

LIFT

Community Action Agency, Inc.

*Rebecca Reynolds, Executive Director
David Hawkins, Board Chairman*

Request for Proposals for Roof Replacement

Hugo Homeownership Center - 500 E Rosewood, Hugo, OK 74743

RFP Issued:

Thursday, October 8, 2026

**Site Visits / Questions:
until proposals are due**

By appointment / in writing, October 9

Proposals Due:

Friday, October 23, 2026, 4:00 p.m.

Award Notifications:

Monday, October 26, 2026

Contact:

Kinsey Cox, LIFT CAA

kinsey.cox@liftca.org

580-326-3351



209 North 4th Street - Hugo, OK 74743
www.liftca.org
Telephone: 580.326.3351 | Fax: 580.326.2305
TTD/TTY - 711

This institution is an equal opportunity employer



LIFT COMMUNITY ACTION AGENCY, INC.

2026 Roof Replacement RFP

Hugo Homeownership Center – 500 E Rosewood, Hugo, OK 74743

1. COMPANY OVERVIEW

LIFT Community Action Agency, formerly known as Little Dixie Community Action Agency, incorporated as a nonprofit organization on April 4, 1968. The agency's purpose as stated in its original Articles of Incorporation was "To assist in developing, executing, and coordinating plans and the programs authorized under the Economic Opportunity Act of 1964 and subsequent amendments which may be made to that act, and other Federal, State, and Local laws and programs which will tend to alleviate and eradicate poverty within the area of operation of this agency, exclusively for charitable purposes."

Our Mission: To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency.

Our Vision: To Free Generations of People from Poverty.

Our Core Values: Compassion; Honesty; Optimism; Integrity; Community; Empowerment; and Stewardship.

LIFT has approximately 300 employees and is overseen by a Board of Directors with 27 members.

2. PROJECT SUMMARY

LIFT is seeking proposals from qualified, licensed roofing contractors to remove and replace the existing roof on the Hugo Homeownership Center ("HHOC"), located at **500 E Rosewood, Hugo, OK 74743**. The building has two roof sections: a low-slope flat roof and a barrel-arched roof. The work is to be performed under a firm, fixed-price written contract.

3. SCHEDULE

The following schedule applies. Target dates are subject to change by written addendum.

Event	Date
RFP issued, published, and sent to known contractors	Thursday, October 8, 2026
Site visits (by appointment) and written questions	Friday, October 9, 2026 until proposals are due (Friday, October 23, 2026, 4:00 p.m. Central)
Proposals due and opened	Friday, October 23, 2026, 4:00 p.m. (Central)
Notification of award (all proposers notified in writing)	Monday, October 26, 2026

4. SITE VISITS AND QUESTIONS

A site visit is required. Each contractor must visit the property before submitting a proposal, so that the contractor can see the existing roof, its condition, and everything on it, and base its price on what it finds. Proposals from contractors that did not visit will not be considered. LIFT will keep a sign-in log of visits. Site visits are by appointment only during the window shown above. To schedule, email the Contact listed below. Verbal statements made at a site visit are not binding on LIFT; only written answers and addenda are.

All questions must be submitted **in writing** by email to **kinsey.cox@liftca.org** with the subject line “**HHOC Roof RFP**” at any time before the proposal due date and time. Questions by phone will not be accepted. LIFT will answer questions in writing as they are received, and will send each answer to every contractor that received or requested the RFP and post it on the LIFT website and Facebook page. Contractors are encouraged to ask early, because questions are accepted until the proposal deadline.

Contact (questions and site visits): Kinsey Cox, LIFT Community Action Agency, Inc., 209 N 4th Street, Hugo, OK 74743 · 580-326-3351 · kinsey.cox@liftca.org. Proposals are received and recorded by Central Purchasing (Amy Wilson), as described in Section 7.

5. SCOPE OF WORK

The Contractor shall furnish all labor, materials, equipment, supervision, permits, and disposal needed to complete this project. The scope below is the specification on which all proposals must be based, so that all contractors are bidding on the same work.

A. Existing conditions and approximate quantities

Item	Description
Flat roof section	Approximately 8,174 sq ft, 1/12 slope. Existing flat membrane roof.
Barrel-arched roof section	Approximately 3,316 sq ft, 3/12 slope. Existing rolled roofing.
Total area	Approximately 11,490 sq ft (about 115 roofing squares; about 126.5 squares including waste factor).
Perimeter edge metal (coping)	Approximately 517 linear feet.

Quantities are approximate and are provided for convenience only. Each contractor is responsible for verifying all measurements and field conditions before submitting a proposal.

B. Work to be performed

1. Tear off the existing flat membrane roof down to the roof deck.
2. Tear off the existing rolled roofing on the barrel-arched section down to the roof deck.
3. Inspect the roof deck. Re-secure loose deck and replace damaged or rotted decking only with LIFT’s prior written approval, at the unit price stated in the contractor’s proposal (Attachment 3 or your own quote).
4. Install new insulation: minimum 1-inch polyisocyanurate insulation on both roof sections, or thicker where the manufacturer’s warranty or applicable code requires it.
5. Install a new 60-mil TPO single-ply roofing membrane on both roof sections, installed per the manufacturer’s specifications. The basis of quality is an “Elevate” 60-mil TPO system; **equivalent systems from other manufacturers will be considered** if the proposer identifies the product and includes the manufacturer’s data sheets with the proposal.
6. Install the complete flashing package: walls, curbs, penetrations, drains, and edges, per the manufacturer’s specifications.
7. Install new perimeter edge metal (coping), approximately 517 linear feet, in a color selected by LIFT from the manufacturer’s standard colors, at no added cost.
8. Provide all equipment needed to complete the work, such as lifts, hoists, and dump trailers, and remove and lawfully dispose of all debris.
9. Protect the building, its occupants, and adjacent property during the work, and keep the roof watertight at the end of each work day.
10. Perform complete job-site cleanup at completion.

11. Provide the manufacturer's full-system warranty (materials and labor) and a contractor's workmanship warranty of not less than five (5) years. State the manufacturer's warranty term and coverage in the proposal; the longest and most complete coverage is scored under Criterion 4.
12. Obtain all required permits and inspections, and comply with all applicable codes.

C. Brand names and equals

Where this RFP names a manufacturer or product, it does so only to describe the required level of quality and performance. It is not intended to limit competition. LIFT will consider an equivalent product that meets the same performance requirements.

D. Changes

While this RFP sets forth the Scope of Work anticipated at this time, there is no guarantee that it will remain unchanged over the duration of the contract. LIFT reserves the right to add, modify, or delete tasks as necessary. Any such action will be formalized by a written amendment to the contract.

6. BASIC REQUIREMENTS

Licensing: The Contractor must hold a current roofing contractor registration with the Oklahoma Construction Industries Board, including the commercial roofer endorsement required for commercial roofing work (if applicable), and must provide proof with the proposal.

Insurance: The Contractor must provide proof of General Liability insurance and Workers' Compensation insurance, or a certificate of exemption. Coverage must be at least the minimum limits required by the State of Oklahoma. Certificates must be current and naming LIFT Community Action Agency, Inc. as certificate holder. Certificates may be submitted after award but must be received before any work begins.

Bonding: Bonding is required only to the extent required by Oklahoma law for this type of work, and proof must be provided if it applies.

Building use and work hours: The building is occupied during the work. The Contractor must keep the building safe and usable for staff and visitors and schedule work hours and noisy work with LIFT before the work begins.

Compliance: The Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations, including the Occupational Safety and Health Administration (OSHA) requirements. The Contractor certifies that it has complied and will continue to comply during the contract with the Immigration Reform and Control Act of 1986, in that every employee of the Contractor is eligible for employment in the United States.

Subcontractors: LIFT's prior written approval is required for any subcontracted services. The Contractor is responsible for the performance and oversight of its subcontractors, who must meet the same requirements. LIFT encourages the use of minority-owned, women-owned, and small businesses when possible.

7. SUBMITTAL REQUIREMENTS

Proposals may be submitted in PDF format by email to **amy.wilson@liftca.org**, or as a hard copy in a sealed envelope marked "**Attn: HHOC Roof RFP**" delivered to LIFT Community Action Agency, Inc., 209 N 4th Street, Hugo, OK 74743. The proposal must be received by **4:00 p.m. (Central) on Friday, October 23, 2026**. Late proposals will not be accepted. Email respondents will receive a confirmation by the next business day.

Every proposal must include the following (forms are in the Attachments packet):

1. Attachment 1 – Proposal Cover Sheet.

2. Your price, broken down by scope line, with a total fixed price. Use Attachment 3 or your own quote. Your price must include all labor, materials, equipment, permits, disposal, and any sales or use tax. If you use your own quote, also give the price to replace damaged deck (per 4 ft × 8 ft sheet, installed) and price any optional extras separately. A single lump-sum price with no breakdown is incomplete.
3. Company name, contact information, years in business, and staff who will work on the project.
4. Your experience with commercial TPO or low-slope roofs, especially in Oklahoma.
5. New vendors only: Attachment 4 (three similar roofing projects from the last five years, plus a short company history). If you have worked with LIFT before, skip this.
6. Your methodology (how you will do the work), timeline, and start and completion dates.
7. Manufacturer data sheets and warranty terms for the proposed roofing system (and for any proposed equal).
8. Your current Oklahoma roofing registration or license (if applicable), General Liability insurance certificate, and Workers' Compensation certificate (or exemption). Every proposer sends these, even if you have worked with LIFT before. Insurance certificates may be sent with your proposal or before work begins. Bonding, if applicable.
9. A current, signed W-9. Every proposer sends one, even if you are already a LIFT vendor. New vendors also send the LIFT Vendor Information Form.
10. Signed Attachment 5 (Required Documents).
11. Any optional extras you suggest (for example, a longer warranty or energy-efficient materials), priced separately.

Proposals that do not include the required items may be rejected as non-responsive.

8. EVALUATION CRITERIA

Each responsive proposal will be scored on a 100-point scale using the criteria below. LIFT's Central Purchasing office will calculate the cost score. Each member of the evaluation committee will independently score the remaining criteria, and the scores will be averaged.

Criterion	Points	What is considered
Cost competitiveness	40	Total fixed price and completeness of the itemized breakdown. The lowest responsive price earns the full 40 points; other proposals earn $40 \times (\text{lowest price} \div \text{proposal price})$.
Experience and qualifications	30	Experience with similar roofs, licensing and insurance, staff qualifications, manufacturer certification.
Proposed timeline and methodology	20	Clarity and feasibility of the work plan, start and completion dates, safety and protection of the building.
Warranty, references, and overall value	10	Warranty terms, quality of references (for new vendors; LIFT's own experience for returning vendors), and value-added options.

LIFT may invite contractors to answer questions about their proposal in person or in writing, and may negotiate with any or all proposers found to be responsible and advantageous to LIFT. The goal of this RFP is to select the proposer that provides the best value to achieve LIFT's goals. LIFT reserves the right to consider other relevant factors to obtain the best value.

9. PROPOSAL OPENING, SELECTION, AND AWARD

Proposals will be opened by Central Purchasing at the LIFT Administrative Office, 209 N 4th Street, Hugo, OK, after 4:00 p.m. on the due date, with a witness present. The name of each proposer and the time received will be recorded. Proposals are then reviewed for responsiveness and scored by the evaluation committee.

The evaluation committee will make a recommendation to the Executive Director, who makes the final decision. The selected contractor will receive a firm, fixed-price written contract signed by LIFT's Executive Director or designee. Work may not begin until the contract and purchase order are issued. All proposers will be notified of the results in writing. Payment will be made after satisfactory completion and inspection, on receipt of an invoice that references LIFT's purchase order number.

10. GENERAL CONDITIONS

1. If a proposal fails to meet any material term, condition, requirement, or procedure, it may be deemed non-responsive and disqualified. LIFT reserves the right to waive omissions or irregularities that it determines are not material.
2. LIFT is not committed to selecting any firm, awarding any contract, or paying any cost incurred in responding to this RFP. LIFT reserves the right to withdraw the RFP, to accept or reject any or all proposals, to request supplemental or clarifying information, to negotiate with any or all qualified contractors, and to request modifications to proposals in accordance with negotiations.
3. Proposals must remain valid in all respects for **ninety (90) days** after the deadline for submission.
4. Until an award decision is made, contractors must limit all communications about this RFP to the Contact named in Section 4. No other LIFT employee, officer, or board member is authorized to provide information or answer questions about this RFP, and contacting them may be grounds for disqualification.
5. **Organizational conflicts of interest:** A firm or individual that helped develop or draft the specifications or scope of work for this RFP is not eligible to submit a proposal or receive an award. Every proposer must also tell LIFT in writing, with the proposal, about any relationship with LIFT employees, officers, or board members.
6. The contractor's proposal will be treated as an accurate statement of its capabilities and experience. Any inaccuracy or inconsistency is sufficient cause for LIFT, in its sole discretion, to reject the proposal or terminate any resulting agreement.
7. Costs not identified in the proposal and not accepted by LIFT as part of the agreement will not be compensated.
8. As a public-serving entity, LIFT is subject to the Oklahoma Public Records Law. All responses become LIFT's property and are subject to public disclosure, with very limited exceptions. A contractor who wants information treated as confidential must submit a written request with its proposal that identifies the information and labels it "CONFIDENTIAL."
9. LIFT may provide reasonable accommodations, including materials in an alternative format, for contractors with disabilities or other hardships. Requests must be made in writing to the Contact named in Section 4.
10. LIFT Community Action Agency, Inc. is an Equal Opportunity Employer and Equal Opportunity Organization. Minority-owned businesses, women-owned businesses, small businesses, and labor surplus area firms are encouraged to submit proposals. LIFT does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, or veteran status. Consistent with LIFT's Procurement Policy, affirmative steps will be taken to

assure that minority businesses, women's business enterprises, small businesses, and labor surplus area firms are used when possible.

11. **Protests:** Any actual or prospective bidder or contractor who considers itself aggrieved in connection with the solicitation, evaluation, or award may protest to the Executive Director, LIFT Administrative Office, 209 N 4th Street, Hugo, OK 74743. Protests must be in writing, sworn, and received by the Executive Director. The protest must identify the provision alleged to be violated, describe each action by LIFT alleged to be in violation, state the relevant facts and issues, state the arguments and authorities supporting the protest, and state that copies were mailed to other identifiable interested parties. See LIFT Procurement Policy, Section 9. LIFT will not proceed with the award while a timely protest is pending.

11. ADDENDA

This RFP is distributed on the LIFT website (www.liftca.org), on the LIFT Facebook page, in area newspapers, and directly to known contractors. If LIFT revises any part of this RFP, or if additional information is needed to clarify it, an addendum will be posted on the website and Facebook page and sent to all known proposers. It is each contractor's responsibility to check for addenda. LIFT accepts no liability and will provide no accommodation to contractors who submit a response based on an out-of-date RFP. Before the deadline, check the website for addenda. If an addendum is issued, mention it in your proposal to show you received it.

12. ATTACHMENTS

The Attachments packet is a separate document. Send these back with your proposal: Attachments 1 and 5 (all vendors) and Attachment 4 (new vendors only). Attachment 5 is a set of required forms (Debarment/Suspension certification, Lobbying certification, SF-LLL, Non-Collusion Affidavit, and Non-Kickback Affidavit). Complete, sign, and return all of them exactly as printed. Notarize the affidavits where indicated. Attachments 2 and 3 are optional helpers. You do not need to return the checklist, and you may use the bid template or your own itemized quote. Also include your W-9, license (if applicable), and insurance certificates (see Section 7).

- Attachment 1 – Proposal Cover Sheet
- Attachment 2 – Paperwork Checklist (optional helper)
- Attachment 3 – Itemized Cost Proposal Form (bid template, optional)
- Attachment 4 – References and Company History (new vendors only)
- Attachment 5 – Required Documents (complete, sign, and return all 7 pages)

ATTACHMENT 1

PROPOSAL COVER SHEET

HHOC Roof Replacement RFP – 500 E Rosewood, Hugo, OK 74743

REQUIRED. Complete and return this page with your proposal.

Item	Response
Name of company	
Mailing address	
City / State / Zip	
Telephone / cell	
Primary contact for clarification (name, email)	
Authorized signatory (name, title, email)	
Years in business	
Number of employees	
Oklahoma roofing registration / license no. (if applicable)	
Estimated start date	
Estimated days to complete	
Proposal valid for (minimum 90 days)	_____ days

I certify that the information in this proposal is true and complete.

Signature: _____ Date: _____

ATTACHMENT 2

PAPERWORK CHECKLIST (OPTIONAL HELPER)

HHOC Roof Replacement RFP – 500 E Rosewood, Hugo, OK 74743

OPTIONAL – FOR YOUR CONVENIENCE. Use this checklist to make sure your proposal is complete. You do not need to fill it out or turn it in.

Document	Required	Included?
REQUIRED ATTACHMENTS (return these forms)		
Attachment 1 – Proposal Cover Sheet	All vendors	
Attachment 4 – References and Company History	New vendors only	
Attachment 5 – Required Documents (complete, sign, and return all 7 pages)	All vendors	
LIFT VENDOR PAPERWORK		
W-9 – current, completed and signed	All vendors	
LIFT Vendor Information Form	New vendors only	
Proof of Oklahoma registration / license (if applicable)	All vendors	
Certificate of General Liability insurance	All vendors	
Certificate of Workers' Compensation insurance (current), or certificate of exemption	All vendors	
TO INCLUDE WITH YOUR PROPOSAL / BID		
Your itemized price (Attachment 3 or your own quote)	All vendors	
Methodology, timeline, and start / completion dates	All vendors	
Manufacturer data sheets and warranty terms	All vendors	

Do not send bank account information or voided checks with your proposal. LIFT will request them from the awarded contractor only.

ATTACHMENT 3

ITEMIZED COST PROPOSAL FORM (BID TEMPLATE)

HHOC Roof Replacement RFP – 500 E Rosewood, Hugo, OK 74743

BID TEMPLATE – OPTIONAL. Use this form to price the job, or send your own quote in any format. Either way, your price must be broken down by line item and show a total fixed price.

If you use this form, enter a price for every line. Prices are firm and fixed and must include all labor, materials, equipment, permits, disposal, overhead, profit, and any sales or use tax. Quantities are approximate; check them in the field.

Line	Description	Basis	Price (\$)
1	Mobilization, equipment (lifts, hoists, dump trailer, etc.), job-site protection	Lump sum	
2	Tear-off of existing flat membrane roof to deck, including disposal (about 8,174 sq ft)	Lump sum	
3	Tear-off of existing rolled roofing on barrel-arched section to deck, including disposal (about 3,316 sq ft)	Lump sum	
4	Polyisocyanurate insulation, both sections (state thickness / R-value: _____)	Lump sum	
5	60-mil TPO membrane, flat roof section (manufacturer / product: _____)	Lump sum	
6	60-mil TPO membrane, barrel-arched section (manufacturer / product: _____)	Lump sum	
7	Flashing package: walls, curbs, penetrations, drains, edges	Lump sum	
8	Perimeter edge metal (coping), about 517 LF, painted to match	Lump sum	
9	Permits, inspections, and final cleanup	Lump sum	
10	Warranties (manufacturer _____ yrs / workmanship _____ yrs)	Included / add \$	
TOTAL FIXED PRICE (lines 1 – 10)			

Unit price for replacement of damaged deck (only with LIFT's prior written approval): \$ _____ per 4 ft × 8 ft sheet, installed.

Optional value-added alternates (priced separately and not included in the total above):

Alternate description	Add / deduct price (\$)

Sales / use tax included in the above prices? ☐ Yes ☐ No (explain): _____

Name: _____ Title: _____

Signature: _____ Date: _____

ATTACHMENT 4

REFERENCES AND COMPANY HISTORY

HHOC Roof Replacement RFP – 500 E Rosewood, Hugo, OK 74743

REQUIRED FOR NEW VENDORS ONLY. Complete this page only if you are new to LIFT, and send it with your proposal. If you have worked with LIFT before, skip it.

List at least three similar roofing projects completed within the last five years.

Owner / project name	Contact name, phone, email	Year completed	Roof type and approx. size	Contract amount (\$)

Company history (brief):

CERTIFICATION REGARDING DEBARMENT/SUSPENSION

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY, AND
VOLUNTARY EXCLUSION—LOWER-TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549 and 12689, Debarment and Suspension, Title 2 CFR §180, as adopted and modified by USDA regulation at 2 CFR §417, Responsibilities of Participants Regarding Transactions.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE.)

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Institution Name

Name(s) and Title(s) of Authorized Representative(s)

Name of Institution Official

Title of Official

Signature

Date

**INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT/
SUSPENSION**

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower-tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which the transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower-Tier Covered Transactions, without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith that certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING LOBBYING

**Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts
Exceeding \$100,000 in Federal Funds**

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$150,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, *Disclosure Form to Report Lobbying*, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Name/Address of Organization

Name/Title of Submitting Official

Signature

Date

ATTACHMENT 5 (continued)

STANDARD FORM-LLL

DISCLOSURE OF LOBBYING ACTIVITIES

APPROVED BY OMB

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT
TO 31 U.S.C. 1352

(SEE REVERSE FOR PUBLIC DISCLOSURE)

1. Type of Federal Action: ☐ a. Contract ☐ b. Grant ☐ c. Cooperative Agreement ☐ d. Loan ☐ e. Loan Guarantee ☐ f. Loan Insurance	2. Status of Federal Action: ☐ a. Bid/Offer/Application ☐ b. Initial Award ☐ c. Postaward	3. Report Type: ☐ a. Initial Filing ☐ b. Material Change For Material Change Only: Year _____ Quarter _____ Date of Last Report _____
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4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee Tier _____, if known: Congressional District, if known: _____	5. If Reporting Entity in No. 4 Is Subawardee, Enter Name and Address of Prime: Congressional District, if known: _____
6. Federal Department/Agency: 	7. Federal Program Name/Description: CFDA Number, if applicable: _____
8. Federal Action Number: (if known) 	9. Award Amount: (if known) \$ _____
10. a. Name and Address of Lobbying Entity: (if individual, last name, first name, MI) 	b. Individual Performing Services: (including address if different from No. 10a) (last name, first name, MI)
11. Amount of Payment: (check all that apply) \$ _____ ☐ Actual ☐ Planned	13. Type of Payment: (check all that apply) ☐ a. Retainer ☐ b. One-Time Fee ☐ c. Commission ☐ d. Contingency Fee ☐ e. Deferred ☐ f. Other: (specify) _____
12. Form of Payment: (check all that apply) a. Cash Nature _____ b. In-kind (specify) Value _____	
14. Brief Description of services performed or to be performed and date(s) of service, including officer(s), employee(s), or member(s), contracted for payment indicated in Item 11: (Attach Confirmation Sheets if necessary)	
15. Continuation Sheets Attached: ☐ Yes ☐ No	

16. Information requested through this form is authorized by Title 31 U.S.C. §1352. This disclosure of lobbying activities is a material representation of fact upon which evidence was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. §1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosures shall be subject to a civil penalty of not less than \$10,000 and not more than \$150,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone Number: _____ Date: _____
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INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action or a material change to a previous filing, pursuant to Title 31 U.S.C. §1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Use a Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget (OMB) for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional district, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee; e.g., the first subawardee of the prime is the first tier. Subawards include, but are not limited to, subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in Item 4 checks *Subawardee*, then enter the full name, address, city, state, and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example: Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in Item 1; e.g., Request for Proposal (RFP) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the federal agency. Include prefixes; e.g., *RFP-DE-90-001*.
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in Item 4 or Item 5.

ATTACHMENT 5 (continued)

10.
 - a. Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered federal action.
 - b. Enter the full name of the individual performing services, and include full address if different from 10a. Enter last name, first name, and middle initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate item. Check all items that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box. Check all boxes that apply. If *Other*, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the dates of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with federal officials. Identify the federal officials or employees contacted or the officers, employees, or Members of Congress that were contacted.
15. Check whether Continuation Sheets are attached.
16. The certifying official shall sign and date the form, print his or her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

NON-COLLUSION AFFIDAVIT

The following affidavit is submitted by bidder as a part of this bid and proposal:

STATE OF _____)

) §

COUNTY OF _____)

The undersigned deponent, of lawful age, being duly sworn, upon his oath, deposes and says: That he has lawful authority to execute the within and foregoing proposal; that he has executed the same by subscribing his name hereto under oath for and on behalf of said bidder; that bidder has not, directly or indirectly, entered into an agreement, expressed or implied, with any bidder or bidders, having for its object controlling of the price or amount of such bid or bids, the limiting of the bids or the bidders, the parceling or farming out to any bidder or bidders or other persons of any part of the contract or any part of the subject matter of the bid or bids or of the profits thereof, and that he has not and will not divulge the sealed bid to any person whomsoever, except those having a partnership or other financial interest with him in said bid or bids, until after the said sealed bid or bids are opened.

Deponent further states that the bidder has not been a party to any collusion among bidders or prospective bidders in restraint of freedom of competition by agreement to bid at a fixed price, or to refrain from bidding; or with any authority or official or employee as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any authority or official or employee concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder has not paid, given or donated or agreed to pay, give or donate to any officer of the Authority or City of Ardmore any money or other thing of value, either directly or indirectly, in the procuring of the award of contract pursuant to this bid.

NON-KICKBACK AFFIDAVIT

The undersigned person, of lawful age, being duly sworn, on oath, says this invoice is true and correct and that he/she is authorized to submit the invoice pursuant to a contract or purchase order. Affidavit further states the (work, services, or materials) as shown by the invoice have been (completed or supplied) in accordance with the plans, specifications, orders, requests, or contract furnished or executed by the affidavit. Affidavit further states that he/she has made no payment directly or indirectly to any elected official, officer, or employee of the organization or company or money or any other thing of value to obtain payment of the invoice to procure the contract or purchase order pursuant to which an invoice is submitted.

Name of Bidder

Signature of Bidder

Title

Subscribed and sworn before me, this _____ day of _____, 20_____.

Notary Public

My Commission Expires