

II. PROCUREMENT PROCEDURE

See section III, BIDDER INSTRUCTIONS, for instructions for both submittal of Interest To Bid and final 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. 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. **INTEREST TO BID (OPTIONAL):**

If your company is interested in bidding, please return a completed and signed Respondent Firm Information form, to the following email: executivedirectore@northidahohabitat.org. Please also indicate "Will Bid" on the bid package invitation.

Interest to Bid Submittal Materials:

1. Respondent Firm Information

B. **BID SUBMITTAL:**

Respondent must submit completed bid materials to Habitat no later than date and time noted to be considered. Incomplete or late proposals will not be considered.

Bid Submittal Materials:

- a) Respondent Firm Information
- b) Completed Schedule of Values
- c) Comments on proposed scope of work (if applicable)
- d) Total bid amount
- e) Proposed schedule for completion of work
- f) Proof of bonding and insurance

IV. CONTRACT

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.

Respondent Firm Information

Organization's Register Name (Corporate, DBA, etc.):

RCE#: _____ Expires: _____ Federal Tax ID: _____

Mailing Address:

Name of Principal: _____ Title: _____

Office Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

Please indicate any expertise with Earth Advantage, LEED Certified Homes, or any other application design certifications below:

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

Name: _____ **Signature:** _____ **Date:** _____