certificate by the City of Parkersburg Finance Director that funds are available, or without the approval of the City Attorney as to the form and legality of the contract.

AWARD OF CONTRACT:

Contract shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to price, the Purchasing Director shall consider:

- A. The ability, capacity and skill of the bidder to perform the contract or provide the services required;**
- B. The character, integrity, reputation, judgement, experience and efficiency of the bidder;**
- C. The quality of performance of other contracts or services;**
- D. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services;**
- E. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.**

OMISSIONS

Bidders shall not be permitted to use to their advantage any omissions or error in the specifications, requirements or contract documents, and the City of Parkersburg reserves the right to issue new instructions as addendum.

PLEASE READ CAREFULLY

**NOTICE TO WEST VIRGINIA RESIDENT
VENDORS AND VENDORS THAT PAY
PARKERSBURG CITY B & O TAXES**

You are entitled to a bid preference equal to 2% of your bid if you are a WV resident vendor.

In addition if you pay B & O taxes to the City of Parkersburg you may receive an additional bid preference equal to the amount of B & O tax you would have to pay as the result of being awarded the contract which is the object of this bid.

WARNING

In order to qualify for either or both preferences you must claim the preference(s) on your bid application. If you fail to do so you can not receive the applicable preference(s)

**EXCEPTION: IF THIS PROJECT IS FUNDED WITH FEDERAL
MONIES THE 2% BIDDER PREFERENCE IS NOT APPLICABLE
FOR THIS BID.**

WE (I), THE BELOW SIGNED HEREBY PROPOSE TO FURNISH THE FOLLOWING ARTICLES(S) AND/OR SERVICE(S) AT THE PRICES AND TERMS STATED SUBJECT TO ALL INSTRUCTIONS, CONDITIONS, SPECIFICATIONS, AND ALL ATTACHMENTS HERETO, (I) HAVE READ ALL ATTACHMENTS INCLUDING THE SPECIFICATIONS AND FULLY UNDERSTAND WHAT IS REQUIRED.

PRICES ARE TO BE QUOTED F.O.B.: PARKERSBURG, WEST VIRGINIA

ITEM NO.	QTY	UNIT	ITEM	UNIT PRICE	UNIT PRICE IN WORDS	TOTAL BID IN FIGURES

I CLAIM THE 2% BID PREFERENCE FOR WEST VIRGINIA RESIDENT VENDORS:

_____ YES _____ NO

I IN ADDITION PAY B & O TAXES TO THE CITY OF PARKERSBURG AND THERE FORE ALSO CLAIM THIS BID PREFERENCE:

_____ YES _____ NO

IF YES, PLEASE GIVE ID# _____

DELIVERY: _____ CALENDAR DAYS AFTER RECEIPT OF ORDER

TERMS: _____

COMPANY NAME OR BIDDERS NAME: _____

BUSINESS ADDRESS OF BIDDER: _____

THE FULL NAME AND RESIDENCE OF ALL PERSONS AND PARTIES INTERESTED IN THE FOREGOING BID ARE:

(IF A CORPORATION, GIVE THE NAME AND ADDRESS OF THE PRESIDENT AND SECRETARY; IF FIRM OR PARTNERSHIP, THE NAMES AND ADDRESSES OF THE MEMBERS OR PARTNERS.)

NAME

ADDRESS

AUTHORIZED

SIGNATURE:

_____ SIGNATURE MUST BE IN WRITING

TITLE:

_____ TITLE MUST BE GIVEN



CITY OF PARKERSBURG
ONE GOVERNMENT SQUARE
P.O. BOX 1627
PARKERSBURG, WV 26102

Pursuant to Article 135.02 (see below) of the Codified Ordinances of the City of Parkersburg, contracts with certain vendors may be prohibited.

The Ordinance specifies the following provisions:

135.02 FINANCIAL INTEREST IN CONTRACTS PROHIBITED

Any purchase order or contract within the purview of this article in which the City Director of Finance or any officer or employee of the City is financially interested, directly or indirectly, shall be void, except that before the execution of a purchase order or contract, Council has the authority to waive compliance with this section, when it finds such action is in the best interests of the City. (Ord. A-2250. Passed 5-25-71.)

Please consider the following illustrations as examples of contracts prohibited by the Ordinance:

Direct Financial Interest: A direct financial interest is present when an employee of the City of Parkersburg has an ownership stake in any particular company wishing to do business with the City. The percentage of ownership is irrelevant when determining such a direct interest. For example, an employee of the City has a direct financial interest in a company in which he or she owns 1% or 100%, and any percentage in between.

Indirect Financial Interest: An indirect financial interest is present when an employee of the City of Parkersburg is an employee of a company in which compensation is based on commission or other performance-based metric, or has a spouse or child with a direct financial interest in a company.

NOTE: A City employee may be an employee of a company wishing to do business with the City as long as compensation is hourly or salary with no other performance-based compensation.

In order to comply with the provisions of Article 135.02, the City Purchasing Division requires a signed Conflict of Interest Disclosure Form (enclosed) prior to beginning or resuming regular business transactions. The form is required to be completed prior to beginning a new business relationship, and must be reaffirmed on a rotating two-year basis.

If you have any questions regarding Article 135.02 or the Conflict of Interest Disclosure Form, please contact the Purchasing Division of the Finance Department at 304-424-8434 or 304-424-8566.

CONFLICT OF INTEREST DISCLOSURE FORM

A conflict of interest is present when any officer or employee of the City of Parkersburg has a direct or indirect financial interest in a company in which the City has, or wishes to, execute a contract as set forth in Article 135.02 of the Codified Ordinances of the City of Parkersburg.

This conflict of interest disclosure form should indicate whether externally contracted entities are aware of any conflicts of interest which would reasonably appear to violate or otherwise bring into question adherence to the requirements of City Code.

This form is to be completed below and signed by an officer or owner of the entity:

Name of entity (include any DBA): _____

Address: _____

Phone: _____

EIN: _____

Officer/owner completing form: _____

_____ To the best of my knowledge, no officer/owner or spouse or child thereof, or employee of the entity named above, or any other affiliated entity conducting business with the City, is also an employee of the City of Parkersburg; therefore, no direct or indirect financial interest is present.

_____ Either an officer/owner or spouse or child thereof, or employee of the entity named above, or any other affiliated entity conducting business with the City, is an employee of the City of Parkersburg; therefore, a potential direct or indirect financial interest may be present or otherwise qualified as described below to mitigate any conflicts disclosed herein:

Signed: _____

Title: _____

Date: _____

AFFIDAVIT

(TO BE FILLED IN AND EXECUTED IF THE CONTRACTOR IS A CORPORATION)

COUNTY OF _____

STATE OF _____

_____, BEING DULY SWORN
(NAME OF AFFIANT)

DISPOSES AND SAYS THAT HE IS SECRETARY OF _____

A CORPORATION ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS
OF THE STATE OF _____ AND HAVING ITS PRINCIPAL
OFFICE AT _____
(NUMBER AND STREET) (CITY) (ZIP CODE)

(COUNTY) (STATE)

AFFIANT FURTHER SAYS THAT HE IS FAMILIAR WITH THE RECORDS, MINUTE BOOKS
AND BY LAWS OF _____
(NAME OF CORPORATION)

AFFIANT FURTHER SAYS THAT _____
(NAME OF PERSON SIGNING PROPOSAL/CONTRACT)

IS _____ OF THE CORPORATION IS
DULY AUTHORIZED TO SIGN THE CONTRACT FOR _____
_____ FOR SAID CORPORATION

BY VIRTUE OF _____
(STATE WHETHER A PROVISION OF BY-LAWS OR A RESOLUTION
OF THE BOARD OF DIRECTORS, IF BY RESOLUTION, GIVE DATE
OF ADOPTION)

(SIGNATURE OF AFFIANT)

SWORN TO BEFORE ME THIS _____ DAY OF _____ 19__

NOTARY PUBLIC IN AND FOR

(COUNTY) (STATE)

AFFIANT MUST BE SOMEONE OTHER THAN THE SIGNER OF PROPOSAL/CONTRACT