



P.O. Box 11527  
 1478 NE Killingsworth St.  
 Portland, Oregon 97211  
 tel: 503.287.9529 fax: 503.287.4649  
 CCB #100310  
 habitatportlandmetro.org

**REQUEST FOR PROPOSAL**

**Habitat for Humanity Portland / Metro East  
 1478 NE Killingsworth St. PO Box 11527 Portland OR 97211  
 Phone: 503-287-9529 Fax: 503-287-4649**

**PROJECT NAME:** Cherry Blossom  
**PROJECT LOCATION:** 10840-10848 SE Salmon St., Portland, OR 97216  
**PROJECT DESCRIPTION:** New construction of 31 multi-family homes  
**SCOPE OF WORK:** Irrigation design and installation  
**DATE OF WORK:** **Begin March 2020. Duration: 8 days for installation**

**PROPOSAL/ BID DUE DATE:** **4:00pm PST on Friday, February 21, 2020**  
**LOCATION:** **Direct all questions, and deliver RFP response to:**

<b>Address</b>	Office Location: 1478 NE Killingsworth St. Portland, OR 97211 Mailing: PO Box 11527 Portland OR 97211
<b>Phone</b>	(503) 287-9529 ext. 27
<b>Fax</b>	(503) 287-4649
<b>Email</b>	procurement@habitatportlandmetro.org

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## I. INTRODUCTION

Habitat for Humanity Portland/Metro East (Habitat) has developed this Request for Proposal (RFP) to help organizations and contractors bid on specific scopes of work for the construction of Habitat homes.

Because Habitat is currently building 20-30 homes per year, there are ongoing opportunities for firms that can consistently demonstrate excellent performance and the abilities to achieve economies of scale.

Since 1981, we have built over 250 homes in the Portland/Metro East service area (Multnomah County and northern Clackamas County). Our commitment to building decent, affordable single and multifamily housing harnesses the good will of over 3,500 volunteers per year.

For more information about Habitat's mission and approach, as well as photographs of completed homes and details on our programs and projects under construction, visit our web site at <http://habitatportlandmetro.org/our-builds/>.

Habitat, as General Contractor and Owner, solicits bids for the procurement of construction-related materials and subcontracted services. Habitat makes a good faith effort to include all interested parties in the bidding process. Habitat maintains a list of vendors and solicits RFP responses. In addition, Habitat advertises RFPs for construction projects on industry websites and in industry publications.

RFPs are available at <http://habitatportlandmetro.org/our-builds/bid-opportunities/>.

## II. PROCUREMENT PROCEDURE

See section III, BIDDER INSTRUCTIONS, for instructions for **Bid Submittal**.

### **Evaluation Criteria for Contract Award:**

Selection for provision of professional services shall be made by evaluating the following factors:

1. Completeness of the RFP response submittal.
2. The Vendor's related experience and past performance.
3. Ability of Vendor to perform within Habitat's timeline.
4. Qualified MWESB Firms/ and or Section 3 Firms.
5. Participation in State Run Apprentice Programs.
6. Overall cost of Vendor's proposal.

Habitat for Humanity reserves the right to:

1. Reject any or all offers and discontinue this RFP process without obligation or liability to any potential vendor
2. Accept other than the lowest priced offer, and/or
3. Award more than one contract.

**Incomplete or late proposals will not be considered.**

### III. BIDDER INSTRUCTIONS

#### A. **BID SUBMITTAL:**

Respondent must submit completed bid materials to Habitat for Humanity Portland/Metro East no later than date and time noted on page 1 of this RFP document in order to be considered. Incomplete or late proposals will not be considered, no exceptions.

#### **Bid Submittal Materials:**

1. Exhibit A, completed, including:
  - a. Completed Schedule of Values
  - b. Comments on proposed scope of work (if applicable)
  - c. Total bid amount
  - d. Proposed schedule for completion of work
  - e. Proof of bonding and insurance

(Exhibit B to be completed following selection)



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#### **IV. CONTRACT**

Habitat for Humanity Portland/Metro East, as both Owner and General Contractor, will be subcontracting for irrigation design and installation services, comprising the Scope of Work in EXHIBIT A. A draft of the contract is attached as EXHIBIT B, to be executed upon Contractor selection.

Habitat adheres to all applicable federal, state, and local regulations and to the requirements established by our funders. Habitat shall execute a written contract with each vendor that includes contract language as required to meet federal, state, and local regulations including licensing, OSHA safety standards, contract labor hours, liability insurance, clean air, clean water, and other laws and regulations as applicable. Subcontractors and their employees are expected to conform to all applicable OSHA standards at all times on Habitat jobsites. The subcontractor will be responsible for paying any fines incurred by Habitat due to OSHA violations by the subcontractor or their employees.



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**RESPONDENT FIRM INFORMATION**

Organization's registered name (Corporate, DBA, etc.):

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CCB #: \_\_\_\_\_ Expires: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_

Mailing Address:

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Name of Principal: \_\_\_\_\_ Title: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Do you have relevant experience completing Earth Advantage and/or LEED Certified homes? Please indicate below:

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**In response to this RFP, vendors should indicate whether the following apply:**

- **Do you employ low-income, Section 3 residents (People who earn less than 80% of the Area Median Income)?** \_\_\_ Yes \_\_\_ No
- **Do you employ State registered apprentices?** \_\_\_ Yes \_\_\_ No
- **Are you Certified DMWESB? Please check all that apply:**

\_\_\_ DBE \_\_\_ MBE \_\_\_ WSB \_\_\_ ESB Certification Number(s): \_\_\_\_\_

**I, the undersigned, hereby certify I have read the full RFP document and attachments; and have the authority to represent the Firm or Organization listed above:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **EXHIBIT A**

**If there is any conflict between the scope of work in this RFP and the permitted plans and specification, the work described in the permitted plans and specifications shall apply.**

### **Project Description:**

Habitat for Humanity Portland/Metro East is preparing to begin work on a 31-home project in the Mill Park Neighborhood of Southeast Portland. This project will consist of 8 buildings containing a mix of 2- and 3-story townhomes. The project site is located at 10840-10848 SE Salmon St. The project will be constructed using a mix of volunteer and skilled labor.

### **Project Schedule:**

Irrigation design and installation anticipated to begin March 2020. Duration of installation work to be 8 days.

### **Scope of Work:**

- Habitat to provide site development permit. Contractor shall obtain any additional permits required to perform scope of work.
- Provide all labor and materials to design and install irrigation system to irrigate all areas covered in the irrigation schedule on page L5.10 IRRIGATION PLAN.
- All trenching to be completed by irrigation contractor.
- Provide and install all conduit, sprinklers, DCDA, vault, and water meter for irrigation system.
- Coordinate with Portland Water Bureau to commission irrigation system water meter.
- Note: Contractor to provide a generator if they need temporary power.

### **General Requirements:**

1. Subcontractors shall be familiar and abide by safety rules OSHA and DEQ regulations.
2. All work shall be performed in accordance with manufacturer's printed installation instructions and all local, state and federal laws and regulations.
3. The Work shall conform to all Codes in effect in the jurisdiction where the work is performed.
4. To promote Safety, the job site must be kept clean and free of debris at all times. All trash, discarded packaging, boxes, bags, spoils of demolition, damaged and/or waste building materials, and other forms of debris shall be disposed of properly and legally.
5. Additional work shall not be performed without the written approval of the VP of Construction. This approval will be in the form of a "Change Order," see attached Annex B. If extra work is performed without prior approval, no payment will be made, and if required the extra work will be removed by and at the expense of the Subcontractor.
6. The Sub-contractor shall furnish all Labor, equipment and supplies necessary to complete the work, unless directed otherwise by statement below.
7. Habitat for Humanity Portland Metro East is a tax exempt entity. You will be instructed by our Accounting Department how to handle sales tax.
8. Progress payments for partial completion of the work will be made on a monthly basis.



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**SCHEDULE OF VALUES:**

Please provide a schedule of values with a line item breakdown of project costs.



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**PROPOSED TOTAL BID AMOUNT:**

\$ \_\_\_\_\_

**PROPOSED CHANGES TO SCOPE AND/OR CONDITIONS:**

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**DATE AVAILABLE TO START WORK:**

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**PROPOSED SCHEDULE BY PHASE:**

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“I hereby certify that the bid amount is correct for the scope of work and schedule of values as specified in Exhibit A, above, and in accordance with the permitted plans and specifications for the identified project location.”

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **EXHIBIT B**

**(Only to be returned upon acceptance of bid)**

### **AGREEMENT TO PROVIDE SERVICES**

AGREEMENT (the "Agreement") is comprised of **EXHIBIT A, EXHIBIT B, EXHIBIT C** and any other Exhibits herein.

The Agreement made as of this \_\_\_\_\_ between Habitat for Humanity Portland / Metro East ("Habitat") and \_\_\_\_\_ (the "Contractor/Supplier").

#### **ARTICLE I SCOPE OF WORK**

The Contractor shall execute the entire work set forth in **EXHIBIT A** included as part of the Request for Proposals and in accordance with City of Portland design and engineering requirements except to the extent such work is specifically indicated in this Agreement to be the responsibility of others:

The Contractor/Supplier has reviewed the plans and specifications for the Cherry Blossom Project.

**TOTAL PRICE FOR THE ABOVE SCOPE OF WORK: \$ \_\_\_\_\_.**

Any instance where the scope of work outlined in **EXHIBIT A** and/or in the contractor's submittal included as part of **EXHIBIT A**, differs from the City of Portland requirements, the contractor shall perform all work in accordance with the design and engineering requirements.

#### **ARTICLE II DATE OF BEGINNING AND COMPLETION OF WORK**

The Contractor shall begin proceed with the work according to the following schedule: Work to begin in March 2020 and until project completion in April 2020. Contractor will also be responsible for Construction Administration services throughout the length of the project. The time periods for completing the Work are hereinafter referred to as the "Contract Time."

#### **ARTICLE III PAYMENT**

Habitat shall pay the Contractor for the performance of the Contract work in the total sum of \_\_\_\_\_ (the "Contract Sum"), subject to such additions and deductions as provided in this Agreement. The Contract Sum will be paid to the Contractor on a "Per Building" basis or on a "Percent Complete" basis, invoiced on a monthly basis.

Invoices shall be sent to Habitat for Humanity Portland/Metro East, and shall include at a minimum the following information referencing the schedule of values in EXHIBIT A, or shall be returned for correction and resubmittal: amount invoiced to date, current invoice amount, and fee by phase as outlined in the schedule of values in EXHIBIT A. Habitat will issue payment within 30 days of receipt of invoice.

#### **ARTICLE IV PROGRESS PAYMENTS**

Habitat shall make progress payments on the Contract Sum to the Contractor when a discrete portion work is complete based on the pricing estimates shown in the scope of work. It shall be at the sole discretion of Habitat to determine the percent complete and to calculate the resulting draw amount for each item listed on the schedule of values for progress payments.

Invoices for progress payments must include detailed information about the work completed, what unit(s) the work is for, and whether or not the work was on the private property or in the public right or ways in order to be processed.

At the time of payment, Habitat may, at its discretion, withhold five percent of the payment amount from progress payments. Final payment shall be made and all retainage released when all work has been completed, inspected, and approved and the Contractor has provided lien releases for all work and material provided prior to final payment.

#### **ARTICLE V**

#### DUTIES OF THE CONTRACTOR

- (a) Except as otherwise provided in this Agreement, the Contractor shall secure, in a timely manner all licenses and approvals necessary for the Contractor to perform the Contract Work. The contractor may be required to provide documentation of required licenses and approvals.
- (b) The Contractor shall perform the Contract Work in a workman like manner and in conformance with all applicable building codes and the permitted plans and specifications. The Contractor shall supervise and direct the Contract Work using the Contractor's best skill and attention. All materials shall be installed in accordance with the manufacturer's specifications. The Contractor shall be solely responsible for and have control over construction means, methods, and techniques, sequences and procedures and for coordinating all portions of the Contract Work unless this Agreement specifically provides otherwise. The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract Work. The Contractor shall not permit the employment of unfit persons or persons not skilled in the tasks assigned to them. The Contractor shall be responsible to Habitat for the acts and omissions of the Contractor's employees.
- (c) Unless otherwise specifically provided in this Agreement or in a Change Order (as such term is defined in Article VIII hereof), the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, transportation, and other facilities and services necessary for the proper execution and completion of the Contract Work.
- (d) The Contractor warrants to Habitat that materials and equipment furnished by the Contractor under this Agreement shall be of good quality and new unless otherwise required or permitted by Habitat, and that the Contract Work shall be free from defects not inherent in the quality required or permitted, and that the Contract Work shall conform to the requirements of this Agreement. Contract Work not conforming to the requirements of this Agreement, including substitutions not properly approved and authorized by Habitat, may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, modifications not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage. If required by Habitat, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment used.
- (e) The Contractor shall comply with and give notice required by laws, ordinances, rules, regulations, and lawful orders of public authorities bearing on performance of the Contract Work.
- (f) The Contractor shall keep the Project Site and the surrounding area free from the accumulation of waste materials or rubbish caused by operations performed under this Agreement. At the completion of the Contract Work, the Contractor shall remove from and about the Project Site (1) any waste materials or rubbish caused by the operation performed under this Agreement; (2) the Contractor's tools, construction equipment, and machinery; and (3) any surplus materials originally furnished by the Contractor.
- (g) The Contractor shall provide Habitat with access to the Project Site and the Contract Work in preparation and progress at any time.
- (h) To the fullest extent permitted by law, the Contractor shall indemnify and hold Habitat and its employees and agents harmless from and against claims, damages, losses and expenses, including, but not limited to, attorney's fees, arising out of or resulting from the performance of the Contract Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or the destruction of tangible property (other than the Contract Work itself) including any loss of use resulting there from, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, anyone directly or indirectly employed by the Contractor, or anyone for whose acts the Contractor may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Subsection (h).
- (i) In claims against any person or entity indemnified under Subsection (h), above, by an employee of the Contractor or anyone directly or indirectly employed by the Contractor, or anyone for whose acts the Contractor may be liable, the indemnification obligation under Subsection (h), above, shall not be limited by a limitation on the amount or types of damages, compensation or benefits payable by or for the Contractor or anyone else under workers' or workman's' compensation acts, disability benefits acts, or other employee benefit acts.
- (j) Subcontractors and their employees are expected to conform to all applicable OSHA standards at all times on Habitat jobsites. The subcontractor will be responsible for paying any fines incurred by Habitat due to OSHA violations by the subcontractor or their employees.

## SUBCONTRACTS

The Contractor shall not subcontract any or all of the Contract Work without the prior written consent of Habitat. The conditions for written consent include the subcontractor's licensing, bonding and proof of insurance and verification that the Subcontractor is qualified to perform the work specified in the subcontract.

## ARTICLE VII

### CONSTRUCTION BY OWNER OR SEPARATE CONTRACTORS

- (a) Habitat reserves the right to perform construction or operations at or about the Project Site with Habitat's own forces, and to award separate contracts in connection with other portions of the work being performed at the Project Site or other construction or operations on the Project Site under conditions of the contract identical or substantially similar to this Agreement, including those portions related to insurance. If the Contractor claims that delay or additional cost is involved because of such action by Habitat, the Contractor shall make such claim in accordance with Article IX of this Agreement.
- (b) The Contractor shall afford Habitat and separate subcontractors reasonable opportunity for the introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Contractor.

## ARTICLE VIII

### CHANGES IN THE WORK

- (a) Habitat, without invalidating the Contract, may order changes in the Contract Work consisting of additions, deletions, or modifications, the Contract Sum and the Contract Time being adjusted accordingly. Such changes in the Contract Work shall be authorized by a written change order (the "Change Order"), in the form set forth in Attachment A of this agreement, signed by Habitat, which Change Order shall be deemed to be a part of this Agreement.
- (b) The Contract Sum and the Contract Time shall be changed only by a Change Order.
- (c) The cost or credit to Habitat from a change in the Contract Work shall be determined by the mutual agreement of Habitat and the Contractor.

## ARTICLE IX

### TIME

Time limits stated in this Agreement are of the essence of this Agreement. By executing the Agreement, the Contractor confirms that the Contract Time is a reasonable period for performing the Contract Work.

If the Contractor is delayed at any time in progress of the Contract Work by changes in the Contract Work, by labor disputes, fire, unusual delays in deliveries, abnormal adverse weather conditions which could not be reasonably anticipated, unavoidable casualties, or any causes beyond the Contractor's control, or by other causes which may justify delay, then the Contract Time shall be extended by a Change Order for such reasonable time as Habitat and the Contractor may determine.

## ARTICLE X

### PAYMENTS AND COMPLETION

- (a) Payments shall be made as provided in Articles III and IV of the Agreement.
- (b) Payments may be withheld on account of (1) defective Contract Work not remedied by the Contractor, (2) claims filed by third parties, (3) failure of the Contractor to make payments for labor, materials, or equipment, (4) reasonable evidence that the Contract Work cannot be completed for the unpaid balance of the Contract Sum, (5) damage suffered by Habitat or another contractor, (6) reasonable evidence that the Contract Work will not be completed within the Contract Time and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay, or (7) the Contractor's persistent failure to carry out the Contract Work in accordance with this Agreement.
- (c) Final payment shall not be due until the Contractor has delivered to Habitat a complete release of all liens arising out of this Agreement or receipts in full covering all labor, materials, and equipment for which a lien could be filed. If such lien remains unsatisfied after payments are made, the Contractor shall refund to Habitat all the money Habitat may be compelled to pay in discharging such lien, including all costs and reasonable attorneys' fees.
- (d) The making of final payment of the Contract Sum by Habitat shall constitute a waiver of claims by Habitat except those

arising from:

1. Liens, claims, security interests, or encumbrances arising out of this Agreement which remain unsettled;
2. The failure of the Contract Work to comply with the requirements of this Agreement;
3. The terms of special warranties required by this Agreement.

Acceptance of final payment of the Contract Sum by the Contractor or a material supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by the payee as unsettled at the time final payment is made.

#### ARTICLE XI PROTECTION OF PERSONS AND PROPERTY

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of this Agreement. The Contractor shall take reasonable precautions for the safety of, and shall provide reasonable protection to prevent damage, injury, or loss to:

1. Employees performing the Contract Work and other persons who may be affected thereby;
2. The Contract Work and the materials and equipment to be incorporated therein; and other property at the Project Site or adjacent thereto. The Contractor shall give notices and comply with applicable laws, ordinances, rules, regulations, and lawful change orders of public authorities bearing on safety of persons or property and their protection from damage, injury, or loss. The Contractor shall promptly remedy damage and loss to property at the Project Site caused in whole or in part by the Contractor or anyone directly or indirectly employed by the Contractor, or by anyone for whose acts the Contractor may be liable and for which the Contractor is responsible under this Article XI, except for damage or loss attributable to the acts or omissions of Habitat or by anyone for whose acts Habitat may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Subsection (h) of Article V.

#### ARTICLE XII INSURANCE

Contractor shall take out, pay for, and maintain throughout the duration of this Agreement and shall also require any subcontractors to take out, pay for, and maintain the following:

- (a) General liability insurance for an amount of not less than \$1,000,000 per occurrence for bodily injury and \$1,000,000 per occurrence for property damage, with an aggregate of not less than \$2,000,000.
- (b) Worker's compensation insurance as required by the laws of the State of Oregon and any other applicable law.

Before beginning the Work, Contractor shall furnish to Habitat certificate or certificates showing the above insurance minimums and including Habitat as additional insured under the scheduled policies. Failure of Habitat to request or receive such certificates shall not relieve Contractor of its obligations under this Agreement. Failure to maintain the required insurance during the course of the work shall be a breach of this Agreement, and Habitat may, at its sole discretion, terminate this Agreement immediately upon such an occurrence.

#### ARTICLE XIII CORRECTION OF WORK

- (a) The Contractor shall promptly correct Contract Work reasonably rejected by Habitat or which fails to conform to the requirements of this Agreement, whether observed before or after the completion of the Contract Work and whether or not fabricated, installed or completed, and shall correct any Contract Work found not to be in accordance with the requirements of this Agreement within one year from the date the Contract Work is completed or by the terms of an applicable special warranty required by this Agreement.
- (b) Nothing contained in this Article XIII shall be construed to establish a period of limitation with respect to other obligations which the Contractor might have under this Agreement. Establishment of the time period of one year as described in Subsection (a), above, relates only to the specific obligations of the Contractor to correct the Contract Work, and has no relationship to the time within which the obligation to comply with this Agreement may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.

#### ARTICLE XIV GOVERNING LAW

This Agreement shall be governed by the laws of the State of Oregon.

#### ARTICLE XV TERMINATION OF THE CONTRACT

(a) Habitat may terminate this Agreement at any time. If Habitat terminates the Agreement for any reason other than as provided in Subsection (c) or (d) herein, the Contractor may recover from Habitat payment for Contract Work executed and for proven loss with respect to materials, equipment, tools, and construction equipment and machinery, including reasonable overhead, profit and damages applicable to the Contract Work.

(b) If Habitat fails to make payment hereunder for a period of fifteen (15) days after the date a payment is due, the Contractor may, upon seven (7) additional days' written notice to Habitat, terminate this Agreement and recover from Habitat payment for Contract Work executed and for proven loss with respect to materials, equipment, tools, and construction equipment and machinery, including reasonable overhead, profit and damages applicable to the Contract Work.

(c) If the Contractor defaults under this Contract or persistently fails or neglects to carry out the Contract Work in accordance with this Agreement, Habitat, after seven (7) days' written notice to the Contractor, and without prejudice to any other remedy Habitat may have, may make good any deficiencies and may deduct the cost thereof, from the payment then or thereafter due the Contractor. Alternatively, at Habitat's option, Habitat may terminate this Agreement and take possession of the Project Site and of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor and may finish the Contract Work by whatever method Habitat may deem expedient. If the unpaid balance of the Contract Sum exceeds the cost of finishing the Contract Work, such excess shall be paid to Contractor, but if such costs exceed such unpaid balance, the Contractor shall pay the difference to Habitat.

(d) If the Contractor cannot complete the Contract Work for circumstances beyond its reasonable control, then, at Habitat's option, Habitat may terminate this Agreement and take possession of the Project Site and of all materials purchased by Contractor in order to perform the Contract Work and may finish the Contract Work by whatever method Habitat may deem expedient. If the unpaid balance of the Contract Sum exceeds the cost of finishing the Contract Work, such excess shall be paid to Contractor.

(e) For purposes of this Agreement, the Contractor will be in "default" if (i) the representations and warranties contained in Article XVI were incorrect as of the date this Agreement is executed; (ii) the Contractor fails to comply with any of the requirements contained in Article XVII or XVIII of the Agreement; (iii) the Contractor fails to perform the Contract Work in accordance with the terms of this Agreement for reasons other than those Specified in Subsections (b) and (d) herein; or (iv) the Contractor fails to comply with any law, order, rule or regulation of any court, governmental or regulatory body applicable to the Contractor.

#### ARTICLE XVI LOBBYING AND DEBARMENT

The Contractor hereby represents and warrants that:

(a) No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
- (d) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- (e) The undersigned and its principals (see 24 CFR 24.105(p)):
- i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction (see 24 CFR 24.110) by any Federal department or agency.
  - ii. have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - iii. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in (b) of this certification; and
  - iv. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
  - v. Here the applicant is unable to certify to any of the statements in this certification, such applicant shall attach an explanation behind this page.

#### ARTICLE XVII COMPLIANCE WITH REGULATIONS

- (a) The Contractor shall comply with Executive Order 11246, entitled “Equal Employment Opportunity”, as amended by Executive Order 11375, and as supplemented in the Department of Labor regulations (41 CFR, Part 60). **The contractor must register or be registered for EEO certification with the City of Portland.**
- (b) The Contractor shall comply with the provisions of the Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (23 CFR, Part 3). The Contractor shall not require, by any means, any persons employed in the completion of the Contract Work, to give up any part of the compensation to which he is otherwise entitled.
- (c) To the extent required by law, the Contractor shall comply with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR, Part 5). To the extent required by law, the Contractor shall compute the wages of every mechanic and laborer on the basis of a standard work day of eight hours and a standard work week of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay of all hours worked in excess of 40 hours in the workweek.
- (d) The Contractor shall comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, (12 U.S.C. 1701u) (implemented at 24 CFR Part 135) concerning infrastructure improvements funded with Grant Funds hereunder, to the extent that if any state, unit of local government, public housing agency, or other public body, and their respective contractors and subcontractors exceed the applicable thresholds set forth in 24 CFR Part 135.3 of the HUD regulations, then the economic opportunities generated by the HUD financial assistance made available to any such participant and its contracts with contractors/subcontractors shall, to the greatest extent feasible be given to low- and very low-income persons and to businesses that provide economic opportunities for these persons, together with opportunities for training and employment to lower-income residents of the project, and contracts for work in connection with the project be awarded in substantial part to persons residing in the area of the project.
- (e) The Contractor shall comply with the requirements of Executive Orders 11625 and 12432 (concerning Minority Business Enterprise), and 12138 (concerning Women’s Business Enterprise) by using its best efforts to encourage the use of minority and women’s business enterprises in connection with Contract Work.
- (f) The Contractor shall comply with the regulations governing the Drug-Free Workplace Act of 1988 which is found in 24 CFR 24, subpart F. The Drug-Free Workplace Act of 1988 is located at 41 USC §701 et seq. Specifically, this requires contractors to certify that they will provide a workplace in which the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited.



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(g) The Contractor must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible (2 CFR section 200.321).

Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

ARTICLE XVIII  
 BOOKS AND RECORDS

Habitat, Habitat for Humanity International, Inc., the U.S. Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to the Contract Work for the purposes of making audit, examination, excerpts, and transcriptions for three years after final payment of the Contractor and all pending matters are closed.

IN WITNESS WHEREOF, this Agreement has been entered into as of the day and year first written above.

HABITAT FOR HUMANITY  
 PORTLAND/METRO EAST

CONTRACTOR

By: \_\_\_\_\_  
 For Habitat for Humanity Portland / Metro East  
 Title: \_\_\_\_\_

By: \_\_\_\_\_  
 For: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Federal Tax ID # \_\_\_\_\_

## ANNEX A

### **OSHA – Subcontractor’s Responsibility**

A. Subcontractors shall be familiar with and abide by the safety rules and regulations of Habitat for Humanity Portland / Metro East (“Habitat”) and of any governmental body having the authority to control the manner or method of carrying out the work, including, but without limitation the Williams-Steigener Occupational Safety and Health Act of 1970 (OSHA), all rules and regulations established pursuant thereto, and all amendments and supplements thereto. Subcontractor is expected to enforce its own safety program to the fullest extent relative to their scope of work. In no way does Habitat release the Subcontractor of their responsibilities concerning safety issues. It shall be the responsibility of the Subcontractor to furnish and pay for any special tools and equipment required to comply with the safety standards herein stated.

B. Without limiting the foregoing, subcontractor shall specifically be expected to:

1. Require all of his employees, visitors and suppliers to wear hard hats at all times on the jobsite. Safety glasses/goggles when chipping concrete, driving nails, hitting steel on steel, etc. Workers will be properly dressed for construction when entering the jobsite.
2. All tools and equipment, including of ladders, platforms, lifts and scaffolding will conform to OSHA requirements.
3. Use full body harnesses with lanyard attached to a suitable anchor point when working in areas above 6’ and not protected by guardrails.
4. If it becomes necessary to have access to any opening or shaft or to remove any guardrail system, Subcontractor shall see that the openings or shafts are adequately protected while the work is in progress and that covers or guardrails are replaced before leaving the area. If a Subcontractor does not follow this procedure Habitat will assess a backcharge for its time and material in order to correct the problem.
5. Require his foremen and all his employees to attend weekly safety meetings. Subcontractors may attend Habitat’s safety meetings in lieu of their own.
6. Furnish Habitat with a report on any accident involving any of the subcontractor’s employees or equipment as well as a copy of all Insurance and Worker’s Compensation Claims involving this project.
7. Provide our job superintendent with the identity of the subcontractor competent person responsible for ensuring compliance with OSHA requirements.
8. Provide our job superintendent with an emergency list showing your company doctor, hospital, insurance carrier, etc. Furnish the project with a first aid kit and/or send your first aid type injuries to your company. Habitat’s first aid kit will not be available to subcontractor’s employees.

C. If Subcontractor’s foreman and/or his employee(s) do not comply with the above, Habitat has authority to remove them from the project and Subcontractor agrees to provide a new foreman and/or employee(s) who will abide by the safety rules.

D. If it is necessary for Habitat to loan hard hats or other safety equipment to employees of the subcontractor, their visitors or suppliers, in order to comply with state and federal law, there shall be a backcharge against the subcontractor of \$10/day for each hard hat or piece of safety equipment loaned. This money shall be withheld from the monthly payments due the subcontractor. Safety equipment loaned that is not returned will be also backcharged at replacement cost.

E. Subcontractor shall be responsible for providing drug-free employees to the Construction jobsite. Subcontractor warrants and agrees to advise its employees that alcohol and drugs will not be tolerated on any Habitat jobsite. Subcontractor will furnish a post-accident drug test on any Subcontractor employee involved in a lost-time accident. Habitat reserves the right to direct random drug testing of all Subcontractor employees on its worksite(s), if reasonable suspicion of substance abuse is being experienced on said sites. This test will be conducted as outlined in the Habitat Substance Abuse Program testing procedure (copy available upon request). If Subcontractors’ employee refuses a drug test in either case, Habitat will not allow him (or her) back on the project site.

F. It shall be the responsibility of all Subcontractors to provide the appropriate Material Safety Data Sheets (MSDS) to Habitat for all hazardous chemicals being used by their company at the jobsite. This instrument is intended as an agreement by and between the parties hereto and is intended as an Amendment to any Written or Oral Subcontract Agreement previously entered into by and between the same parties for work to be performed at a project located at 10840-10848 SE Salmon St., Portland, OR 97216.





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

Contractor: \_\_\_\_\_

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

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

Subcontractor: \_\_\_\_\_

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

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



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**ANNEX B**

**CHANGE ORDER**

PROJECT SITE: \_\_\_\_\_

CHANGE ORDER NUMBER: \_\_\_\_\_

CONTRACTOR (name and address): \_\_\_\_\_

DATE: \_\_\_\_\_

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

The Agreement dated \_\_\_\_\_, between the Contractor and Habitat for Humanity Portland Metro / East (the "Agreement") is hereby changed as follows:

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

Defined terms contained in this Change Order shall have the same meaning set forth for such terms in the Agreement, unless the context clearly requires otherwise.

---

The original Contract Sum was.....\$ \_\_\_\_\_  
 Net change by previously authorized Change Orders.....\$ \_\_\_\_\_  
 The Contract Sum prior to this Change Order was.....\$ \_\_\_\_\_  
 The Contract Sum will be increased.....\$ \_\_\_\_\_  
 By this Change Order in the amount of.....\$ \_\_\_\_\_  
 The new Contract Sum including this Change Order shall be.....\$ \_\_\_\_\_

The Contract Time shall: \_\_\_\_\_

HABITAT FOR HUMANITY  
 PORTLAND/METRO EAST

CONTRACTOR

By: \_\_\_\_\_  
 For Habitat for Humanity Portland / Metro East  
 Title: \_\_\_\_\_

By: \_\_\_\_\_  
 For: \_\_\_\_\_  
 Title: \_\_\_\_\_