

LIVONIA HOUSING COMMISSION

JAMES INGLIS
DIRECTOR

MEMBERS
KREUZA GJEZI
BRIAN SCOTT
CONNIE KUMPULA
CARRIE LEACH
DIANN KIRBY



MAUREEN MILLER BROSNAN
MAYOR

PATRICK V. McNAMARA TOWERS
19300 PURLINGBROOK,
LIVONIA, MI. 48152-1902
248-477-7086
(248) 477-0172 FAX

LIVONIA HOUSING COMMISSION

NOTICE
REQUEST FOR PROPOSALS (RFP)
FOR
PROJECT-BASED VOUCHER PROGRAM

LIVONIA HOUSING COMMISSION (LHC)
19300 PURLINGBROOK, LIVONIA, MI. 48152

POSTED
AUGUST 30, 2024

The Livonia Housing Commission is seeking project proposals from qualified developers to award Project-Based Vouchers (PBV) in order to increase the available number of affordable senior housing units in the City of Livonia. Up to thirty (32) may be awarded with this RFP. LHC is targeting only the City of Livonia and any project to be considered must be located within our Livonia program area to be eligible to apply. It is expected that successful applicants will have housing development projects that will be ready to begin construction within the next twelve (12) to eighteen (18) months and have a reasonable plan to secure financing for the development that includes typical sources for affordable housing projects. For complete RFP scope/details and submission requirements, please email: jinglis@livonia.gov to obtain a complete RFP package.

SUBMISSIONS DUE

September 16, 2024 AT 10:00 A.M.(EST)



EQUAL HOUSING
OPPORTUNITY

PURPOSE

The Livonia Housing Commission (LHC) is seeking to increase the number of senior affordable housing units in the city by leveraging its ability to place Project-Based Vouchers (PBVs) in qualified senior affordable and historic housing projects. By awarding PBVs to senior affordable and historic housing projects in this manner, these projects will have the ability to attract the maximum amount of investment from typical affordable housing sources including the federal Low-Income Housing Tax Credit Program (LIHTC).

TARGET

LHC is targeting its program area which covers only the City of Livonia. For purposes of this RFP, development projects only in Livonia will be considered and eligible to receive the maximum points for market targeting.

PROJECT-BASED VOUCHERS BACKGROUND

Project-based vouchers (PBVs) are a component of a public housing agency's (PHA's) Housing Choice Voucher (HCV) program – the program is completely funded by the United States Department of Housing and Urban Development (HUD). PHAs are not allocated additional funding for PBV units; the PHA uses its tenant-based voucher funding to allocate project-based units to a project. Projects are typically selected for PBVs through a competitive process managed by the PHA; although in certain cases projects may be selected non-competitively.

A PHA can use up to 20 percent of its authorized voucher units to project-base units in a specific project if the owner agrees to either rehabilitate or construct the units, or the owner agrees to set-aside a portion of the units in an existing development. In certain cases, the PHA may use an additional 10 percent of its authorized voucher units for PBV assistance.

Information as to how the PBV program is managed may be attained by contacting LHC or HUD.

PBV HISTORY

The PBV program was enacted in 1998, as part of the statutory merger of the certificate and voucher tenant-based assistance programs under the Quality Housing and Work Responsibility Act of 1998. Significant changes to the program were subsequently enacted in law in 2000, by the Fiscal Year 2001 Appropriations Act, and in 2008, by the Housing and Economic Recovery Act of 2008. The latest statutory changes to the PBV program were enacted recently by the Housing Opportunity Through Modernization Act of 2016 (HOTMA).

PROGRAM REQUIREMENTS

Program Requirements to include:

1. Ineligible housing types and prohibition of assistance for units in subsidized housing will not be considered.

2. Program accessibility requirements must meet section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR part 8.
3. Environmental Review requirements submitted through HUD Hero's.
4. Proposed housing development is subject to State of Michigan Historic Preservation Office review.
5. Department of Labor Davis Bacon regulations.
6. Must comply with design and construction requirements of the Fair Housing Amendments Act of 1988 and implementing regulations at 24 CFR 100.205.
7. Shall have broadband infrastructure available to all units developed.

SUBMISSION REQUIREMENTS

Submission Requirements:

Each responding package should include the following:

1. Cover letter for introductory purposes only.
2. A Signed Questionnaire Form – included as ATTACHMENT A to this RFP.
3. A project "Narrative" that includes how the PBVs leverages other resources.
4. Financial Pro-Forma for the project that demonstrates the project's viability.
5. Documentation that Developer has sought, or been awarded, Payment in Lieu of Taxes (PILOT) status from the appropriate taxing jurisdiction.
6. Acknowledgement that HUD Form 5369-B was reviewed (in cover letter).
7. Completion and submission of HUD Form 5369-C.

Please note that the Questionnaire Form is the scoring basis of your response package. We have established the maximum number of points awarded for each area of evaluation. It must be completed in its entirety with all requested and required attachments. If the response package is incomplete, your submission may be deemed "non-responsive".

Email Submission Requirements:

LHC must receive (1) electronic copy (pdf attachment) of the complete submission package via e-mail to Madison Bjertness, Deputy Executive Director (mbjertness@livonia.gov) no later than **10:00 AM (EST), Monday, September 16, 2024.**

Please note in the e-mail subject line: **Project-Based Voucher (PBV) RFQ Response**. In the email itself, please include the primary respondent's contact information (name, address, telephone number, additional e-mail addresses). The submission shall include an attachment that includes the required Questionnaire and appropriate attachments that correspond to the items in the Questionnaire Form.

Email responses received later than the date and time specified may be rejected or deemed "non-conforming". LHC assumes no responsibility or liability for receipt of responses.

Anticipated Schedule –

The schedule below represents the anticipated schedule:

- RFP distributed to potential respondents: August 30, 2024
- Deadline for receipt of proposals: September 16, 2024
- Evaluation of Submissions: September 18, 2024
- Selection of Successful Applicant / Bidder Estimated: September 24, 2024
- Letter issued to Successful Applicant(s): September 25, 2024
- **NOTE:** Final Regulatory Agreements to be initiated once construction is scheduled to begin

RESERVATION OF RIGHTS

LHC reserves the right to:

1. Reject any or all responses, to waive any informalities in the solicitation process, or to terminate the solicitation process at any time, if deemed by LHC to be in its best interest.
2. Not to select or make award to anyone with a history of poor performance on projects performed for LHC and/or any other client of the submitting firm at the sole opinion and discretion of LHC.
3. Terminate a contract awarded pursuant to this solicitation at any time for its convenience upon delivery of a 30-day written notice.
4. Determine the days, hours and locations that the successful bidder shall provide the items or services called for in this solicitation.
5. Reject and not consider any bid that does not, in the opinion of LHC, meet the requirements of this solicitation, including but not necessarily limited to incomplete response and/or alternate (not including "or equal" items) or non-requested items or services.
6. To make an award to the same applicant/bidder (aggregate) for all items; or, to make multiple awards to multiple firms for various scopes of work.
7. LHC reserves the right to reject all proposals and to re-solicit new proposals should this solicitation fail to produce an acceptable agreement. LHC may also reject any proposals that are incomplete or non-responsive and any proposals that are submitted after the deadline.

8. Further, LHC reserves the right to request additional information from any respondent after the submission deadline. PHHC also reserves the right to reject any and all, or parts of any and all, proposals received in response to this RFP or to cancel or postpone this solicitation process if LHC determines that such rejection, cancellation or postponement is in the best interests of LHC; to request additional information; and to waive any irregularities in this solicitation or in the proposals received as a result of the solicitation.
9. If applicable, the determination of the criteria and process pursuant to which proposals are evaluated, the decision regarding who shall be selected to act as bond counsel in connection with the transaction and the decision whether to designate bond counsel as a result of this RFP shall be at the sole and absolute discretion of LHC.

APPLICANT/BIDDER'S RESPONSIBILITY

It is the applicant/bidder's responsibility to:

1. Carefully review and comply with all instructions provided herein or provided within any named attachments or addenda.
2. Bear all expenses involved with the preparation and submission of RFP proposals.
3. Be generally familiar with HUD's Project-Based Voucher program.

ADDITIONAL INFORMATION

More information on the PBV program and on any and all required regulatory agreements and contracts can be found on the HUD website: www.hud.gov

ATTACHMENT A

RFP QUESTIONNAIRE

Please use the following questions to respond to our RFP. You do not need to write a full narrative in answer to each question but please indicate if you think your firm should receive the maximum point award for that question. The total number of points awarded for this questionnaire may not necessarily equal 100 points. All supporting documentation should be attached to this signed questionnaire. Proposals received will be separately and individually evaluated by each member of the LHC Evaluation Committee and points will be awarded according to the Evaluation Criteria and Qualifications indicated below. After separate evaluations are complete, a meeting will be held with the LHC Evaluation Committee to tabulate all points for each proposal which will create a ranking of potential candidates for selection and/or interviews. LHC will proceed in numerical order with interview(s) and negotiation(s) with top tiered firm(s) and will award the best qualified candidate for this RFP on the basis deemed most advantageous to the Livonia Housing Commission's best interest.

PROJECT DESCRIPTION & DEVELOPER EXPERIENCE

Financing Leverage: Describe how the award of PBVs will leverage and enhance the project.

[Twenty (20) Points]

Number of Units Leveraged: How many total senior affordable housing units proposed in the development? Please add what percentage that will be served by the PBVs. **[Ten (10) Points]**

Income/Population Targets: What are the income targets for the total project? Does the project target elderly/disabled population? **[Ten (10) Points]**

Historic Building Designation: Is the proposed development support and preserve the historic designation of a site/building **{Ten (10) Points}**

Location Target: Is the project located in the City of Livonia? **[Ten (10) Points]**

Readiness to Proceed: What is the state of the development process and does the project have site control through agreements? **[Twenty (20) Points]**

DEVELOPER CAPACITY

Developer Capacity Review: In less than one page, please describe your capacity, experience and ability to deliver and develop affordable housing? **{Twenty (20) Points}**

BONUS - Capacity & Readiness: Does your firm have the capacity or plan to procure Section 3 Contractors or Subcontractors or Women/Minority Businesses?

[Five (5) Points]

Name of Primary Respondent: _____

Signature: _____

Printed Name:

Date: _____

Email Address: _____

Prepared By:
Livonia Housing Commission
James M. Inglis, Interim Executive Director
248-477-7086 ext. 5
jinglis@livonia.gov

Certifications and Representations of Offerors Non-Construction Contract

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No: 2577-0180 (exp. 7/30/96)

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

(1) has, has not employed or retained any person or company to solicit or obtain this contract; and

(2) has, has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

(a) is, is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) is, is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) is, is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- | | |
|---|---|
| <input type="checkbox"/> Black Americans | <input type="checkbox"/> Asian Pacific Americans |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans |
| <input type="checkbox"/> Native Americans | <input type="checkbox"/> Hasidic Jewish Americans |

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

(1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

(1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

(a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

(i) Award of the contract may result in an unfair competitive advantage;

(ii) The Contractor's objectivity in performing the contract work may be impaired; or

(iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

(b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

(c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

(d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Signature & Date:

Typed or Printed Name:

Title:

Instructions to Offerors Non-Construction

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing



- 03291 -

1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
- (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
- (3) letter or telegram, or
- (4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/ HUD that the late receipt was due solely to mishandling by the HA/ HUD after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

7. Contract Award

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

8. Service of Protest

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

9. Offer Submission

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show **the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.**

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]