

Submitted by: \_\_\_\_\_

QUOTE FOR SMALL PURCHASE (QSP)  
 HR CONSULTING

Marin Housing Authority  
 Attention:  
 4020 Civic Center Drive  
 San Rafael, CA 94903  
 Email:  
 Phone:  
 Fax:

**1: PRICING SCHEDULE**

**Lot A. Monthly Labor Billing Rates:** The following services shall be performed at a fixed monthly rate.

Item #	Service Type	Monthly Rate	Estimated Annual Quantity <sup>3</sup>	Total
1	Ongoing HR Consulting	\$	5	\$
Total:				\$

Submitted by: \_\_\_\_\_

**2: CONTRACTOR'S INFORMATION**

Legal Business Name	
DBA (if used)	
Mailing Address	
Physical Address (if different)	
Phone	
FAX	
Email	
Legal Structure	Sole Proprietor ___ Partnership___ Corp. ___ LLC___ JV___
Trade Specialty & License #	License #: _____ Expiration Date _____
Bonding Capacity	
Worker' Comp. Experience Mod Rate	

- a) Number of staff in your firm qualified to perform the services in your bid? \_\_\_\_\_
- b) Has the business or contractor's license of your firm, or any firm with which your company's Principal was associated ever been suspended or revoked? Yes\_\_\_ No\_\_\_
- c) Has your firm, or any firm with which your company's Principal was associated, ever had any performance bond surety company need to complete or arrange for completion (take-over) of any contract originally awarded to your company? Yes\_\_\_ No\_\_\_
- d) Has your firm been suspended or debarred by the State of California or the U.S. Government Yes\_\_\_ No\_\_\_

**3. SECTION 3:** Section 3 of the Housing and Urban Development Act of 1968 requires Marin Housing Authority to direct a portion of its spending toward low-income persons living in the communities it serves. One way MHA achieves this goal is by awarding contracts to businesses that have made a commitment to providing opportunities to low-income persons in Marin County.

- a) Does your firm qualify as a Section 3 Business? Yes\_\_\_ No\_\_\_ If yes, include the form titled "Section 3 Business Self-certification" found in the Section 3 Business Packet.
- b) Do you plan to new hires for the work covered by this QSP? Yes\_\_\_ No\_\_\_ If yes, include the form titled "Section 3 Assurance of Compliance and Action Plan" found in the Section 3 Business Packet.
- c) Do you plan to award any subcontracts to perform the work covered by this QSP? Yes\_\_\_ No\_\_\_ If yes, include the form titled "Section 3 Assurance of Compliance and Action Plan" found in the Section 3 Business Packet.

Submitted by: \_\_\_\_\_

**4. ATTACHMENTS**

The following HUD forms are attached and hereby incorporated into this Quotation for Small Purchase:

- a) HUD Form 5369-B: Instructions to Offerors (Non-Construction)
- b) HUD 5369-C: Certifications and Representations of Offerors (*Must be filled out and included with bid*)
- c) HUD Form 5370-C Section I: General Conditions for Non-Construction Contracts
- d) HUD Form 5370-C- Section II: General Conditions for Non-Construction Contracts, with Maintenance
- e) HUD Form 52158- 2018 HUD Determined Maintenance Wage Rate
- f) Section 3 Clause Acknowledgement (*Must be filled out and included with bid*)
- g) Section 3 Business Packet (*See above Section 3 information and fill out the forms as needed*)

**5. CERTIFICATION**

Do you take any exceptions to the terms and conditions to this QSP? Yes\_\_\_ No\_\_\_

If “yes” Please attached a separate page titled “Exceptions to the QSP” stating the specific paragraphs and why you are taking exception.

The undersigned certifies and represents that he or she is duly authorized to sign this bid on behalf of the business, has examined and is familiar with the QSP and the attachments listed therein, has checked each figure shown, and understands that MHA will not be responsible for any errors or omissions in preparing this bid.

The undersigned further agrees, that if awarded the work, will perform all the Work diligently and in accordance with the QSP documents, and will fully complete the Work within the time schedule specified therein.

This proposal shall be valid for acceptance by MHA for 60 days.

Proposal submitted  
by:

\_\_\_\_\_  
(signature) Date

Printed Name \_\_\_\_\_ TITLE \_\_\_\_\_

Name of Firm \_\_\_\_\_