

## Supplement to form HUD-5369, Instructions to Bidders/Offerors

Form HUD-5369, Instructions to Bidders/Offerors is supplemented as follows:

**A. ADD:** To be responsive, the bidder must submit the following documents in a sealed envelop marked on its face with the correct bidding information with his/her bid:

1. Form HUD-5369, Representations, Certifications, and Other Statements of Bidders
2. Non-collusive Affidavit
3. Section 3 Preference Certification completed and certified **OR** marked NA if the bidder is not claiming Section 3 preference.
4. Bidder's Qualifications including a Financial Statement and a certificate of authority to do business in Pennsylvania.
5. Bidder's Section 3 Certifications and Compliance Agreement
6. Bid Form
7. Bid Bond and Certificates

The RHA shall reject a bid as non-responsive any bid that does not include each of the above documents, fully completed and properly executed.

**B. Bid Submission:** The above shall be submitted to the HA at the time and place stated in the Invitation for Bid in a sealed envelope marked on its face with the correct bidding information. The correct bidding information may be found on the Cover and Title Page of the bid package and is:

Date of Reference (Issue Date)  
**FOR THE PROJECT TITLED**  
Name of facility where the work is located  
Project Number  
Date and time of bid opening  
Contractor's name and address

If the bidder's chooses, he/she may submit the required Bidder's Qualifications and Financial Statement in a separate sealed envelop. If the bidder is not the low bidder, the sealed envelope will be returned unopened. The Bidder's Qualifications and Financial Statement sealed envelope must be marked on its face with the correct information:

Date of Reference (Issue Date)  
**FOR THE PROJECT TITLED**  
Name of facility where the Work is located  
Project Number  
Date and time of bid opening  
Contractor's name and address

**Bidder's Qualifications and Financial Statement**

**C. ADD the Statement: Board Approval.** Any contract is subject to cancellation and rejection by the members of the RHA, without liability therefore, at their next regularly scheduled, properly convened meeting, following the date hereof, notwithstanding any contrary statements or representations of any member, officer, or employee of the RHA. The contractor recognizes that no member, officer or employee of the RHA has the power or **authority to waive or limit the effect of this Paragraph nor the control of the members** of the RHA over the approval of any contract. In the event that the members of the RHA **cancel or reject this contract at their next regularly scheduled, properly convened meeting**, as aforesaid, this contract shall be null and void and of no effect as to the RHA, and there shall be no liability on the part of the RHA hereunder.

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- D. DELETE:** Section 4, Responsibility of Prospective Contractor. Paragraph (b):  
(b) Before a bid is considered for award, the bidder may be requested by the PHA/IHA to submit a statement or other documentation regarding any of the items in paragraph (a) above. Failure by the bidder to provide such additional information shall render the bidder non-responsible and ineligible for award.
- REPLACE WITH:** Section 4, Responsibility of Prospective Contractor. Paragraph (b):  
(b) The bidder shall submit the completed Bidder's Qualifications with the bid for the purpose of assisting the RHA to determine responsibility. The RHA may rely on sources of information other than the bidder's qualifications to determine responsibility. The failure of the bidder to submit the qualifications shall render the bidder non-responsible and ineligible for award.