**Exhibit C**

**Proposer Certification**

**Each Proposer must read and sign this section.**

**Failure to do so may be grounds for Proposal rejection.**

1. By submitting a proposal, proposer expressly represents it has taken no exception to any term, condition, obligation or requirement contained in this solicitation document, or any addenda to this solicitation, which is not expressly stated in its proposal.

2. Prior to contract execution, a proposer agrees to: 1) [register to conduct business in the State of Oregon](http://www.filinginoregon.com/business/index.htm); 2) [obtain a City of Portland Business License](http://www.portlandonline.com/omf/index.cfm?c=29554); 3) [obtain certification as an Equal Employment Opportunity (EEO) employer](http://www.portlandonline.com/omf/index.cfm?c=45665&) through the City of Portland, Bureau of Purchases; 4) provide adequate proof of insurance; and 5) provide verification of non-profit status if applicable. Proposer agrees to maintain such certification, insurance, accreditation and/or license(s) that may be required to perform work for the duration of the contract term.

3. Proposer agrees to make the proposal a binding offer to PHB for a period of ninety (90) calendar days from the date proposals are due.

Proposer further certifies:

4. It is an independent contractor as defined in ORS 670.600 et al. and is, to the best of its knowledge, not in violation of any federal, state or local tax law.

5. This proposal is genuine and not made in the interest of, or on behalf of, any undisclosed person, firm or corporation; proposer has not induced any person, firm or corporation to refrain from proposing; and proposer has not sought by collusion or fraud to obtain for itself any advantage over any other proposer or over the Portland Housing Bureau (PHB).

6. It has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to PHB, and that the key personnel and principals identified to perform work under an awarded contract do not have any undisclosed personal or business relationships with any of the PHB employees.

7. The undersigned warrants that s/he is an authorized representative of the proposer; has read, understands and agrees to be bound by all RFP instructions, specifications, contract terms and conditions contained herein (including all addenda issued for this solicitation); that the information provided in this proposal is true and accurate; and understands that providing incorrect or incomplete information may be cause for proposal rejection or contract termination.

**Signature Block**

Signature of Proposer’s duly authorized representative:

Date:

Printed Name and Title:

Legal Name of Proposer/Firm:

(Mandatory) Federal Tax Identification Number (FEIN or SSN):