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Request for Sealed Proposals	
Solicitation name/number	Section 8 Housing Quality Standards (HQS) Inspection Services Q2405
Upload responses by	11:00 a.m. on October 30, 2023 (as KCDC's clocks show)
Upload your response to	https://vrapp.vendorregistry.com/Account/LogOn (Can also be accessed via KCDC's webpage)
Questions	KCDC will not accept questions via telephone. Post questions to https://vrapp.vendorregistry.com/Account/LogOn by 6:00 p.m. on October 23, 2023.
Award results	KCDC posts the award decision to its web page at: http://www.kcdc.org/procurement/ .
Open Records/Public Access to Documents	All document provided to KCDC are subject to the Tennessee Open Meetings Act (TCA 8-44-101) and open records requirements.
Check KCDC's webpage for addenda and changes before submitting your response.	



1. **Background and Intent**

- a. Knoxville's Community Development Corporation ("KCDC") is the public housing authority for the City of Knoxville and for Knox County in Tennessee. KCDC's affordable housing property portfolio includes more than 26 properties with approximately 3,600 dwelling units. In addition to operating its public housing apartments, KCDC oversees approximately 4,255 Section 8 Vouchers and 50 Moderate Rehabilitation units. Additionally, KCDC serves as the redevelopment agency for the City of Knoxville, managing redevelopment areas, TIFs, and PILOTs.
- b. Definition/Clarification: KCDC uses "suppliers" as inclusive of various words describing interested parties often called "suppliers," "contractors," "firms," "suppliers" and "vendors."
- c. KCDC intends for this solicitation to result in the selection of a supplier to perform HQS Inspections for Section 8 units in Knoxville and Knox County. This includes the initial, biennial inspections, Quality Control and special inspections (complaints) including any follow-up inspections and outstanding follow-up inspections. KCDC anticipates changing to triennial inspections under The Moving to Work Program. It also includes the supplier sending out the inspection letters and setting appointments for the inspections. KCDC anticipates approximately 400-unit inspections per month.
- c. KCDC intends for the supplier to complete Rent Reasonableness Surveys for each unit inspected at annual, biennial or triennial inspections, new admission inspections or for a rent increase or decrease.
- d. KCDC utilizes "Voyager" Software by Yardi for its financial ERP system and suppliers must have software that is compatible with the "Yardi" Software. Supplier's software and data reporting must have the ability for automated interface with Yardi for easy migration and/or transfer of inspections results and other pertinent information. KCDC's intention is to have all inspection information in KCDC's Yardi Inspections Module. This includes the importation of failed items. It is the supplier's responsibility to make sure that the interface and compatibility properly works.
- e. The successful supplier will have to use hand held devices compatible with this software.
- f. KCDC requires full integration with our software, Yardi Voyager (Inspire). Input occurs through a device capable of running the Citrix receiver, which includes the following operating systems: iOS, Android, BlackBerry, Symbian, or Windows. The successful supplier is responsible for the provision of the required devices.
- g. Yardi's requirements are show in Appendix C.

- h. KCDC has a Section 8 Coordinator that coordinates the paperwork between the inspection company and KCDC. KCDC's Coordinator responds to issues between the landlords and the inspection company. If needed, KCDC's Coordinator goes with the contract inspector on a complaint inspection or he may go out and inspect before turning in a complaint inspection. Everything else is done through the contract inspection company.
- i. KCDC has not received any Section 8 findings from HUD or HUD's Inspector General in the last five years.

2. **Changes after Award**

It is possible that after award KCDC will need to revise the requirements specified herein. KCDC reserves the right to make such changes after consultation with the supplier. Should additional costs arise, the supplier must document increased costs. KCDC reserves the right to accept or reject and negotiate these charges. Generally, such changes will not be of a "cardinal" nature.

3. **Contact Policy**

Only contact KCDC's Procurement Division about this solicitation from the issuance of this solicitation until award. Information obtained from an unauthorized officer, agent, or employee will not affect the risks or obligations assumed by the supplier or relieve the supplier from fulfilling any of the conditions of the resulting award for this project. Such contact can disqualify the supplier from the solicitation process.

4. **Contract Approval**

Award of this proposal is subject to the approval of the KCDC Board.

5. **Evaluation**

- a. KCDC alone determines (using definitions from the National Institute of Governmental Procurement (NIGP) and other relevant sources as appropriate) the supplier's "responsive" and "responsible" status prior to award. Responsible means a business with the financial, technical, relevant experience and capacity to perform the requirements of the solicitation and subsequent contract. A responsive proposal is one that fully conforms in all material respects to the solicitation document and all its requirements, including all form and substance.
- b. KCDC will review all proposals and reserves the right to request additional necessary information, modifications, waive minor technicalities, reject all proposals, reject any proposal that does not meet mandatory requirement(s) or cancel this RFP, according to KCDC's best interests. KCDC further reserves the right to adjust its evaluation scenario if they are in KCDC's best interest and consistent with good business practices.

- c. KCDC may require oral presentations as part of the evaluation process, but KCDC may choose to award without oral presentations.
- d. KCDC reserves the right to ordinally rank proposals as a first step and then only detail score the top tier of proposals if determined to be in KCDC’s best interest. If this option is used, only brief scoring notes will be recorded in the initial phase.
- e. KCDC plans to award to the supplier with the best overall proposal presenting the most advantageous offer based on the following evaluation scale:

Factor	Maximum Points
Cost	40
Business Capabilities (Size, staff composition, interface capabilities, reporting capabilities, et cetera)	55
References	5
Total Points Possible	100

6. General Instructions to Suppliers

KCDC’s General Instructions to Suppliers are at www.kcdc.org. Click on “Procurement” and the link to the instructions. The supplier’s submittal means acceptance of the terms and conditions found in KCDC’s “General Instructions to Suppliers.” The following paragraphs in the General Instructions to Suppliers do not apply: 17, 47a, 47b, 47d, 47e and 72.

7. Insurance

- a. The firm agrees to obtain and maintain at its sole expense on a primary and non-contributory basis during the term of any ensuing Agreement(s) insurance coverages and limits in accordance with the firm’s standard business practices and acceptable to KCDC. Such insurance shall contain or be endorsed to contain a provision that includes KCDC, its officials, officers, employees, and volunteers, and/or any of KCDC’s affiliates as additional insureds and provide waivers of subrogation.
- b. Neither KCDC’s review, approval, or acceptance of, nor payment for, the services required under any ensuing Agreement(s) shall be construed to operate as a waiver of any rights, or of any cause of action arising out of the performance of any ensuing Agreement(s). The firm shall be and remain liable to KCDC and/or its affiliates in accordance with the applicable law for all damages to KCDC and/or its affiliates caused by the firm’s negligent performance of any of the services furnished under any ensuing Agreement(s).

8. Invoicing/Ordering

- a. Until a purchase order is in place, work is not to be performed nor are goods to be delivered. KCDC does not have a legal obligation to pay for the work performed prior to the issuance of a purchase order.
- b. Suppliers must submit invoices within 90 days of the delivery of goods or services. KCDC may refuse invoices submitted after the 90-day threshold. KCDC prefers invoices arrive within 10 days following the end of the month in which goods or services were supplied.
- c. Upon the placement of a purchase order or the award of a contract, KCDC will provide a State of Tennessee Sales Tax Exemption form to the supplier. KCDC will not pay taxes on invoices.
- d. KCDC pays by electronic transfer (ACH) only. Suppliers' accounts receivable staff must use KCDC's portal to find payments made and to which invoices they apply. Suppliers may set up KCDC's portal so that they receive an email with each payment detailing the amount and invoice paid.
- e. Invoices must:
 - Be sequentially numbered so that there is no duplication.
 - Show a date that is after the work is complete or goods delivered
 - List the purchase order number
 - Breakdown pricing according to the award structure
 - Reference the bid number
 - Reference the site and apartment number serviced
- f. KCDC wants all invoices emailed to apadmin@kcdc.org. You may copy the requestor on the email. Do not send invoices by any other means.
- g. KCDC wants statements emailed to apadmin@kcdc.org.

9. Length of Award

The length of the contract will be twelve months with four optional annual renewals that KCDC may exercise at its discretion.

10. Price Structure

- a. At the end of each twelve-month period, the awarded supplier may request a change to the percentage and/or specific item charged to KCDC. Such increases must be supported by changes to the PPI for Knoxville or other such benchmark acceptable to KCDC. The supplier must provide proof of the necessity of the increase to the Procurement Division.

KCDC will decide whether to accept a price increase. If the price increase is accepted, the bid file will be so noted. If the price increase is not accepted, the supplier may:

1. Continue with the existing pricing.
2. Suggest an alternative price increase.
3. End the award.

b. KCDC does not pay fuel surcharges.

c. Suppliers may decrease prices at any time with or without notice.

11. **Section 3 of the HUD Act of 1968**

All contracts awarded are subject to Section 3 requirements. Supplier shall seek to fill any and all position that are needed and unfilled with residents of KCDC communities. For additional information, go to <http://www.hud.gov/offices/fheo/section3/Section3.pdf>. Upon award, the successful supplier will complete a Section 3 project plan for KCDC. The successful supplier will supply KCDC with job announcements for any positions that must be filled as a result of the award of KCDC work. Additionally the successful supplier will supply the same job announcement to the Knoxville-Knox County Committee Action Committee's Workforce Connections group. These can be faxed to 865-544-5269.

12. **Small Business Outreach**

KCDC requires the successful supplier to reach out to small businesses, minority owned businesses and woman owned businesses for goods and subcontracted services to fulfill this award. In addition to the successful supplier reporting on dollars spent with such businesses each January, KCDC expects outreach that results in actual subcontracting arrangements with such suppliers.

Description of Desired Services

13. **Inspections**

- a. All inspectors assigned to perform the HQS Inspections must have at least three years' experience in performing HQS Inspections and trained by nationally recognized public housing industry trainers which would include Housing Quality Standards (HQS) and Inspire (when applicable). The supplier will submit training documentation with their proposal. KCDC will consider equivalent housing/inspections/construction experience and relevant training.
- b. The supplier is responsible for sending scheduling and follow-up correspondence to owner and residents.
- c. The supplier must have scheduling set and be ready to begin annual inspections in November 2023.

- d. The inspection form must document all HQS protocol violations and the notification letter to the owner and resident.
- e. Emergency repairs noted (those requiring a twenty-four-hour completion response) will entail:
 - 1. The inspector, while still in the unit, will attempt to notify the owner of an emergency repair and issue a verbal notification of a re-inspection of the defect item the next day.
 - 2. The inspector will then notify their office of the emergency repair and re-inspection. The inspector adds this to the next day's schedule.
 - 3. The supplier will notify KCDC of the defect and re-inspection notice, as well as provide KCDC with a copy of the Emergency Fail letter that was sent/left with the owner.
 - 4. The supplier will conduct a follow up inspection of the unit the next day and notify KCDC concerning the status of the repair.
- f. The supplier will generate and post the Pass Inspection Letters for the tenant, the owner and KCDC.
- g. If a supplier codes any initial inspection as inconclusive, the owner then calls KCDC's Section 8 office before a follow up appointment can be scheduled after the second inconclusive attempt.
- h. The supplier will generate and post the Fail Inspection Letters for the tenant, the owner and KCDC.
- i. The supplier is responsible for transportation and travel expenses incurred by the inspectors.
- j. The supplier must be available by telephone Monday through Friday from 8:00 am to 4:00 pm Eastern Time to answer questions related to scheduled and completed inspections.
- k. The supplier must be willing to accept the same holiday schedule as KCDC to insure the availability of KCDC staff.

14. Inspection Requirements

Inspections require the use of several forms. These include:

- a. The "Unit Quality Rating and Rent Reasonableness Worksheet."

- b. The “Utility Allowance Worksheet.”
- c. The “HQS Addendum.”

The supplier completes the form for each unit inspected. Should KCDC transition this form to Excel, the successful supplier will be required to have Excel capabilities.

- d. Rent comparability for each new admission, annual, biennial or tri-annual inspection, rent increase or decrease. This is not an ongoing procedure. Current software may be able to complete these in the future.

KCDC prefers electronic submission of these forms.

15. Processing the Forms

- a. Once inspection edits and quality control checks are completed, the supplier will generate a 52580 Short Form and keep an electronic file copy.
- b. KCDC desires weekly generation and transmittal of these forms.

16. Quality Assurance Inspections

- a. Quality Assurance inspections cannot exceed the required number per SEMAP regulations.
- b. Quality Assurance inspections are per month and not all at one time.

17. Re-Inspections

When the initial inspection results in a “failure”, the following steps occur:

- a. Suppliers will verbally schedule the re-inspection date for the owner. Follow up with an appointment letter to the owner and tenant. If the owner has not notified the supplier of completed repairs within day twenty-five, supplier will generate and post a re-inspection appointment letter on or about that day.
- b. No response, incomplete repairs and refusal to allow a re-inspection count as a second fail.
- c. The cost of a 24-hour emergency re-inspection is not to exceed the cost of an annual re-inspection.

18. Self – Certifications

KCDC may elect to accept a self-certification signed by the owner and the tenant the repairs have been complete, except in initial inspections, life threatening inspections or if an inspection has more than ten deficiencies. If a completed self-certification form has been received by the deadline date, the unit will pass inspection as of the date the completed form is received, and the scheduled physical re-inspection will be cancelled.

19. Scheduling Inspections

- a. Supplier's HQS Inspectors will schedule inspections with the owners and tenants.
- b. Suppliers will provide a copy of the proposed schedule to KCDC for prior approval.
- c. Supplier will generate and post appointment letters for both the tenant and the owner and provide a copy to KCDC.
- d. KCDC will email the list of units scheduled for inspection to the inspection company on the first working day of the month prior to the month that the inspections are due.
- e. Units must be inspected before the last date inspected from the previous annual or initial inspection date.
- f. If units cannot be inspected because the tenant is not home, a final notice of inspection must be sent the month the inspection is due. If it is near the end of the month, the supplier may reschedule the inspection early in the following month and KCDC will document the file.
- g. After the second unsuccessful attempt to perform the initial or follow-up inspect, send the 52580 to KCDC's Inspection Department with both appointment letters attached and a letter documenting the needed repairs.
- h. When a unit fails, document tenant repairs and owner repairs on the letter sent to the owner and tenant with a copy attached to the 52580.
- i. If a unit does not pass inspection because the tenant or owner did not make repairs in 30 days, an extension (to complete repairs) to KCDC is permissible but it will not exceed the 20th of the next month. Send the 52580 to KCDC's Inspection Department with documentation explaining whether the owner is to be suppressed due to owner-repairs or the contract is to be canceled due to tenant repairs.
- j. When the unit passes inspection, send the 52580 to the KCDC's Inspection Department with a cover sheet, appointment letters and repair letter on the front along with the weatherization form and utilities form on the back.

- k. Provide a list of inspections conducted to the Section 8 Department on a daily basis.
- l. Provide a monthly summary of inspections conducted by the last day of the month.

20. Software Interface

KCDC's preference is for an interface between the supplier's inspection software and web hosted Yardi Voyager Inspections Module so that inspection data (status and delivery results) automatically uploads. This capability provides KCDC with great process efficiency. Notes and requirements include:

- a. The need for the supplier to setup a schedule for getting new inspections or inspection updates to KCDC Voyager.
- b. The supplier must determine if there are values used by the inspections software that have differing values in KCDC Voyager.
- c. Inspections are done not only to identify pass/fail and a list of deficiency and photos (inspection data), but to also collect the demographic data for the inspection unit (size, year built, room locations, number of rooms, amenities, appliance, who pays for what utilities). In addition, the inspections software verifies and validates the mailing address with the USPS for letter and notice mailings. In addition, the call center collects data such as email and phone number changes. KCDC can upload this non-inspection results data. There must be business rule fields to control what data addition and updates are allowable.
- d. The application process supports three data pathways. (1) The interface can store the information in the appropriate Voyager tables. The interface will record the before (Voyager data) and after/updated data from the inspections system and provide an exception report for all changes of this nature. (2) The before/after data is recorded in the interface and can be reported to KCDC daily (without any changes actually being made). It would be up to the vendor to choose a method for authorizing changes (manual entry, spreadsheet upload, or possibly an authorization mechanism for the interface where the client could log in and simply mark data for update authorization). (3) The interface needs to be able to upload data into the Inspire software
- e. The client should get a transaction report as data pushes from the inspections system to Voyager that indicates the number of inspections and inspection types successfully updated across the interface. Along with this information will be a list of inspections that did not successfully update and reason codes as to why. The system must mark inspections as successfully updated or failed. In the failed cases they will be initially marked as "retry", meaning that each time the interface attempts to push inspections to Voyager, that not only are new inspections being pushed but any failed-and-retry inspections as well.

The client should have the ability to identify the first attempt and last attempt dates for these as well as having the ability to fail-and-no-retry when KCDC determines the inspection is not to be updated in Voyager (for whatever reason).

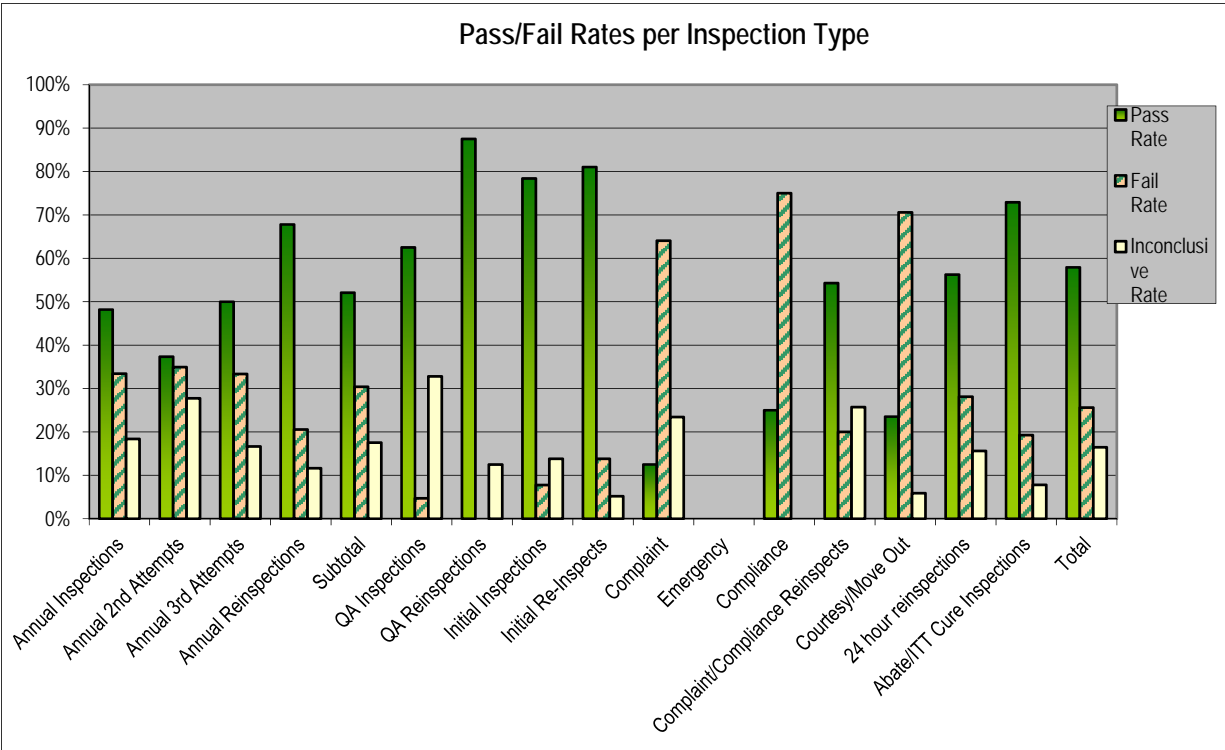
- f. One safety net feature that should be included is “roll-back.” This is a partially updated inspection in Voyager with an error keeping the inspection from being fully updated. In this case, the intent should be to keep a copy of the Voyager record prior to update and upon error failure roll the data back to its original setup and mark the exceptions and errors in transaction and error logs and reports.

21. Statistics

- a. The incumbent supplier conducted approximately 5,500 inspections over a year period, which included first attempts, second attempts, fails, Quality Control and re-inspections. There is no way to list an exact number because the number of second and third attempts required is unknown.
- b. HCVP unit inspections occur within Knox County, Tennessee.
- c. Inconclusive Inspections for the date range of 1/01/2016 thru 12/31/2016: 1105

The inconclusive columns below include all types of inconclusive reasons (moved, no longer Section 8, no one home, t/o rescheduled, not attempted, HA Cancelled, et cetera).

Fiscal Year to Date	Total Conducted	Pass	Fail	Inconclusive	Pass Rate	Fail Rate	Inconclusive Rate
Annual Inspections	1,544	744	516	284	48%	33%	18%
Annual 2nd Attempts	209	78	73	58	37%	35%	28%
Annual 3rd Attempts	36	18	12	6	50%	33%	17%
Annual Re-Inspections	584	396	120	68	68%	21%	12%
Subtotal	2,373	1,236	721	416	52%	30%	18%
QA Inspections	64	40	3	21	63%	5%	33%
QA Re-Inspections	8	7	0	1	88%	0%	13%
Initial Inspections	630	494	49	87	78%	8%	14%
Initial Re-Inspects	58	47	8	3	81%	14%	5%
Complaint	64	8	41	15	13%	64%	23%
Emergency	0	0	0	0	-	-	-
Compliance	4	1	3	0	25%	75%	0%
Complaint/Compliance Reinspects	35	19	7	9	54%	20%	26%
Courtesy/Move Out	17	4	12	1	24%	71%	6%
24-hour Re-Inspections	32	18	9	5	56%	28%	16%
Abate/ITT Cure Inspections	192	140	37	15	73%	19%	8%
Total	3,477	2,014	890	573	58%	26%	16%



22. Reports

The supplier generate the following reports and get them to KCDC by the timelines indicated:

REPORT	FREQUENCY
Summary Status Report Address, Tenant, Owner, Type of Insp., Inspector's Name, Pass, Fail, Pass, Inconclusive	Monthly
R.R. KCDC Paperwork R.R. Information	Daily
Tenant Audit Report Tenant name, Address, Pass, Fail, Inc.	Monthly
Weatherization Report Weatherization Information	Daily
Abate and Cancel Reports	Monthly

The following pages present both the information that KCDC desires as well as the order that it is desired in. Please follow this format.

This and the preceding pages do not need to be returned to KCDC.

Solicitation Document A	General Information about the Supplier
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Note: Complete all cells even if the answer is "Does not apply"

Sign Your Name to the Right of the Arrow

If completing this document in Adobe, an electronic signature is acceptable to KCDC.

Your signature indicates you read and agree to "KCDC's General Instructions to Suppliers" (www.kcdc.org) and that you are authorized to bind the supplier or are submitting the response on behalf of and at the direction of the suppliers' representative authorized to contractually bind the supplier. I represent that the supplier or its applicable representative(s) has reviewed the information contained in this Solicitation Package and that the information submitted is accurate.

Printed Name and Title

Legal Corporate Name

Street Address

City/State/Zip

Contact Person (Please Print Clearly)

Telephone Number

Cell Number

Supplier's E-Mail Address (Please Print Clearly)

Addenda

Addenda are at www.kcdc.org. Click on "Procurement" and then on "Open Solicitations" to find addenda. Please check for addenda prior to submitting a bid.

Acknowledge addenda have been issued by checking below as appropriate:

None <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
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Statistical Information (Check a box in each of the next four lines)

1. This business is at least 51% owned and operated by a woman	Yes <input type="checkbox"/> No <input type="checkbox"/>
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2. This business qualifies as a small business by the State of Tennessee <i>Total gross receipts of not more than \$10,000,000 average over a three-year period OR employs no more than 99 persons on a full-time basis</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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3. This business is at least 51% owned and operated by a veteran	Yes <input type="checkbox"/> No <input type="checkbox"/>
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4. This business is owned & operated by persons at least 51% of the following ethnic background:	Publicly Owned <input type="checkbox"/>
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Asian/Pacific <input type="checkbox"/>	Black <input type="checkbox"/>	Hasidic Jew <input type="checkbox"/>	Hispanic <input type="checkbox"/>	Native American <input type="checkbox"/>	White <input type="checkbox"/>	Publicly Owned <input type="checkbox"/>
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Prompt Payment Discount Statement

A ___% prompt payment discount applies when KCDC makes payment in ___ days of accurate invoicing.

Cooperative Procurement

Subject to additional location/delivery charges, the supplier agrees to extend the offered costs to other governments if the government so desires. Yes No

Conflict of Interest

1. No commissioner or officer of KCDC or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for KCDC has a direct interest in the award or the supplier providing goods or services.
2. No employee, officer or agent of the grantee or sub-grantee will participate in selection, or in the award or administration of an award supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the supplier selected for award.
3. The grantee's or sub-grantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from suppliers, potential suppliers, or parties to sub-agreements.
4. By submission of this form, the supplier is certifying that no conflicts of interest exist.

Drug Free Workplace Requirements

5. Private employers with five or more employees desiring to contract for construction services attest that they have a drug free workplace program in effect in accordance with TCA 50-9-112.

Eligibility

6. The supplier is eligible for employment on public contracts because no convictions or guilty pleas or pleas of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award from the State of Tennessee or any political subdivision thereof have occurred.

General

7. Supplier fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer.
8. Such offer is genuine and is not a sham offer.

Iran Divestment Act

9. Concerning the Iran Divestment Act (TCA 12-12-101 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not on the list created pursuant to § 12-12-106.

Accuracy of Electronic Copies

10. If the supplier provides electronic copies of the bid/proposal/quote to KCDC, the supplier certifies that the information provided on paper and in the electronic format is identical unless specifically noted otherwise.

General

11. Neither the said supplier nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded conspired, connived or agreed, directly or indirectly, with any other responder, supplier, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement, or collusion or communication or conference with any other supplier, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other supplier, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against KCDC or any person interested in the proposed award or agreement.
12. The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the supplier or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.




No Contact/No Advocacy Affidavit

13. After this solicitation is issued, any contact initiated by any supplier with any KCDC representative concerning this solicitation is strictly prohibited-except for communication with the Procurement Division. My signature signifies that no unauthorized contact occurred.
14. To ensure the integrity of the review and evaluation process, respondents to this solicitation nor any firm representing them, may not lobby or advocate to KCDC staff or Board members. My signature signifies that no unauthorized advocacy occurred.

Non-Boycott of Israel Affidavit

15. Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.

The undersigned hereby acknowledges receipt of these affidavits and certifies that the submittal in response to this solicitation is in full compliance with the listed requirements. Failure to properly acknowledge issues concerning the above is grounds for bid rejection and may subject the signer to penalties as directed by the appropriate laws.

Signed by 	
Printed Name 	
Title 	

Representations, Certifications, and Other Statements of Bidders

Public and Indian Housing Programs

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1. Certificate of Independent Price Determination

(a) The bidder certifies that--

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

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

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

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

(1) Is the person in the bidder'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's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder'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 deletes or modifies subparagraph (a)2 above, the bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

[Contracting Officer check if following paragraph is applicable]

(d) Non-collusive affidavit. (applicable to contracts for construction and equipment exceeding \$50,000) in Solicitation Document B attached

(1) Each bidder shall execute, in the form provided by the PHA/IHA, an affidavit to the effect that he/she has not colluded with any other person, firm or corporation in regard to any bid submitted in response to this solicitation. If the successful bidder did not submit the affidavit with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the affidavit by that date may render the bid nonresponsive. No contract award will be made without a properly executed affidavit.

(2) A fully executed "Non-collusive Affidavit" [] is, [] is not included with the bid.

2. Contingent Fee Representation and Agreement

(a) Definitions. As used in this provision:

"Bona fide employee" means a person, employed by a bidder and subject to the bidder's supervision and control as to time, place, and manner of performance, who neither exerts, nor proposes to exert improper influence to solicit or obtain contracts nor holds out as being able to obtain any contract(s) through improper influence.

"Improper influence" means any influence that induces or tends to induce a PHA/IHA employee or officer to give consideration or to act regarding a PHA/IHA contract on any basis other than the merits of the matter.

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

(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.

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

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

3. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (applicable to contracts exceeding \$100,000)

(a) The definitions and prohibitions contained in Section 1352 of title 31, United States Code, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The bidder, by signing its bid, hereby certifies to the best of his or her knowledge and belief as of December 23, 1989 that:

(1) No Federal 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, or an employee of a Member of Congress on his or her behalf in connection with the awarding of a contract resulting from this solicitation;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) 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, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the bidder shall complete and submit, with its bid, OMB standard form LLL, "Disclosure of Lobbying Activities," and

(3) He or she will include the language of this certification in all subcontracts at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(d) Indian tribes (except those chartered by States) and Indian organizations as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B) are exempt from the requirements of this provision.

4. Organizational Conflicts of Interest Certification

The bidder certifies that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed under this proposed contract and the bidder's organizational, financial, contractual, or other interests may, without some restriction on future activities:

- (a) Result in an unfair competitive advantage to the bidder; or,
- (b) Impair the bidder's objectivity in performing the contract work.

In the absence of any actual or apparent conflict, I hereby certify that to the best of my knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement.

5. Bidder's Certification of Eligibility

(a) By the submission of this bid, the bidder certifies that to the best of its knowledge and belief, neither it, nor any person or firm which has an interest in the bidder's firm, nor any of the bidder's subcontractors, is ineligible to:

(1) Be awarded contracts by any agency of the United States Government, HUD, or the State in which this contract is to be performed; or,

(2) Participate in HUD programs pursuant to 24 CFR Part 24.

(b) The certification in paragraph (a) above is a material representation of fact upon which reliance was placed when making award. If it is later determined that the bidder knowingly rendered an erroneous certification, the contract may be terminated for default, and the bidder may be debarred or suspended from participation in HUD programs and other Federal contract programs.

6. Minimum Bid Acceptance Period

(a) "Acceptance period," as used in this provision, means the number of calendar days available to the PHA/IHA for awarding a contract from the date specified in this solicitation for receipt of bids.

(b) This provision supersedes any language pertaining to the acceptance period that may appear elsewhere in this solicitation.

(c) The PHA/IHA requires a minimum acceptance period of 90 calendar days.

(d) In the space provided immediately below, bidders may specify a longer acceptance period than the PHA's/IHA's minimum requirement. The bidder allows the following acceptance period: calendar days.

(e) A bid allowing less than the PHA's/IHA's minimum acceptance period will be rejected.

(f) The bidder agrees to execute all that it has undertaken to do, in compliance with its bid, if that bid is accepted in writing within (1) the acceptance period stated in paragraph (c) above or (2) any longer acceptance period stated in paragraph (d) above.

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

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

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.

is, is not a women-owned business enterprise. "Women-owned business enterprise," as used in this provision, means a 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.

is, is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least 51 percent owned or controlled 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)

Black Americans

Asian Pacific Americans

Hispanic Americans

Asian Indian Americans

Native Americans

Hasidic Jewish Americans

9. Certification of Eligibility Under the Davis-Bacon Act

Act (applicable to construction contracts exceeding \$2,000)

(a) By the submission of this bid, the bidder certifies that neither it nor any person or firm who has an interest in the bidder's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(b) No part of the contract resulting from this solicitation shall be subcontracted to any person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(c) The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.

10. Certification of Nonsegregated Facilities (applicable to contracts exceeding \$10,000)

(a) The bidder's attention is called to the clause entitled **Equal Employment Opportunity** of the General Conditions of the Contract for Construction.

(b) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(c) By the submission of this bid, the bidder certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Employment Opportunity clause in the contract.

(d) The bidder further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) prior to entering into subcontracts which exceed \$10,000 and are not exempt from the requirements of the Equal Employment Opportunity clause, it will:

- (1) Obtain identical certifications from the proposed subcontractors;
- (2) Retain the certifications in its files; and
- (3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

Notice to Prospective Subcontractors of Requirement for Certifications of Nonsegregated Facilities

A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Employment Opportunity clause of the prime contract. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in bids is prescribed in 18 U.S.C. 1001.

11. Clean Air and Water Certification (applicable to contracts exceeding \$100,000)

The bidder certifies that:

(a) Any facility to be used in the performance of this contract [] is, [] is not listed on the Environmental Protection Agency List of Violating Facilities:

(b) The bidder will immediately notify the PHA/IHA Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the bidder proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and,

(c) The bidder will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

12. Bidder's Signature

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

(Signature and Date) _____

(Typed or Printed Name) _____

(Title) _____

(Company Name) _____

(Company Address) _____

Suppliers must complete the following information and submit it with their proposal. Suppliers may choose to submit pricing scenarios for other services not specifically requested herein. KCDC may then use those prices, during the contract period, if a need for the other services arises. Suppliers may, if desired, indicate guaranteed costs for future years.

Item	Cost	Note
Annual Inspection	\$	
Initial Inspections	\$	
2 nd Attempts and 3 rd Attempt Inspections	\$	
Self-cert Inspections	\$	
Special/Complaint Inspections	\$	
Inspections for Properties abated	\$	
Re-inspections for Initial fails, Annual Fails, Failed Compliance and Failed Complaint Inspections	\$	
24-hour Emergency Inspections	\$	
Move-out Inspections	\$	
Inconclusive Inspections	\$	
Rent Reasonableness Studies	\$	

The supplier must provide information about experience with public entities to show proven and demonstrated ability to execute the requirements of the RFP. The proposal must include five specific references of similar accounts. Present information in this format:

1. Name of the business serviced
2. Contact name
3. Address
4. Phone number
5. Email address
6. Amount of the contract
7. Description of the contract
8. Composition of the units serviced
9. Date the contract began
10. Date the contract ended (if applicable)
11. Describe software interfaced and the procedures to do so. Specially indicate if the client uses Yardi Voyager.

The supplier must provide information about your company's history and experience. Provide information including, but not limited to:

1. A history of your company
2. A statement of how many years has your organization been in this business
3. Number of Inspections Performed
4. Number of Units Inspected
5. Number of Buildings Inspected
6. Number of support personnel
7. Rent Reasonableness studies performed
8. Information about each professional staff member including
 - a. Title
 - b. Date of initial training
 - c. Date of first certification
 - d. Date of last re-certification
 - e. Number of inspections performed
 - f. Number of buildings inspected
 - g. Number of units inspected
9. Any HUD or Inspector General or other similar findings or issues.

Solicitation Document G**Reports**

Use this section to provide samples of actual reports that you have previously generated.

Solicitation Document H**General Approach to Service Provision**

1. Supplier will include verbiage that shows their approach to completing the work elements described in this solicitation. Cross-reference your responses to the paragraph numbers herein.
2. Discuss how misspelled addresses, mis-keyed zip codes and incomplete addresses will affect the process.
3. Describe your plan for remediating these errors if they occur.

Item No.	9. HQS Addendum	Yes Pass	No Fail	Inconc	Comment	Approval Date
9.1	Screen on windows – at least one per room, except for central air or rooms with air conditioners					
9.2	Fire extinguisher in apts.					
9.3	Written verification from qualified electrical or mechanical personnel if problems are found or suspected					
9.4	Door on bedroom entrances					
9.5	Lock on bathroom door					
9.6	Ample closet space					
9.7	Reasonable clean appliances					
9.8	Painting required if walls are heavily marred or soiled					
9.9	Dumpster: One per building for each building containing over four apartments and if refuse disposal facilities are determined inadequate					
9.10	Heat must maintain 70 degrees during cold weather					
9.11	Storm doors must be in good condition with closer, handle, glass, and/or screen					
9.12	Storm windows cannot be used as primary windows and must have at least a screen and glass or two of either one					
9.13	No bars on at least one window per room; if bars are present remove one					
9.14	Minimum bedroom size – 70 square feet (7 x 10)					

Exhibit B

Allowances

The supplier completes these forms (Exhibits A, B, & F) when units are inspected (initials & annuals).

Locality/PHA Knox County		Unit Type House					Date 10/1/2023	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	27	31	35	38	42	46	
	Bottled Gas	94	111	127	143	158	174	
	Electric	28	33	38	43	48	54	
	Electric – Heat Pump	16	18	22	24	27	30	
	Fuel Oil	0	0	0	0	0	0	
	Other	0	0	0	0	0	0	
Cooking	Natural Gas	14	14	16	18	19	21	
	Bottled Gas	10	12	17	22	27	33	
	Electric	4	5	7	9	11	13	
	Other	0	0	0	0	0	0	
Other Electric		43	47	57	68	78	88	
Air Conditioning		4	5	11	17	23	29	
Water Heating	Natural Gas	8	10	14	19	23	27	
	Bottled Gas	28	33	48	63	78	93	
	Electric	12	15	19	23	27	31	
	Fuel Oil	0	0	0	0	0	0	
Water		30	32	43	60	78	95	
Sewer		62	67	99	147	195	243	
Trash Collection		10	10	10	10	10	10	
Other – specify		0	0	0	0	0	0	
Range/Microwave		17	17	17	17	17	17	
Refrigerator		21	21	21	21	21	21	
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance	Allowance		
Head of Household Name					Heating			
					Cooking			
Unit Address					Other Electric			
					Air Conditioning			
					Water Heating			
Number of Bedrooms					Water			
					Sewer			
					Trash Collection			
					Other			
					Range/Microwave			
					Refrigerator			
					Total			

Locality/PHA Knox County		Unit Type Duplex					Date (mm/dd/yyyy) 10/1/2023	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	30	35	37	39	40	43	
	Bottled Gas	107	125	134	143	152	161	
	Electric	18	21	27	33	38	44	
	Electric – Heat Pump	14	17	20	22	24	27	
	Fuel Oil	0	0	0	0	0	0	
	Other	0	0	0	0	0	0	
Cooking	Natural Gas	14	14	16	18	19	21	
	Bottled Gas	10	12	17	22	27	33	
	Electric	4	5	7	9	11	13	
	Other	0	0	0	0	0	0	
Other Electric		39	43	51	60	68	77	
Air Conditioning		6	7	10	12	15	18	
Water Heating	Natural Gas	8	10	14	19	23	27	
	Bottled Gas	28	33	48	63	78	93	
	Electric	12	15	19	23	27	31	
	Fuel Oil	0	0	0	0	0	0	
Water		30	32	43	60	78	95	
Sewer		62	67	99	147	195	243	
Trash Collection		10	10	10	10	10	10	
Other – specify		0	0	0	0	0	0	
Range/Microwave		17	17	17	17	17	17	
Refrigerator		21	21	21	21	21	21	
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance	Allowance		
Head of Household Name					Heating			
					Cooking			
Unit Address					Other Electric			
					Air Conditioning			
					Water Heating			
Number of Bedrooms					Water			
					Sewer			
					Trash Collection			
					Other			
					Range/Microwave			
					Refrigerator			
					Total			

Locality/PHA Knox County		Unit Type Apartment					Date (mm/dd/yyyy) 10/1/2023	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	20	23	25	27	30	32	
	Bottled Gas	66	67	89	100	111	122	
	Electric	12	15	19	24	29	33	
	Electric – Heat Pump	11	13	15	17	19	21	
	Fuel Oil	0	0	0	0	0	0	
	Other	0	0	0	0	0	0	
Cooking	Natural Gas	14	14	16	18	19	21	
	Bottled Gas	10	12	17	22	27	33	
	Electric	4	5	7	9	11	13	
	Other	0	0	0	0	0	0	
Other Electric		36	39	46	53	60	67	
Air Conditioning		5	6	9	11	13	16	
Water Heating	Natural Gas	7	8	12	15	19	22	
	Bottled Gas	23	27	39	51	62	74	
	Electric	10	12	15	18	21	25	
	Fuel Oil	0	0	0	0	0	0	
Water		30	32	43	60	78	95	
Sewer		62	67	99	147	195	243	
Trash Collection		10	10	10	10	10	10	
Other – specify		0	0	0	0	0	0	
Range/Microwave		17	17	17	17	17	17	
Refrigerator		21	21	21	21	21	21	
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance	Allowance		
Head of Household Name					Heating			
					Cooking			
Unit Address					Other Electric			
					Air Conditioning			
					Water Heating			
					Water			
Number of Bedrooms					Sewer			
					Trash Collection			
					Other			
					Range/Microwave			
					Refrigerator			
					Total			

Locality/PHA Knox County		Unit Type Energy Star Certified					Date (mm/dd/yyyy) 10/1/2023	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	16	19	21	23	25	27	
	Bottled Gas	54	64	73	82	91	100	
	Electric	10	12	16	20	23	27	
	Electric – Heat Pump	9	11	12	14	16	17	
	Fuel Oil	0	0	0	0	0	0	
	Other	0	0	0	0	0	0	
Cooking	Natural Gas	13	14	15	16	18	19	
	Bottled Gas	8	10	14	18	22	27	
	Electric	3	4	6	7	9	11	
	Other	0	0	0	0	0	0	
Other Electric		33	35	41	47	53	58	
Air Conditioning		4	5	7	9	11	13	
Water Heating	Natural Gas	6	7	9	12	15	18	
	Bottled Gas	19	22	32	41	51	61	
	Electric	8	10	12	15	17	20	
	Fuel Oil	0	0	0	0	0	0	
Water		30	32	43	60	78	95	
Sewer		62	67	99	147	195	243	
Trash Collection		10	10	10	10	10	10	
Other – specify		0	0	0	0	0	0	
Range/Microwave		17	17	17	17	17	17	
Refrigerator		21	21	21	21	21	21	
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance	Allowance		
Head of Household Name					Heating			
					Cooking			
					Other Electric			
Unit Address					Air Conditioning			
					Water Heating			
					Water			
					Sewer			
					Trash Collection			
Number of Bedrooms					Other			
					Range/Microwave			
					Refrigerator			
					Total			

Locality/PHA		Unit Type					Date (mm/dd/yyyy)	
Knox County		Manufactured Homes					10/1/2023	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	23	27	30	33	36	39	
	Bottled Gas	80	94	108	121	135	148	
	Electric	30	35	36	37	38	39	
	Electric – Heat Pump	13	16	19	21	23	25	
	Fuel Oil	0	0	0	0	0	0	
	Other	0	0	0	0	0	0	
Cooking	Natural Gas	14	14	16	18	19	21	
	Bottled Gas	10	12	17	22	27	33	
	Electric	4	5	7	9	11	13	
	Other	0	0	0	0	0	0	
Other Electric		43	47	57	68	78	88	
Air Conditioning		5	6	10	14	18	23	
Water Heating	Natural Gas	8	10	14	19	23	27	
	Bottled Gas	28	33	48	63	78	93	
	Electric	12	15	19	23	27	31	
	Fuel Oil	0	0	0	0	0	0	
Water		30	32	43	60	78	95	
Sewer		62	67	99	147	195	243	
Trash Collection		10	10	10	10	10	10	
Other – specify		0	0	0	0	0	0	
Range/Microwave		17	17	17	17	17	17	
Refrigerator		21	21	21	21	21	21	
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance	Allowance		
					Heating			
Head of Household Name					Cooking			
					Other Electric			
					Air Conditioning			
					Water Heating			
Unit Address					Water			
					Sewer			
					Trash Collection			
					Other			
					Range/Microwave			
Number of Bedrooms					Refrigerator			
					Total			

Yardi System Requirements

Recommended hardware and software specifications¹ for a Yardi user system.

Operating system (depending on hardware)	Microsoft Windows 11, Microsoft Windows 10, or Microsoft Windows 8.1, with latest MS service pack/security updates; or Android 10.0 or later; or Apple OS X 10.15 or later; or Apple iOS 5.0 or later (version requirement varies by app)
Processor	Intel Dual Core or greater, Intel Pentium, AMD, or compatible, 1 GHz or faster (Mobile platforms: not applicable)
RAM	2 GB (Mobile platforms: not applicable)
Software applications and components	Mozilla Firefox 27 or later; or Google Chrome 38 or later; or Apple Safari 7 or later; or Microsoft Edge or Microsoft Internet Explorer 11 ^{2, 3} with latest service pack/security updates Microsoft Office 365, 2016, or 2013 with latest MS service pack/security updates Microsoft .NET Framework 4.5 and 2.0 for Yardi yCheck, PAYscan, and CHECKscan operations Yardi yCheck (if printing checks from workstation) Adobe Reader
Screen resolution	1024 × 768 or higher (Mobile platforms: not applicable)

- Yardi yCheck and Yardi CHECKscan install and operate only on the Microsoft Windows platform.
- Custom integrations must support NTLMv2 authentication protocol.
- Remote connections must support SMBv2 when connecting to file shares.
- Hardware and software specifications listed in this document are for releases of Yardi applications available at the time of publication. As newer system versions are introduced and services upgraded, Yardi reserves the right to update and modify these recommendations.
- Hardware, memory, and storage requirements vary greatly, depending on the number of users, network applications, hard disk sizes, remote connection protocol and type, device type, and other issues. Your organization should regularly review company and user hardware and software resources and compare them to current system requirements.
- Yardi users connect to Yardi-hosted applications through the Internet. Good security practices for remote-access communications require the use of standard security hardware and software, such as firewalls and utilities for protection against computer viruses and spyware. Security configuration for hardware and applications is the responsibility of your organization and users.
- For more information about computer and peripheral requirements and resources in your organization, contact your system administrator or computer consultant. For additional information about Yardi user system requirements, contact Yardi technical support.

¹ System requirements presented herein are accurate and reliable to the best of Yardi System's knowledge and belief but are not guaranteed to be so. These requirements are subject to change without notice. Nothing herein is to be construed as recommending any practice or any product in violation of any patent or in violation of any law or regulation. It is the user's responsibility to determine the suitability of any equipment and/or procedure for a specific purpose and to use such equipment and/or procedure as may be necessary and pertinent to the user's organization and business practices.

² For Windows 8.1 with Internet Explorer 11, use Desktop browser mode, not Modern/Metro UI browser mode.

³ For Microsoft Internet Explorer 11, Voyager 7S requires Compatibility View turned off.

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