

Professional Landscaping Services

Contract #: 22-S-0040

Proposals Due

Tuesday, September 27th, 2022 at 4:00 p.m.

Solicitation Coordinator

Jasmine Leary

PH: (541) 682-2501

Email: jleary@homesforgood.org





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BASIC OVERVIEW

RFP Release Date	Monday August 22 nd , 2022
Submission Due Date & Time	Tuesday September 27 th — 4:00 p.m.
Submission Methods	jleary@homesforgood.org
Pre-Proposal Information Session	None
Anticipated Contract Term	October 2022 — October 2023 Two — 1 year options to renew
Maximum Number of Contracts Awarded	No Limit
Agency Contact	Jasmine Leary jleary@homesforgood.org
Subcontracting	Not permissible
Questions Regarding the RFP	Tuesday September 20 th - 4:00 p.m. Jasmine Leary - Solicitation Coordinator jleary@homesforgood.org

If you are interested in submitting a proposal, please contact Jasmine Leary, Solicitation Coordinator at jleary@homesforgood.org. In the event there are any addendums or changes to the contract, you will be notified directly.









HOMES FOR GOOD OVERVIEW

WHO WE ARE...

Homes for Good is Lane County's housing agency and our primary work is to help low-income residents with the logistics of affordable housing. At a higher level, we are neighbors united to get every Lane County resident who needs help, into a home.

WHAT WE DO...

- Rental Assistance Vouchers
- Help veterans, seniors and people with disabilities find and secure affordable housing
- Match low-income residents with public and assisted housing units
- Partner with other community organizations and non-profits to build, finance and develop affordable housing
- Connect residents with self-sufficiency programs and wellness supports
- Work with the low-income community to provide help with weatherization improvements that lower utility bills and keep homes more comfortable
- Raise awareness about the need for low-income and affordable housing in Lane County

AFFORDABLE HOUSING ADVOCATES...

We work to raise awareness about the need for – and lack of – affordable housing here in Lane County and more broadly. There is no question that the need for affordable housing will only grow as our population increases and high demand for housing pushes rents and prices up. We believe every person should have a home and that we must proactively and aggressively work toward that goal for the good of our community, state and nation.

DIVERSITY EQUITY AND INCLUSION

Our goal is to address racial disparities within our organization in our hiring and promotion practices, greater opportunities in contracting and equitable services available to the people we serve. We want to establish Equity as part of our DNA as an organization





Scope of Work

Homes for Good Housing Agency is seeking proposals from qualified professional landscapers for landscaping services at 16 Agency-managed sites. The sites are listed in the table below. The services will be performed on a weekly basis at all the listed complexes in this request. Weekly services include:

- Care of all lawn and shrub areas
- Fertilizing
- Weeding
- Edging
- Pruning and trimming
- Cleaning sidewalks (including weed and moss removal)
- Cleaning parking lots and spaces (including weed and moss removal)
- Cleaning bike lanes
- Leaf pickup
- Disposal of all work debris
- Maintaining moss free property signage

Awarded contractors must be prepared to offer complete service at each visit. All standard services are to be expected to be completed at each visit except for specific seasonal work.

This contract is for <u>one year with two – one-year options to renew for a total period of three years</u>. A labor and material rate increase may be discussed within the first three (3) months of each calendar year only if materials and/or labor have increased.

- Homes for Good, at its sole discretion, reserves the right to award this contract to more than one firm if it is determined a demand exists.
- General Conditions and Specifications of work apply to all work done on this contract.
- All Qualified contractors, all Minority Business Enterprises and Section 3 businesses are encouraged to participate in this solicitation.
- All questions should be directed to the Solicitation Coordinator

Proposals shall be sent in the format provided (no fax), by Tuesday September 27th, 2022 at 4:00 **p.m.** and can be sent by email to the solicitation coordinator at ileary@homesforgood.org

See bid forms for any additional instructions.





Complex	Address
Parkview Terrace	255 High St. Eugene, OR 97401
Lindeborg Place	840 Holly St. Junction City, OR 974448
Cresview Villa	350 S. 2 nd St. Creswell, OR 97426
Riverview Terrace	925 W. Main St. Cottage Grove, OR 97424
Legion Cottages	North I St. Cottage Grove, OR 97424
Veneta Villa	25115 W. Broadway Veneta, OR 97487
Pengra Court	1038-1124 & 1270-1290 R St. Springfield, OR 97477
McKenzie Village	300 W. Fairview Dr. Springfield, OR 97477
Maplewood Meadows	2855 Matt Dr. Eugene, OR 97408
Veneta Scattered Sites	24918 & 24915 W. Broadway Veneta, OR 97487 24919 McCutcheon Veneta, OR 97487
PROPERTIES ABO	VE HAVE APPLICABLE WAGE RATES
Fourteen Pines Apartments	2712-2844 Willakenzie Rd. Eugene, OR 97401
Village Oaks Apartment	3602-3622 W. 18 th Ave. Eugene, OR 97402
Firwood Apartments	2111-2139 W. 12 th Ave. Eugene, OR 97402
Abbie Lane Courts	1011 Abbie Lane Eugene, OR 97401







Submission Requirements

Your response to the Request for Proposal must contain all the information requested along with acknowledgment of all attachments. A completeness check will be conducted for each submission. Incomplete submissions will not be accepted. Submissions should include the items organized and numbered to correspond to each requirement below:

General

Proposals will be clear and concise. Homes for Good encourages green options, therefore this proposal must be submitted digitally to the solicitation coordinator.

Cover Letter

All proposals must be accompanied by a cover letter signed by an individual who is legally authorized to enter a contract on behalf of the proposing individual/firm. The letter must designate the Proposer's contact person during the proposals review process. Also, include a statement that the submission is a firm offer for a 90-day period.

Additional Services

If it should become necessary for Homes for Good to request the organization to render additional services to either supplement the services requested in the RFP or to perform additional work, then such additional work shall be performed only if set forth in an addendum to an engagement letter between Homes for Good and the organization. Any such additional work agreed to between Homes for Good and the firm shall be performed at the same rates set forth in the fee proposal. Submit an hourly fee estimate for additional services.

References

In Appendix C, provide a minimum of three (3) references for landscaping services for organizations whom you have provided similar services. The form must be completed in its entirety.

Qualifications

Include a detailed statement of qualifications for the organization. This should include organizational history, clients presently served and capacity to complete the scope at the 14 sites listed above. It is the intent of this Agency to award each complex to as many contractors as possible, so Contractors may submit proposals for one or all sites but Homes for Good reserves the right to award these properties in the best interest of the Agency.

Approach

The proposal should set forth a work plan and methodology for completing the requested services. All work to be completed with be in residential areas, include details on times of the day the landscape work would be completed, and the types of equipment used during these hours.

Homes for Good is committed to sustainable practices in all aspects of our business - this includes the products used to maintain our properties. Homes for Good will not permit the use of potentially hazardous materials (to both our residents and the environment). Please include an explanation of the





products and equipment (gas, electric, etc.) used for landscaping services and the organization's sustainability practices.

As part of our sustainability initiatives, we are interested throughout the contract in receiving recommendations and plans on how our landscapes can be more:

- Water efficient
- Lower maintenance
- Cost effective

In your proposal, please include brief examples from previous Projects on how you've provided suggestions and implemented methods (both in products used and grounds design) geared towards more sustainable landscaping.

Fee Proposal

In Appendix D, provide costs for landscaping services at a monthly and annual rate.

Certifications & Representations of Offerors

Offerors should read and complete (as appropriate) all attached documents listed and linked below









Expectations & Timeline

Additional Work

During the awarded contract period, Homes for Good may request additional work and the Contractor will be asked to provide a cost for that work. This Agency may or may not authorize such additional work to the awarded contractor and reserves the right to use another Contractor.

Insurance Coverage Requirements

At signing of contract, the awarded Contractor is required to provide the Agency with Certificates of Insurance showing the following Insurance is in force and will insure all operations under this contract. Contractors shall not cancel, materially change, or not renew insurance coverages during the period of this contract. Any insurance bearing any adequacy of performance shall be maintained after completion of the contract for the full warrant/guarantee period.

Nothing contained in the insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from the Contractor's operation under a contract with Homes for Good.

General Contractor's General Liability

- Workers' Compensation: In accordance with State Law, the general Contractor, its subcontractor, and all employers working under the contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, or otherwise be exempt under ORS 656.126.
- Automobile Liability: For owned and non-owned motor vehicles used on the site or in connections therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.
- Commercial General Liability & Professional Liability: The minimum limit of liability shall be \$1,000,000 per occurrence written, with a combined single limit for bodily injury and property damage.

The General Contractor's General Liability policy shall name the Agency as Additional Insured for this project, with an attached Endorsement Page, showing the additional insured as:

> Homes for Good Housing Agency 100 West 13th Avenue Eugene, OR 97401

Payment

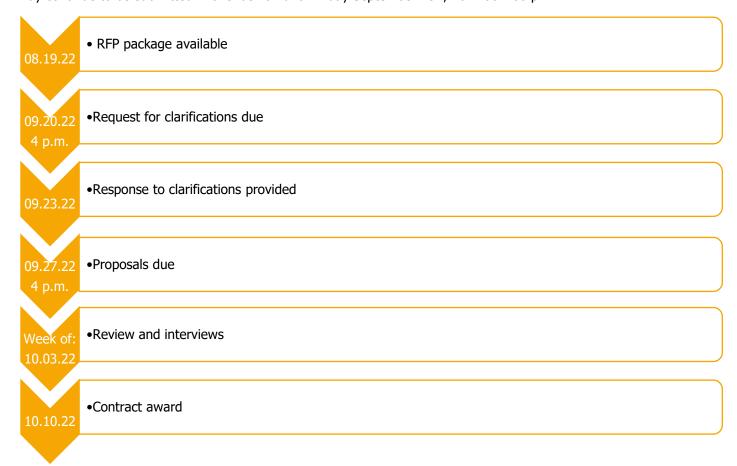
Agency will review Contractor's invoice and within ten (10) days of receipt notify Contractor in writing if there is a disagreement or dispute. If there are no such disputes, Agency shall pay the invoice amount in full within (30) days of invoice send date.





TIMELINE:

Prospective proposers may contact Jasmine Leary by email at <u>ileary@homesforgood.org</u> for further information regarding this process or to request clarification. Follow-up questions and/or clarifications may continue to be submitted in this fashion until Friday September 23rd, 2022 at 4:00 p.m.











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Evaluation & Selection Criteria

A committee comprised of representatives from Homes for Good will review the proposals for conformity with eh requirements of the Request for proposals described above. Conforming proposals will be evaluated according to the evaluation criteria.

First, the proposals will be examined to determine that the organization satisfies the mandatory elements identified below. Next the committee will use the selection criteria to score each proposal. Based on the strengths of the proposals received, the committee may elect to identify finalists and schedule appointments for presentation and/or interviews. Following the presentations and/or interviews if any, the committee will make a final selection based on the best overall interests of Homes for Good. The committee will rely on information provided in the proposals and during interviews, if any, as well as information provided by references.

Evaluation Criteria

Proposals will be evaluated using two sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored. The following represent the criteria which will be considered during the evaluation process. Total points will be awarded to the low bid. Points to be deducted by distance from the low bid. Full points will be awarded to bidders who include full information.

Mandatory Elements

Scoring

OBJECTIVE CRITERIA	POSSIBLE POINTS
Cost	15
Completeness of RFP	10
SUBJECTIVE CRITERIA	POSSIBLE POINTS
Ability to perform the work	20
Qualifications	15
References	10
Sustainability	30

Virtual Interviews & Final Scoring

Virtual Interviews

GRAND TOTAL

- After the technical proposals have been evaluated and finalist organizations have been identified, those organizations will be invited to make an oral presentation to the committee
- Presentations provide the partners and managers of the organizations with an opportunity to answer any questions or provide clarifications to the committee; however, no changes are allowed to be made to the originally submitted cost.





- The committee will score the organizations presentations in the context of the criteria listed in the document and whether the presentation and responses enhance the scoring of the written proposals. Organizations may receive up to an additional 20 points on the presentation.
- Based upon the addition of the presentation scores to the written proposal scores, a final cumulative score for each finalist will be compiled, form which the selection of an audit firm will be made.

Selection

Homes for Good reserves the right to reject any, and all quotes not in compliance with the described public bidding requirements and may reject for good cause or waive any informality in quotes received whenever such rejection or waiver is in the public interest to do so. The Agency complies with State and Federal laws and regulations relating to discrimination and employment, including the Americans with Disabilities Act (ADA 1990).

This Agency may review any of the following prior to selection of the Contractor:

- A job cost breakdown, work force availability, work history
- Number of anticipated work hours per week/month
- Previous contract performance with the Agency, as applicable
- Site review/inspection of Contractors current work
- An evaluation of references and other non-Agency work history
- Applicable experience





Attachments

- ♦ HUD 5195: Model Form of Agreement Between Owner & Design Professional
- ♦ HUD 5195 A: Contract Provisions Required by Federal Law
- ♦ HUD 5369: Instructions to Bidders for Contracts
- HUD 5369 A: Representations, Certifications, and Other Statements of Bidders
- ♦ HUD 5369 B: Instructions to Offerors Non-Construction
- ❖ HUD 5370 C: General Conditions for Non-Construction Contracts
- HUD Determined Wage Rates Routine
- Drug Free Workplace Requirement
- Property Manager Contacts & Site Locations

Forms

Please complete the following forms below and submit them with your proposal packet:

- Appendix A: Independent Contractor Certification
- Appendix B: Section 3 Clause & Certification
- Appendix C: References
- Appendix D: Fee Proposal





APPENDIX A: INDEPENDENT CONTRACTOR CERTIFICATION STATEMENT

NOTE: Oregon law, ORS 701.075, requires your business to qualify as an independent contractor (demonstrate that you are in business for yourself and not an employee) in-order to be registered with the Construction Contractors Board (formerly called the Builders Board).

You can qualify as an independent contractor by certifying that you meet all the following standards as required by ORS chapters 310, 316, 656, 657, 670 and 701;

- (1) You provide labor and services free from direction and control, subject only to the accomplishment of specified results.
- (2) You are responsible for obtaining all assumed business registrations or professional occupation licenses required by state or local law.
- (3) You furnish the tools or equipment necessary to do the work.
- You have the authority to hire and fire employees to perform the work. (4)
- You are paid on completion of the project or based on a periodic retainer. (5)
- (6) You are registered with the Construction Contractors Board (as required).
- (7) You filed Federal and state income tax returns for the business for the previous year if you performed labor or services as an independent contractor in the previous year.

(8)	•	public that you are an independently established business, by meet <u>four</u> (4) or more of the following:
	A) Ye	ou work primarily at a location separate from your residence.
_		ou have purchased commercial advertising, business cards, or ave a trade association membership.
		ou use a telephone listing and service separate from your personal esidence listing and service.
	D) Y	ou perform labor or services only pursuant to written contracts.
_		ou perform labor or services for two or more different persons within period of one year.
	br	ou assume financial responsibility for defective workmanship and each of contract, as evidenced by performance bonds or liability surance coverage.





I hereby certify that the above information is correct		
Entity:		
	(Company or Corporation Name)	
Cianatura	Datas	
Signature: _	Date: (Owner, Partner, or Corporate Officer)	

[End of Independent Contractor Certification Form]





APPENDIX B: SECTION 3 CLAUSE & CERTIFICATION

In order for Homes for Good to meet the requirements of Section 3 documentation, each contractor is requested to certify whether or not they are a Section 3 business concern. Information in this section will assist in making that determination. Please complete and submit to Homes for Good as appropriate.

The purpose of 'Section 3' is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted project covered by Section 3, shall, to the greatest extent feasible, be directed to low – and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

Work to be performed under a Homes for Good contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S. 1701u (Section 3).

In such case as the Award is not from a Formal Bid Process, the contractor will be required to complete the form and submit it with the contract documents.

- A. The work to be performed under this contract is subjected to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD regulations in 24 CFR part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of the workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause and will post copies of the notice in conspicuous places at the work site where both employee and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions, and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled
 - 1. after the contractor is selected but before the contract is executed, and





- 2. with persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.
- F. Noncompliance with HUD's regulations in 24CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination, and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible:
 - 1. preference and opportunities for training and employment shall be given to Indians, and
 - 2. preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises.

Parties to this contract will be required to comply with the provisions of Section 3 of Housing and Urban Development Act of 1968 as amended (herein referred to as Section 3 requirements). Such provisions require that economic opportunities generated by HUD financial assistance shall, to the greatest extent feasible, be given to low income residents of the metropolitan area in which the project is located and to businesses that provide economic opportunities for these persons.

Contracts exceeding \$1.00 are considered "Section 3 Covered Contracts" and are thus subject to the provisions contained in 24 CFR Part 75. Bids or proposals exceeding \$1.00 must include an indication of whether or not the firm submitting the bid or proposal is a "Section 3 Business Concern"





Examples of efforts to offer training and employment opportunities to Section 3 residents include, but is not limited to, practices like those listed here. Please check those that apply to your company.

	Establishing training programs, which are consistent with the requirements of the Department of
	Labor, for public housing residents and other Section 3 residents in the building trades. Advertising the training and employment positions available by distributing flyers (which identify
	the positions available and the application process) to every occupied dwelling unit in the housing development where the funds are to be expended.
	Advertising the training and employment positions by posting flyers (which identify the positions
_	available and the application process) in the common areas or other prominent areas of the
	housing development or developments.
	Posting job descriptions with transitional housing in the service area of the Section 3 covered project.
	Contacting Resident councils with employment opportunity information and request their
	assistance in notifying residents of training and employment opportunities.
	Sponsoring a job informational meeting to be conducted by Homes for Good or contractor
	representative at a location in the housing development.
	Arranging assistance in completing job applications and conducting job interviews for residents of
	the housing development or developments where the project is located.
	Arranging for a location within the development or developments where completed applications
	may be delivered to and collected by a recipient or contractor representative.
	Contacting agencies administering HUD Youthbuild Programs for their help in recruiting
	applicants.
	Consulting with State and local agencies administering training programs funded through JTPA or JOBS, probation and parole agencies, unemployment compensation programs, community organizations and other officials or organizations to assist with recruiting Section 3 residents for training and employment opportunities.
П	Advertising the jobs to be filled through the local media.
	Employing a job coordinator to match contractor needs with eligible and qualified Section 3
	residents.
	Where there are more qualified Section 3 residents than there are positions to be filled, maintaining a file of eligible qualified Section 3 residents for future employment positions.
П	Undertaking job counseling education and related programs in association with local educational
	institutions.
	Undertaking continued job training efforts to ensure that the continued employment of Section 3 residents previously hired for employment opportunities.





INSTRUCTIONS.

In order for Homes for Good to meet the requirements of Section 3, each contractor is asked to certify whether or not they are a Section 3 business concern. The following information will assist in making that determination. After reviewing the information, please complete the certification at the bottom of the page which states that you are or are not a Section 3 Contractor.

Section 3 of the Housing and Urban Development Act of 1968 states that, to the greatest extent feasible, opportunities for training and employment should be given to very low/low-income residents of the HUDassisted project area. In the case of a Section 3 Certified business, should a job opening occur as a result of this contract, "a good faith effort" must be made to hire and/or train lower-income persons.

A SECTION 3 BUSINESS CONCERN IS...

- a. That is 51% or more owned by Section 3 residents; or
- b. Whose permanent, full-time employees include persons, at least 30% of whom are currently Section 3 residents or, within three (3) years of the date of first employment with the business concern, were Section 3 residents; or
- c. That provides evidence of a commitment to subcontract in excess of 25 percent (%) of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth above.

A SECTION 3 RESIDENT IS...

- a. A public housing resident; or
- b. An individual who resides in the metropolitan area in which the Section 3 overed assistance is expended, and who is low-income person or a very low-income person. The following income limits are considered low or very low-income persons

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extra Low Income	\$16750.00	\$19150.00	\$23030.00	\$27750.00	\$32470.00	\$37190.00	\$41910.00	\$46630.00
Very Low Income	\$27900.00	\$31850.00	\$35850.00	\$39800.00	\$43000.00	<i>\$46200.00</i>	\$49400.00	\$52550.00
Low Income	\$44600.00	\$51000.00	\$57350.00	\$67300.00	\$68800.00	\$73900.00	\$79000.00	\$84100.00





Having read the Section 3 clause, I hereby certify that I a Concern and that I will take steps to the "greatest extent opportunities that may arise from this project to Section 3.	feasible" to offer training and employment
Name of Company:	
Name of Signer:	
Signature:	_ <i>Date:</i>

[End of Section 3 Certification & Form]





APPENDIX C: REFERENCES

References need to be for similar work and may include work previously provided for Homes for Good

Name of Company:		
Address:		
Contact Person:	Phone:	
Period of Performance From:	To:	
Description of Work:		
Reference #2		
Name of Company:		
Address:		
Contact Person:	Phone:	
Period of Performance From:	To:	
Description of Work:		
Reference #3		
Name of Company:		
Address:		
Contact Person:	Phone:	
Period of Performance From:	To:	
Description of Work:		





I attest that the information presented is true and accurate. It to contact and/or review work with each of the above sites a	
Signature:	-

[End of References Form]





APPENDIX D: FEE PROPOSAL

Complex	Address	Quote
Parkview Terrace	255 High St. Eugene, OR 97401	Weekly Rate: Annual Total:
Lindeborg Place	840 Holly St. Junction City, OR 974448	Weekly Rate: Annual Total:
Cresview Villa	350 S. 2 nd St. Creswell, OR 97426	Weekly Rate: Annual Total:
Riverview Terrace	925 W. Main St. Cottage Grove, OR 97424	Weekly Rate: Annual Total:
Legion Cottages	North I St. Cottage Grove, OR 97424	Weekly Rate: Annual Total:
Veneta Villa	25115 W. Broadway Veneta, OR 97487	Weekly Rate: Annual Total:
Pengra Court	1202 R St. Springfield, OR 97477	Weekly Rate: Annual Total:
McKenzie Village	300 W. Fairview Dr. Springfield, OR 97477	Weekly Rate: Annual Total:
Maplewood Meadows	2855 Matt Dr. Eugene, OR 97408	Weekly Rate: Annual Total:
Laurelwood Homes	1137 Maple St. Florence, OR 97439	Weekly Rate: Annual Total:
PROP	ERTIES ABOVE HAVE APPLICAB	LE WAGE RATES
Fourteen Pines Apartments	2712-2844 Willakenzie Rd. Eugene, OR 97401	Weekly Rate: Annual Total:
Village Oaks Apartment	3602-3622 W. 18 th Ave. Eugene, OR 97402	Weekly Rate: Annual Total:
Firwood Apartments	2111-2139 W. 12 th Ave. Eugene, OR 97402	Weekly Rate: Annual Total:
Abbie Lane Courts	1011 Abbie Lane Eugene, OR 97401	Weekly Rate: Annual Total:

[End of Quote Form]