Mobile Home Infill Program (MHIP)

REQUEST FOR QUOTE

Manufactured Housing Units with Turnkey Delivery and Installation

ISSUE DATE	**Monday, November 23, 2026**
ONLINE BIDDERS' CONFERENCE	**Wednesday, December 2, 2026 (10:00am – 11:00am)**
QUESTIONS DUE	**Wednesday, December 9, 2026 (5:00pm)**
RFQ RESPONSES DUE BY	**Friday, December 18, 2026 (5:00pm)**

EMAIL Bid Submissions: tyler@vsha.org and robert.abbott@vsha.org

CONTACT: **Tyler Maas**
E-MAIL: **tyler@vsha.org**

Alternate Contact: **Robert Abbott**
E-Mail: **robert.abbott@vsha.org**

1. **OVERVIEW:**

1.1. **SCOPE AND BACKGROUND:** Through this Request for Quote (RFQ) Vermont State Housing Authority (VSHA) is seeking to establish contracts with one or more companies that can provide **up to Twenty-Three (23) Manufactured Housing Units (MHU) with Turnkey Delivery and Installation**. Bidder may submit a quote for a quantity of one or more units; for any one or more locations for any one or more-unit sizes identified. Award(s) may be in phases.

1.2. **SINGLE POINT OF CONTACT:** All communications concerning this solicitation are to be addressed in writing to the Contact(s) listed on the front page of this solicitation. Actual or attempted contact with any other individual(s) concerning this solicitation is strictly prohibited and may result in disqualification.

1.3. BIDDERS' CONFERENCE: A non-mandatory Bidders' conference will be held by Microsoft Teams for this solicitation on **Wednesday, December 2, 2026 (10:00am – 11:00am)**

1.4. **QUESTION AND ANSWER PERIOD:** Any bidder requiring clarification of any section of this solicitation or wishing to comment on any requirement of the solicitation must submit specific questions in writing no later than the deadline for question indicated on the first page of this solicitation. Questions may be e-mailed to the point of contact on the front page of this solicitation. Questions or comments not raised in writing on or before the last day of the question period are thereafter waived. At the close of the question period a copy of all questions or comments and the responses will be provided to all invited bidders. Every effort will be made to provide this information as soon as possible after the question period ends, contingent on the number and complexity of the questions. All information provided by vendors during this process will be public and bidders shall not provide confidential information, except as described in 5.1 below.

1.5. **CHANGES TO THIS SOLICITATION:** Any modifications to this solicitation will be made in writing by the VSHA through the issuance of an Addendum to this solicitation and provided to all invited bidders. Modifications from any other source are not to be considered.

2. **DETAILED REQUIREMENTS:** The Contractor shall: provide for the purchase of up to 23 manufactured homes, including delivery, installation, and inspection of an energy star rated, Efficient New Homes standard F.K.A. Zero Energy Ready Homes (ZERH) mobile home unit each measuring minimum 700 SF that will be sited on an existing concrete slab no greater than which includes pricing for a 2 bed/2 bath; and 3 bed/2 bath [Sigle-Wide (SW) and Double-Wide (DW) as noted]. Alternate layouts will be considered.

2.1. The manufactured home lots are ready to receive the MHU with a concrete slab. The slab meets HUD manufacturers' requirements, including all utility connections. VSHA will notify vendors when lots become available for MHUs installation.

2.2. The manufactured housing units, delivery, installation, and inspection will meet or exceed the latest HUD manufactured housing requirements and abide by Manufactured Housing Program Statutes and Regulations as well as any state and local regulations required of manufactured housing units and as referenced within this contract.

Manufactured Home Unit Minium Requirements:

- Shall be rated to be sited in Vermont which includes homes constructed to meet or exceed Wind Zone I, Middle Snow, and Thermal Zone 3
- 25-year shingles
- Exterior GFCI Outlets (2)
- 200 AMP Electrical Panel (to allow for future upgrade)
- 8 Wire to thermostat (for heat pumps; future)
- Insulated Skirting with proper ventilation

- Flooring – No Carpet Preferred
- Overhead lights in bedrooms, living room and kitchen area.
- Energy Star Rated Appliances (Gas and/or **glass top** electric Cook Stove, Refrigerator, Microwave, Dishwasher, Washer and Dryer (combo stackable, side-by-side, or all-in-one unit)
- High Efficiency Gas Furnace, minimum 40,000 BTU per square foot
- Vendor to provide Specification sheets for Furnace, Water Heater, and all Appliances, with bid submission.
- Fits and finishes should be of quality and durability with resale in mind while also considering affordability for program target demographic

2.3. **Manufactured Home Installation Shall Include:**

- A detailed schedule of work including delivery, placement of home, complete installation and utility connections, inspection, and sign-off of HUD 309 Certificate. Submission is not needed at time of bid, but awarded vendors shall supply at request of VSHA.
- Project weekly check-in meeting with status updates as requested by VSHA, virtual or in-person as determined.
- Blocking and leveling of home with blocking a minimum of 16" tall and maximum of 22" tall.
- Installation of perimeter blocking as required by the manufacturer.
- Installation of appropriate tie downs given the final dimensions of the home to be provided by the State. Tie-down points will not be installed into the slab, all connections to the slab will be performed in the field and will be field drilled.
- Connection to water including a water shut off valve, and heat tape and insulation (stubbed through the center third of the slab).
- Connection to wastewater (stubbed through the center third of the slab).
- Collaborate with VSHA to obtain utility permit to energize unit for purposes of HUD 309 completion as necessary.
- Installation and final connection of the electrical service using a properly rated service wire for the length of pull and 100 Amp service requirement. With the ability to upgrade to 200 Amp.
- Wood Stairs - Provide a minimum 5'x5' pressure treated wooden **front and rear** entry steps which are self-supported and placed directly on ABS pads or precast concrete blocks on grade. Site conditions may require site specific construction to achieve proper installation.
- Rekey locks on all exterior doors and provide a lockbox with key at each location.
- Manufacturer and Installation Warranty – 1 year minimum.

2.4. The proposed Counties where the mobile home units will be installed are Addison, Bennington, Caledonia, Orleans, Rutland, and Windsor.

2.5. Price will include inspection, and all other ancillary work required to install each home and receive a HUD 309 certificate. Project completion includes delivery, installation, inspection, and sign-off of HUD 309 Certificate. **The anticipated completion of the HUD 309 certificate for the first phase of 10 homes is on or before June 1, 2027.**

2.6. Upon completion of delivery and set up of HUD Manufactured Housing units, and other equipment listed in the contract. An inspection will be completed, which shall include representatives of each of the following: Contractors, as well as the designated Project Manager from the VSHA. Any and all deficiencies shall be corrected, and all parties must be in agreement that the work is completed. Right of final sign off or refusal shall lie with the designated VSHA Project Manager. The final payment allowed per the payment schedule shall not be made until the time of the approved inspection/turnover of mobile home units.

3. **GENERAL REQUIREMENTS:**

3.1. **PRICING:** Bidders must price the terms of this solicitation at their best pricing. Any and all costs that Bidder wishes VSHA to consider must be submitted for consideration. If applicable, all equipment pricing is to include F.O.B. delivery to the ordering facility. No request for extra

delivery cost will be honored. All equipment shall be delivered assembled, serviced, and ready for immediate use, unless otherwise requested by VSHA.

3.2. **STATEMENT OF RIGHTS:** VSHA shall have the authority to evaluate Responses and select the Bidder(s) as may be determined to be in the best interest of VSHA and consistent with the goals and performance requirements outlined in this solicitation. VSHA reserves the right to obtain clarification or additional information necessary to properly evaluate a proposal. Failure of bidder to respond to a request for additional information or clarification could result in rejection of that bidder's proposal. To secure a project that is deemed to be in the best interest of VSHA, VSHA reserves the right to accept or reject any and all bids, in whole or in part, with or without cause, and to waive technicalities in submissions. VSHA also reserves the right to make purchases outside of the awarded contracts where it is deemed in the best interest VSHA

3.2.1. **Best and Final Offer (BAFO).** At any time after submission of Responses and prior to the final selection of Bidder(s) for Contract negotiation or execution, VSHA may invite Bidder(s) to provide a BAFO. VSHA reserves the right to request BAFOs from only those Bidders that meet the minimum qualification requirements and/or have not been eliminated from consideration during the evaluation process.

3.3. **METHOD OF AWARD:** VSHA may award one or more contracts and reserves the right to make additional awards to other compliant bidders at any time if such award is deemed to be in the best interest of the VSHA and MHIP. All other considerations being equal, preference will be given to the following as identified in the applicable Certificate of Compliance;

3.3.1. resident bidders of the state and/or to products raised or manufactured in the state;

3.3.2. bidders who have practices that promote clean energy and address climate change.

3.4. **CONTRACT TERMS:** The selected bidder(s) will be expected to sign a contract with VSHA

3.4.1. The contract will obligate the bidder to provide the services and/or products identified in its bid, at the prices listed.

3.4.2. **Quality.** If applicable, all products provided under a contract with VSHA will be new and unused, unless otherwise stated. Factory seconds or remanufactured products will not be accepted unless specifically requested by the purchasing agency. All products provided by the contractor must meet all federal, state, and local standards for quality and safety requirements. Products not meeting these standards will be deemed unacceptable and returned to the contractor for credit at no charge to VSHA.

3.5. **SUBSTITUTION:** Bidders may offer, in their bids, substitutes to items identified by a manufacturer's number or brand. When offering a substitution, bidder must describe any differences and provide technical information that will assist in the State's evaluation.

3.6. **WARRANT**Y: The manufacturer shall include with its proposal a written warranty for each product that it intends to furnish. Warrantees must be based on commercial use, and shall extend for a minimum term of one (1) year from the date a Product is available for use by the purchaser; however, longer term warranties are desirable and will be given favorable consideration, all else being equal. Warranty must be assignable to final homebuyer.

4. **CONTENT AND FORMAT OF RESPONSES:** The content and format requirements listed below are the minimum requirements for VSHA evaluation. These requirements are not intended to limit the content of a Bidder's proposal. Bidders may include additional information or offer alternative solutions for VSHA's consideration. However, VSHA discourages overly lengthy and costly proposals, and Bidders are advised to include only such information in their response as may be relevant to the requirements of this solicitation.

4.1. **Unsolicited Bidder-Confidential Information Prohibited.** Bidders are hereby expressly directed not to include any confidential information in their proposal submissions, except as specifically permitted below, and so marked. By submitting a proposal in response to this RFQ, vendors acknowledge and agree to abide by the terms and conditions outlined in this document, including the prohibition on submitting confidential information. This prohibition reduces the

burden on the State while preventing vendor-confidential information from entering the public record.

4.1.1. **Disclosure under Public Records Act.** All information received by the VSHA in response to this RFQ will become part of the contract file and subject to Vermont public records law. Responses by any bidder may become available to the public once a contract has been executed or otherwise following conclusion of this procurement process, in accordance with the State's Public Records Act, 1 V.S.A. § 315 et seq., or the State may choose to publicly post them.

4.1.2. **Unsolicited Confidential Materials.** This RFQ does not solicit bidder confidential information and bidders are expressly prohibited from providing confidential information in response to this RFQ. All materials furnished by bidders in response to this RFQ, including those marked as confidential by bidders, are subject to disclosure if requested under the Public Records Act, or public posting.

4.1.3. **VSHA Not Responsible for Disclosure of Unmarked Bidder-Confidential Information.** It is the sole responsibility of the bidder to ensure that, other than where specifically directed or permitted by this RFQ and accordingly marked as described below, no information that should not be publicly disclosed is included in their proposal materials, including any 1) trade secrets or intellectual property, 2) proprietary financial or business information, 3) personal information, or 4) any other information that should not be disclosed to the public. For example, bidders should avoid including specific details of their proprietary technologies or methodologies that they consider confidential, and any references to previous client engagements should be presented in a manner that does not disclose the client's confidential information.

4.2. The bid should include a Cover Letter and Technical Response and Certificate of Compliance and Price Schedule.

4.3. **COVER LETTER:**

4.3.1. Exceptions to Contract Terms and Conditions. If a Bidder wishes to propose an exception to any terms and conditions set forth in the Standard Contract Form and its attachments, such exceptions must be included in the cover letter to the RFQ response. Failure to note exceptions when responding to the RFQ will be deemed to be acceptance of the VSHA contract terms and conditions. If exceptions are not noted in the response to this RFQ but raised during contract negotiations, VSHA reserves the right to cancel the negotiation if deemed to be in the best interests of the State. Note that exceptions to contract terms may cause rejection of the proposal, and that VSHA's non-rejection of a proposal on this basis does not indicate acceptance of the exceptions.

4.4. **TECHNICAL RESPONSE.** In response to this solicitation, a Bidder shall:

4.4.1. Identify the names of all subcontractors (and alternates) you intend to use, and the portions of the work the subcontractors will perform.

4.5. **CERTIFICATE OF COMPLIANCE AND PRICE SCHEDULE:** This form must be completed and submitted as part of the response to the proposal to be considered valid.

4.6. CUT SHEET AND STAIRS. Please provide cut sheets for each model and stairs proposed.

5. **SUBMISSION INSTRUCTIONS:**

5.1. **CLOSING DATE:** Bids must be received by VSHA by the due date specified on the front page of this solicitation. Late bids will not be considered.

5.1.1. VSHA may, for cause, issue an addendum to change the date and/or time when bids are due. If a change is made, VSHA will inform all bidders by posting at the webpage indicated on the front page of this solicitation.

5.1.2. There will not be a public bid opening. However, VSHA will record the name, city and state for any and all bids received by the due date.

5.2. **BID DELIVERY INSTRUCTIONS:**

5.2.1. ELECTRONIC: Only Electronic bids will be accepted.

5.2.1.1. E-MAIL BIDS. E-MAIL BIDS. Emailed bids will be accepted. Bids will be accepted via email submission to tyler@vsha.org. Bids must consist of a single email with a single, digitally searchable PDF attachment containing all components of the bid. Multiple emails and/or multiple attachments will not be accepted. There is an attachment size limit of 20 MB (20,480KB). It is the Bidder's responsibility to compress the PDF file containing its bid, if necessary, to meet this size limitation. It is also the Bidder's responsibility to ensure that their own email system can send and receive messages up to this size.

5.2.1.2. FAX BIDS: Faxed bids will not be accepted.

6. **BID SUBMISSION CHECKLIST:**

- ✓ Cover Letter
- ✓ Technical Response
- ✓ Signed Certificate of Compliance and Price Schedule
- ✓ Cut Sheet and Stairs. Please provide cut sheets for each model and stairs proposed.
- ✓ Appliance and Furnace Specification Sheets

7. **ATTACHMENTS:**

7.1. Certificate of Compliance and Price Schedule

CERTIFICATE OF COMPLIANCE and PRICE SCHEDULE

For a bid to be considered valid, this form must be completed in its entirety, executed by a duly authorized representative of the bidder, and submitted as part of the response to the proposal.

A. **NON-COLLUSION:** Bidder hereby certifies that the prices quoted have been arrived at without collusion and that no prior information concerning these prices has been received from or given to a competitive company. If there is sufficient evidence to warrant investigation of the bid/contract process by the Office of the Attorney General, bidder understands that this paragraph might be used as a basis for litigation.

B. **CONTRACT TERMS:** Bidder hereby acknowledges they have read, understand and agree to the terms of this solicitation.

C. **Resident Bidder of the state and/or products raised or manufactured in the state (check all that apply):**

- ❑ Bidder is a Resident Bidder of the State of Vermont
- ❑ Products offered by Bidder are raised or manufactured in the State of Vermont

D. **Executive Order 05 – 16: Climate Change Considerations in State Procurements Certification**

Bidder certifies the following (Bidder may attach any desired explanation or substantiation. Please also note that Bidder may be asked to provide documentation for any applicable claims):

1. Bidder owns, leases or utilizes, for business purposes, space that has received:
   - ❑ Energy Star® Certification
   - ❑ LEED®, Green Globes®, or Living Buildings Challenge℠ Certification
   - ❑ Other internationally recognized building certification:

2. Bidder has received incentives or rebates from an Energy Efficiency Utility or Energy Efficiency Program in the last five years for energy efficient improvements made at bidder's place of business. Please explain:

3. Please Check all that apply:
   - ❑ Bidder can claim on-site renewable power or anaerobic-digester power ("cow-power"). Or bidder consumes renewable electricity through voluntary purchase or offset, provided no such claimed power can be double-claimed by another party.
   - ❑ Bidder uses renewable biomass or bio-fuel for the purposes of thermal (heat) energy at its place of business.
   - ❑ Bidder's heating system has modern, high-efficiency units (boilers, furnaces, stoves, etc.), having reduced emissions of particulate matter and other air pollutants.
   - ❑ Bidder tracks its energy consumption and harmful greenhouse gas emissions. What tool is used to do this? _____
   - ❑ Bidder promotes the use of plug-in electric vehicles by providing electric vehicle charging, electric fleet vehicles, preferred parking, designated parking, purchase or lease incentives, etc..
   - ❑ Bidder offers employees an option for a fossil fuel divestment retirement account.
   - ❑ Bidder offers products or services that reduce waste, conserve water, or promote energy efficiency and conservation. Please explain:
4. Please list any additional practices that promote clean energy and take action to address climate change:

E. Price Schedule

1. **Unit Types.** Please enter available unit types and/or alternate layouts, make/model/square footage, length and width, and total cost per unit per unit type. Preference is New Efficient Homes Program / ZERH rated homes. Total Cost per Unit All Inclusive includes all delivery, installation, set-up, stairs, appliances, and permits and inspections.

Unit Type / Alt Layout	Make/Model	Sq Ft	Length and Width	Total Cost per Unit	Total # of Units
2 Bed / 2 Bath				$	
3 Bed / 2 Bath (SW)				$	
3 Bed / 2 Bath (DW)				$	

2. **Cut Sheet and Stairs.** Please provide cut sheets for each model and stairs proposed.

3. **Proposed Counties.** Next to the Proposed Towns, please provide number of mobile home installations possible per town. The specific lots and specific units and drop plan information will be provided after contract execution:

Proposed Counties/ (Estimated Units)	# MHU Installations Possible Per County	Can Be Delivered By
Addison (1)		
Bennington (4)		
Caledonia (8)		
Orleans (4)		
Rutland (2)		
Windsor (4)		

4. **Fit and Finish Units:** After award, VSHA will work with vendor to determine interior and exterior finishes, door locations, and hitch side of each unit.

F. Acknowledge receipt of the following Addenda:

Addendum No.:_____ Dated:_____
Addendum No.:_____ Dated:_____

Bidder Name: _____ Contact Name: _____

Address: _____ Fax Number: _____

_____ Telephone: _____

_____ E-Mail: _____

By: _____ Name: _____
Signature of Bidder (or Representative) (Type or Print)

END OF CERTIFICATE OF COMPLIANCE and PRICE SCHEDULE

1. ***Parties.*** This is a contract between the, Vermont State Housing Authority (VSHA), (hereinafter called "VSHA"), and _____, with a principal place of business in _____, (hereinafter called "Contractor"). Contractor's form of business organization is _____. It is Contractor's responsibility to contact the Vermont Department of Taxes to determine if, by law, Contractor is required to have a Vermont Department of Taxes Business Account Number.

2. ***Subject Matter.*** The subject matter of this contract is commodities generally on the subject of _____. Detailed requirements to be provided by Contractor are described in Attachment A.

3. ***Maximum Amount.*** In consideration of the commodities to be provided by Contractor, VSHA agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed $_____.00.

4. ***Contract Term.*** The period of contractor's performance shall begin on _____, 20__ and end on _____, 20__ with an option to renew for _____ terms upon mutual agreement of both parties.

5. ***Prior Approvals.*** This Contract shall not be binding unless and until all requisite prior approvals have been obtained in accordance with current State law, bulletins, and interpretations.

6. ***Amendment.*** No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of VSHA and Contractor.

7. ***Termination/Cancellation/Rejection.*** VSHA specifically reserves the right upon written notice to immediately terminate the contract or any portion thereof at no additional cost to VSHA, providing, in the opinion of its Officers or Agents, the products supplied by Contractor are not satisfactory or are not consistent with the terms of this Contract. VSHA also specifically reserves the right upon written notice, and at no additional cost to VSHA, to immediately terminate the contract for convenience and/or to immediately reject or cancel any order for convenience at any time prior to shipping notification.

8. ***Attachments.*** This contract consists of ___ pages including the following attachments which are incorporated herein:

Attachment A - Statement of Work
Attachment B - Payment Provisions

9. ***Order of Precedence.*** Any ambiguity, conflict or inconsistency between the documents comprising this contract shall be resolved according to the following order of precedence:

(1) Standard Contract
(2) Attachment A
(3) Attachment B

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT

By Vermont State Housing Authority:	By the Contractor:
Date: _____	Date: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____

ATTACHMENT A – STATEMENT OF WORK

The Contractor shall provide:

1. The Contractor shall: provide for the purchase of up to (23) manufactured homes, including delivery, installation, and inspection of an energy star rated or Zero Energy Ready Home (ZERH) mobile home unit each measuring minimum 700 SF that will be sited on a concrete slab which includes pricing for a 2 bed/2 bath; and 3 bed/2 bath. Alternate layouts will be considered.
2. The manufactured housing unit, delivery, installation, and inspection will meet or exceed the latest requirements the latest HUD manufactured housing requirements and abide by Manufactured Housing Program Statutes and Regulations as well as any state and local regulations required of manufactured housing units and as referenced within this contract.

Manufactured Home Unit Minium Requirements:

- Shall be rated to be sited in Vermont which includes homes constructed to meet or exceed Wind Zone I, Middle Snow, and Thermal Zone 3
- 25-year shingles
- Exterior GFCI Outlets (2)
- 200 AMP Electrical Panel (to allow for future upgrade)
- 8 Wire to thermostat (for heat pumps; future)
- Insulated Skirting with proper ventilation
- Flooring – No Carpet Preferred
- Overhead lights in bedrooms, living room and kitchen area.
- Energy Star Rated Appliances (Gas and/or **glass top** electric Cook Stove, Refrigerator, Microwave, Dishwasher, Washer and Dryer (combo stackable, side-by-side, or all-in-one unit)
- High Efficiency Gas Furnace, minimum 40,000 BTU per square foot
- Spec sheets required for Furnace, Water Heater, and all Appliances
- Fits and finishes should be of quality and durability with resale in mind while also considering affordability for program target demographic

Manufactured Home Installation Shall Include:

- A detailed schedule of work including delivery, placement of home, complete installation and utility connections, inspection, and sign-off of HUD 309 Certificate.
- Project weekly check-in meeting with status updates as requested by State and or VSHA, virtual or in-person as determined.
- Blocking and leveling of home with blocking a minimum of 16” tall and maximum of 22” tall.
- Installation of perimeter blocking as required by the manufacturer.
- Installation of appropriate tie downs given the final dimensions of the home to be provided by the State. Tie-down points will not be installed into the slab, all connections to the slab will be performed in the field and field drilled.
- Connection to water including a water shut off valve, and heat tape and insulation (stubbed through the center third of the slab).
- Connection to wastewater (stubbed through the center third of the slab).
- Collaborate with State’s contractor and VSHA to obtain utility permit to energize unit for purposes of HUD 309 completion.
- Installation and final connection of the electrical service using a properly rated service wire for the length of pull and 100 Amp service requirement. With the ability to upgrade to 200 Amp.
- Wood Stairs - Provide a 5’x5’ pressure treated wooden **front and rear** entry steps which are self-supported and placed directly on ABS pads or precast concrete blocks on grade.
- Rekey locks on all exterior doors and provide a lockbox with key at each location.
- Manufacturer and Installation Warranty – 1 year minimum.

Proposed Location of first ten (10) homes for placement before June 1, 2027

- 234 Dogwood Ln, Springfield, VT 05156 (DW) **28' x 43'**
- 231 Dogwood Ln, Springfield, VT 05156 (DW) **28' x 43'**
- 33 Cassie Lane, Bennington VT 05201 **(SW) 15' x 61'**
- 86 Baker Drive, Bennington VT 05201 **(SW) 15' x 71'**
- 224 Shattuck Hill Road, Lot A-04, Derby, VT 05855 **(SW) 15' x 61'**
- 224 Shattuck Hill Road, Lot D-06, Derby, VT 05855 **(SW) 15' x 61'**
- 30 Molleur Dr, E Hardwick, VT 05836 **(SW) 15' x 61'**
- 154 Fire Lane 3, North Clarendon, VT 05759 **(DW) 28' x 43'**
- 130 Fire Lane 3, North Clarendon, VT 05759 **(DW) 28' x 43'**
- 183 Lazy Brook Lane, Starksboro VT 05487 **(SW) 14' x 64'**

LOTS ARE SUBJECT TO CHANGE AND/OR ADDITION OF NEW LOCATIONS WITHIN THE COMMUNITIES WITH THE ABOVE REFERENCE LOTS. BIDDERS ARE ENCOURAGED TO DO AN ON-SITE ANALYSIS FOR THE PARK COMMUNITY AS A WHOLE AND FOR ALL IMPROVED LOCATIONS THAT HAVE A VACANT CONCRETE SLAB. **THIS INCLUDES SITE VERIFICATION OF SLAB DIMENSIONS AND UTILITIES.**

The proposed Counties where the mobile home units will be installed are Addison, Bennington, Caledonia, Orleans, Rutland, and Windsor

Price will include delivery, inspection, and all other ancillary work required to install each home and receive a HUD 309 certificate. Project completion includes delivery, installation, inspection, and sign-off of HUD 309 Certificate. **The anticipated completion of the HUD 309 certificate for Phase 1 of RFQ 4 is on or before June 1, 2027.**

3. **WARRANT**Y: Each product purchased hereunder shall include a manufacturer's written warranty, which must be based on commercial use, and extend for a minimum term of one (1) year from the date a Product is available for use by the purchaser, or such longer period as set forth in the written warranty. Contractor shall furnish the State with copies of the applicable written warranty whenever a product is purchased under this Agreement.

4. ***Primary Contacts***. The Parties will keep and maintain current at all times a primary point of contact for this contract. The primary contacts for this this Contract are as follows:
   a. ***For the Contractor***:

      Name:
      Phone:
      Email:

   b. ***For Vermont State Housing Authority***:

      Name: Tyler Maas, Vermont State Housing Authority
      Address: One Prospect Street, Montpelier, VT 05602
      Phone: 802/828-6418
      Fax: 802/828-3248
      Email: tyler@vsha.org

ATTACHMENT B – PAYMENT PROVISIONS

The maximum dollar amount payable under this contract is not intended as any form of a guaranteed amount. The Contractor will be paid for products actually delivered or performed, as specified in Attachment A, up to the maximum allowable amount specified on page 1 of this contract.

1. Prior to commencement of work and release of any payments, Contractor shall submit to VSHA:
    a. A completed IRS Form W-9 and a certificate of insurance consistent any additional requirements for insurance as may be set forth elsewhere in this contract; and
2. Payment terms are **Net 30.** Payment of progress and final invoices shall be due from VSHA 30 days after delivery of an invoice free of errors in documentation and approved by VSHA's project representative. Retainage withheld, if any, is due from VSHA within 30 days after receipt of the final invoice, which may be submitted after final acceptance of the work or issuance of a Certificate of Substantial Completion less an amount, as determined by VSHA, to complete unfinished work.
3. Contractor shall submit invoices to VSHA in accordance with the schedule set forth in this Attachment B.
   Unless a more particular schedule is provided herein, invoices shall be submitted not more frequently than
   monthly.
4. Contractor shall submit invoice(s) to: Tyler Maas, VSHA tyler@vsha.org
5. Units:

Type	Make/Model	Sq Ft	Length and Width	Delivery Location	Total Cost per Unit	Total # of Units
					$	
					$	

6. Invoicing and Payment Schedule:

Description	Percent	Amount
Down Payment - At time of order	20%	$
At Delivery – Substantial Completion to include delivery, block, level and install tie-downs	70%	$
Project Completion / Final Payment - At time of approved inspection/turnover. Project completion, includes delivery, installation, inspection, and sign-off of HUD 309 Certificate. May include Certificate of Occupancy or other local provisions.	10%	$
Grand Total inclusive of all costs and fees.		$

7. Upon completion of delivery and set up of trailer units, and other equipment listed in the contract. An inspection will be completed, which shall include representatives of each of the following:

Contractors, as well as the designated Project Manager from VSHA. Any and all deficiencies shall be corrected, and all parties must be in agreement that the work is completed. Right of final sign off or refusal shall lie with the designated VSHA Project Manager. The final payment allowed per the payment schedule shall not be made until the time of the approved inspection/turnover of mobile home units.