
INVITATION FOR BIDS (IFB) 2026-02

**Property Insurance Services
McAllen Housing Commission**

1. INTRODUCTION

The McAllen Housing Commission (“McHC”), a public body organized under the laws of the State of Texas, invites sealed bids from qualified insurance providers to furnish **property and other insurance coverages** for its housing portfolio.

This procurement is conducted in accordance with applicable regulations of the U.S. Department of Housing and Urban Development, including **2 CFR Part 200**, and the State of Texas procurement requirements.

The Housing Authority of the City of McAllen (d.b.a. McAllen Housing Commission McHC) is a public housing agency created by resolution of the city of McAllen in 1939 under the statutes and laws of the State of Texas. The Agency is a unit of government, and its functions are essential governmental functions. The property of McHC is used for essential public and government purposes, and is exempt from all taxes, including sales tax on all its purchases of supplies and services.

McHC is governed by a five (5) member Board of Commissioners which sets policy for the Agency and which awards all contracts. Oversight of the Agency and program guidance is provided by the US Department of Housing and Urban Development (HUD).

McHC has 89 Low Rent Public Housing program units at 2 properties and administers 1,384 Housing Choice vouchers. The Agency operates its housing developments to provide decent, safe, sanitary, and affordable housing to low-income families, the elderly, and the disabled, and implements various programs designed and funded by HUD. In addition, McHC has two (2) non-profit 501c3 instrumentalities – The McAllen Housing Facility Corporation (MHFC) and McAllen Housing Development Corporation (MHDC). Combined, MHFC and MHDC own two hundred fifty-three (253) dwelling units in the City of McAllen. McHC also has four Administrative buildings.

McHC has approximately 25 employees of whom 23 are full-time and 4 part-time paid interns. The Agency’s employees are eligible for Workers’ Compensation benefits while employed by the Agency. The Agency has 10 vehicles which include pick-up trucks, sedans, crossover suv and a passenger van.

Additional information about McHC can be obtained from our website at <https://mcallenhc.org/>.

2. SCOPE OF SERVICES

The successful bidder shall provide comprehensive property and other insurance for the following coverages:

- Real and Personal Property
- Loss of Rents
- Flood and Earthquake
- Boiler and Machinery
- Crime – Public Employee Dishonesty, Computer Fraud
- Automobile Liability
- Automobile Physical Damage
- Worker’s Compensation coverage
- General Liability
- Errors & Omissions
- Cyber Liability & Data Breach Response Coverage

Property and auto-related coverages shall apply to all McHC-owned properties and automobiles listed in **Attachment A (Property Schedule)** and **Attachment B (Auto Schedule)**

3. TERM OF CONTRACT

- **All coverages are required to begin 10-01-2026 and end 09-30-2027**
 - Initial term: One (1) year
 - Renewal options: Four (4) one-year renewals at McHC’s discretion
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4. ELIGIBILITY REQUIREMENTS

Bidders must:

- Be licensed to provide insurance in the State of Texas
 - Maintain an A.M. Best rating of A- or better
 - Demonstrate experience with public housing authorities or similar entities
 - Comply with all applicable federal, state, and local regulations
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5. BID SUBMISSION REQUIREMENTS

Bids must include:

- Completed Bid Form (Attachment C)
 - Proof of licensing and certifications
 - Detailed description of coverage offered
 - Premium pricing with full breakdown (including deductibles)
 - Claims administration and response procedures
 - Minimum of three (3) references from similar clients
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6. PROCUREMENT SCHEDULE

Activity	Date
IFB Issued	April 11, 2026
Questions Deadline	April 27, 2026
Bid Due Date	May 12, 2026 – 2:00 PM
Bid Opening	May 12, 2026 - 3:00 PM
Award Notification	TBD (est. May – June 2026)

All questions must be submitted in writing to:
Rodolfo “Rudy” Ramirez, MPA / rudy@mcallenhc.org

7. SUBMISSION INSTRUCTIONS

Sealed bids must be received by:

May 12, 2026 – 2:00 PM, CST
McAllen Housing Commission
1200 N. 25th St. – McAllen, TX 78501

Late submissions will not be accepted. All bids must be clearly labeled IFB 2026-02

All bids will be opened **May 12, 2026 - 3:00 PM** **Location:** **1200 N. 25th St. McAllen, TX 78501**

8. EVALUATION AND AWARD

Award will be given to the **lowest responsive and responsible bidder** whose bid conforms to all material terms and conditions of this IFB.

McHC reserves the right to:

- Reject any or all bids
 - Waive informalities or minor irregularities
 - Cancel this solicitation at any time
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9. INSURANCE REQUIREMENTS (FOR PROVIDER/CONTRACTOR)

The selected provider must maintain:

- General Liability Insurance
 - Errors and Omissions (E&O) Insurance
 - Any additional coverage required by McHC
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10. COMPLIANCE REQUIREMENTS

The contractor must comply with all applicable requirements, including:

- 2 CFR Part 200
 - Equal Opportunity and non-discrimination laws
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11. TEXAS-SPECIFIC CONSIDERATIONS

- All vendors must comply with Texas insurance and procurement laws
 - Vendors must be authorized to do business in Texas
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12. ATTACHMENTS

- Attachment A: Property Schedule
- Attachment B: Auto Schedule
- Attachment C: Bid Form
- Attachment D: Current Declarations of Coverage
- Attachment E: Required HUD Forms
 - Form 5369-B, Instructions to Offerors – Non-Construction
 - Form 5369-C, Certifications and Representations of Offerors – NC
 - Form - Profile of Firm
 - Certification for Section 3 Business Preference
 - Form 5370-C General Conditions for Non-Construction Contracts

13. CONTACT INFORMATION

Rodolfo “Rudy” Ramirez, MPA
Executive Director
McAllen Housing Commission
956-686-3951
rudy@mcallenhc.org

**Attachment A
Property Schedule**

Address Line 1	City	Zip	Number of Stories	Roof Type	Square Footage	Building Value	Contents Value	Year Built	Occupancy	Department	Construction Code
2301 Jasmine Ave	McAllen	78501	1	Normal/Asphalt Shingles	7607	\$907,964	\$30,290	1950	Office/Community Center	Housing Authority	Joisted Masonry
1200 N 25th Ln	McAllen	78501	1	Metal	7939	\$804,022	\$42,177	1997	Learning Center	Housing Authority	Joisted Masonry
2709 La Vista Ave	McAllen	78501	1	Normal/Asphalt Shingles	1386	\$118,883	\$2,733	1980	Dwelling 4BR	Housing Authority	Frame
2705 La Vista Ave	McAllen	78501	1	Normal/Asphalt Shingles	1386	\$118,883	\$2,733	1980	Dwelling 4BR	Housing Authority	Frame
2701 La Vista Ave	McAllen	78501	1	Normal/Asphalt Shingles	1386	\$118,883	\$2,733	1980	Dwelling 4BR	Housing Authority	Frame
2609 La Vista Ave	McAllen	78501	1	Normal/Asphalt Shingles	1386	\$118,883	\$2,733	1980	Dwelling 4BR	Housing Authority	Frame
2605 La Vista Ave	McAllen	78501	1	Normal/Asphalt Shingles	1386	\$118,883	\$2,733	1980	Dwelling 4BR	Housing Authority	Frame
2601 La Vista Ave	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2600 Walnut Ave	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2604 Walnut Ave	McAllen	78501	1	Normal/Asphalt Shingles	702	\$79,725	\$2,733	1980	Dwelling 1BR	Housing Authority	Frame
2608 Walnut Ave	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2612 Walnut Ave	McAllen	78501	1	Normal/Asphalt Shingles	702	\$79,725	\$2,733	1980	Dwelling 1BR	Housing Authority	Frame
2700 Walnut Ave	McAllen	78501	1	Normal/Asphalt Shingles	702	\$79,725	\$2,733	1980	Dwelling 1BR	Housing Authority	Frame
2704 Walnut Ave	McAllen	78501	1	Normal/Asphalt Shingles	702	\$79,725	\$2,733	1980	Dwelling 1BR	Housing Authority	Frame
2708 Walnut Ave	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2229 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	702	\$79,725	\$2,733	1980	Dwelling 1BR	Housing Authority	Frame
2225 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2221 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2217 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2213 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	702	\$79,725	\$2,733	1980	Dwelling 1BR	Housing Authority	Frame
2209 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2201 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	874	\$96,395	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2700 Vine Ave	McAllen	78501	1	Normal/Asphalt Shingles	1386	\$118,883	\$2,733	1980	Dwelling 4BR	Housing Authority	Frame
2704 Vine Ave	McAllen	78501	1	Normal/Asphalt Shingles	1005	\$93,722	\$2,733	1980	Dwelling 3BR	Housing Authority	Frame
2708 Vine Ave	McAllen	78501	1	Normal/Asphalt Shingles	1227	\$115,422	\$2,733	1980	Dwelling 4BR	Housing Authority	Frame
2600 Vine Ave	McAllen	78501	1	Normal/Asphalt Shingles	1227	\$115,422	\$2,733	1980	Dwelling 4BR	Housing Authority	Frame
2604 Vine Ave	McAllen	78501	1	Normal/Asphalt Shingles	1005	\$93,722	\$2,733	1980	Dwelling 3BR	Housing Authority	Frame
2608 Vine Ave	McAllen	78501	1	Normal/Asphalt Shingles	1227	\$115,422	\$2,733	1980	Dwelling 4BR	Housing Authority	Frame
2612 Vine Ave	McAllen	78501	1	Normal/Asphalt Shingles	1005	\$93,722	\$2,733	1980	Dwelling 3BR	Housing Authority	Frame
2616 Vine Ave	McAllen	78501	1	Normal/Asphalt Shingles	1005	\$93,722	\$2,733	1980	Dwelling 3BR	Housing Authority	Frame
2605 Walnut Ave	McAllen	78501	1	Normal/Asphalt Shingles	874	\$96,395	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2222 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2218 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2214 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2209 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2213 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2217 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2221 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2225 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2204 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2208 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2212 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2216 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	874	\$96,395	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2220 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	4450	\$551,164	\$17,107	1982	Community Hall (Headstart)	Housing Authority	Frame
2224 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	702	\$79,725	\$2,733	1980	Dwelling 1BR	Housing Authority	Frame
2228 N 27th Ln	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2232 N 26th Ln	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2300 N 26th Ln	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2304 N 26th Ln	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2308 N 26th Ln	McAllen	78501	1	Normal/Asphalt Shingles	864	\$94,665	\$2,733	1980	Dwelling 2BR	Housing Authority	Frame
2312 N 26th Ln	McAllen	78501	1	Normal/Asphalt Shingles	1227	\$115,422	\$2,733	1980	Dwelling 4BR	Housing Authority	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #A	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #B	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2690	\$379,289	\$0	2003	4Plex #C	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	1547	\$210,716	\$13,433	2003	Office #D	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #E	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #F	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #G	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #H	Housing Facilities Corp	Frame

**Attachment A
Property Schedule**

3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #I	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #J	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #K	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #L	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #M	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #N	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #O	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #P	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #Q	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #R	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #S	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #T	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #U	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #V	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #W	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	2098	\$298,304	\$0	2003	3Plex #X	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	324	\$13,838	\$0	2003	Pavilion A-B	Housing Facilities Corp	Joisted Masonry
3101 Jordan Rd	McAllen	78503	1	Built Up	324	\$13,838	\$0	2003	Pavilion C	Housing Facilities Corp	Joisted Masonry
3101 Jordan Rd	McAllen	78503	1	Built Up	324	\$13,838	\$0	2003	Pavilion E-F	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	324	\$13,838	\$0	2003	Pavilion G-H	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	324	\$13,838	\$0	2003	Pavilion I-J	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	324	\$13,838	\$0	2003	Pavilion K-L	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	324	\$13,838	\$0	2003	Pavilion M-N	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	324	\$13,838	\$0	2003	Pavilion O-P	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	324	\$13,838	\$0	2003	Pavilion Q-R	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	324	\$13,838	\$0	2003	Pavilion S-T	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	324	\$13,838	\$0	2003	Pavilion U-V	Housing Facilities Corp	Frame
3101 Jordan Rd	McAllen	78503	1	Built Up	324	\$13,838	\$0	2003	Pavilion W-X	Housing Facilities Corp	Frame
2501 Maple Ave	McAllen	78501	1	Built Up	7025	\$822,891	\$0	1969	Family Development Center	Housing Authority	Non-Combustible
4100 N 25th Ln	McAllen	78501	2	Normal/Asphalt Shingles	5970	\$681,210	\$0	1985	Apartments 1-6	Housing Facilities Corp	Frame
4101 N 25th Ln	McAllen	78501	2	Normal/Asphalt Shingles	5970	\$681,210	\$0	1990	Apartments 1-6	Housing Facilities Corp	Frame
4101 N 25th Ln	McAllen	78501	2	Normal/Asphalt Shingles	7452	\$796,946	\$0	1985	Apartments 1-10	Housing Facilities Corp	Frame
4105 N 25th Ln	McAllen	78501	2	Normal/Asphalt Shingles	7452	\$796,946	\$0	1985	Apartments 1-10	Housing Facilities Corp	Frame
4108 N 25th Ln	McAllen	78501	2	Normal/Asphalt Shingles	8136	\$676,335	\$0	1985	Apartments 1-8	Housing Facilities Corp	Frame
4104 N 25th Ln	McAllen	78501	2	Normal/Asphalt Shingles	5970	\$681,210	\$0	1985	Apartments 1-6	Housing Facilities Corp	Frame
4109 N 25th Ln	McAllen	78501	2	Normal/Asphalt Shingles	8136	\$676,335	\$0	1985	Apartments 1-8	Housing Facilities Corp	Frame
4113 N 25th Ln	McAllen	78501	2	Normal/Asphalt Shingles	8136	\$676,335	\$0	1990	Apartments 1-8	Housing Facilities Corp	Frame
4117 N 25th Ln	McAllen	78501	2	Normal/Asphalt Shingles	7020	\$606,043	\$13,433	2004	Apartments 1-8/Office in Apt #1	Housing Facilities Corp	Frame
4112 N 25th Ln	McAllen	78501	2	Normal/Asphalt Shingles	8136	\$676,335	\$0	1985	Apartments 1-8	Housing Facilities Corp	Frame
4101 N 25th Ln	McAllen	78501	1	Normal/Asphalt Shingles	1870	\$19,027	\$0	1985	Carport #1	Housing Facilities Corp	Non-Combustible
4105 N 25th Ln	McAllen	78501	1	Normal/Asphalt Shingles	1870	\$19,027	\$0	1985	Carport #2	Housing Facilities Corp	Non-Combustible
4109 N 25th Ln	McAllen	78501	1	Normal/Asphalt Shingles	2000	\$26,261	\$0	2010	Carport #3	Housing Facilities Corp	Non-Combustible
4113 N 25th Ln	McAllen	78501	1	Normal/Asphalt Shingles	1830	\$25,317	\$0	1985	Carport #4	Housing Facilities Corp	Non-Combustible
4117 N 25th Ln	McAllen	78501	1	Normal/Asphalt Shingles	2376	\$24,217	\$0	2004	Carport #5	Housing Facilities Corp	Non-Combustible
4117 N 25th Ln	McAllen	78501	1	Normal/Asphalt Shingles	946	\$18,399	\$0	1985	Carport #6	Housing Facilities Corp	Non-Combustible
4108 N 25th Ln	McAllen	78501	1	Normal/Asphalt Shingles	1817	\$24,217	\$0	1985	Carport #7	Housing Facilities Corp	Non-Combustible
4104 N 25th Ln	McAllen	78501	1	Normal/Asphalt Shingles	1870	\$19,027	\$0	1985	Carport #8	Housing Facilities Corp	Non-Combustible
4100 N 25th Ln	McAllen	78501	1	Normal/Asphalt Shingles	1870	\$19,027	\$0	1985	Carport #9	Housing Facilities Corp	Non-Combustible
4101 N 25th Ln	McAllen	78501	1	Normal/Asphalt Shingles	1870	\$19,027	\$0	1985	Carport #10	Housing Facilities Corp	Non-Combustible
2508 Hibiscus Ave	McAllen	78501	1	Normal/Asphalt Shingles	1782	\$175,501	\$6,716	1996	Apartment Units 1 & 2	Housing Development Corp	Frame
2508 Hibiscus Ave	McAllen	78501	1	Normal/Asphalt Shingles	1782	\$175,501	\$6,716	1996	Apartment Units 3 & 4	Housing Development Corp	Frame
2508 Hibiscus Ave	McAllen	78501	1	Normal/Asphalt Shingles	1782	\$175,501	\$6,716	1996	Apartment Units 5 & 6	Housing Development Corp	Frame
2508 Hibiscus Ave	McAllen	78501	1	Normal/Asphalt Shingles	1782	\$175,501	\$6,716	1996	Apartment Units 7 & 8	Housing Development Corp	Frame
2512 Hibiscus Ave	McAllen	78501	1	Normal/Asphalt Shingles	1782	\$175,501	\$6,716	1996	Apartment Units 1 & 2	Housing Development Corp	Frame
2512 Hibiscus Ave	McAllen	78501	1	Normal/Asphalt Shingles	1782	\$175,501	\$6,716	1996	Apartment Units 3 & 4	Housing Development Corp	Frame
2512 Hibiscus Ave	McAllen	78501	1	Normal/Asphalt Shingles	1782	\$175,501	\$6,716	1996	Apartment Units 5 & 6	Housing Development Corp	Frame
2512 Hibiscus Ave	McAllen	78501	1	Normal/Asphalt Shingles	1782	\$175,501	\$6,716	1996	Apartment Units 7 & 8	Housing Development Corp	Frame
2512 Hibiscus Ave	McAllen	78501	1	Normal/Asphalt Shingles	1782	\$175,501	\$6,716	1996	Apartment Units 9 & 10	Housing Development Corp	Frame
2512 Hibiscus Ave	McAllen	78501	1	Normal/Asphalt Shingles	1782	\$175,501	\$6,716	1996	Apartment Units 11 & 12	Housing Development Corp	Frame
2200 Beaumont Ave	McAllen	78501	0	Normal/Asphalt Shingles	38344	\$3,690,714	\$100,742	2010	The Villas at Beaumont Apartments	Housing Authority	Frame
1001 N 23rd St	McAllen	78501	1	Metal	8507	\$835,783	\$134,322	2021	Maintenance Building	Operations	Non-Combustible

Attachment B Auto Schedule

VIN Number	Make	Model	Year	Secondary ID	Department	Leased Vehicle?	Emergency Use?	APD Code
2SMZA50644BA54844	Ford	Freestar	2004	MHFC 3	Housing Facilities Corp	No	No	Yes
1FAFP53255A141024	Ford	Taurus	2005	MHFC 5	Housing Facilities Corp	No	No	Yes
2G1WA5EK4A1132367	Chevrolet	Impala	2010	HA 18	Housing Authority	No	No	Yes
1FMEU6DE6AUA28328	Ford	Explorer	2010	HA 19	Housing Authority	No	No	Yes
1GCSCPEA4AZ133934	Chevrolet	Silverado	2010	HA20	Housing Authority	No	No	Yes
1G1ZB5E00CF184745	Chevrolet	Malibu	2012	HA 21	Housing Authority	No	No	Yes
1G1ZB5EOXCF213054	Chevrolet	Malibu	2012	HA 22	Housing Authority	No	No	Yes
1FM5K7B89DGA75090	Ford	Explorer	2013	HA 23	Housing Authority	No	No	Yes
1FTBF2A66GEC96922	Ford	F250 3/4T	2016	HA001	Maintenance	No	No	Yes
1FTBF2A60GED23015	Ford	F250 3/4T	2016	HA002	Maintenance	No	No	Yes
1FTBF2A62GED38132	Ford	F250 3/4T	2016	HA003	Maintenance	No	No	Yes
1FBAX2CG9GKB24131	Ford	Transit T350	2016		Housing Facilities Corp	No	No	Yes
2FMPK3J93KBB21285	Ford	Edge	2019	4DR SUV	Housing Authority	No	No	Yes
2FMPK3J95KBB36497	Ford	Edge	2019	4DR SUV	Housing Authority	No	No	Yes
2FMPK3J92KBB21522	Ford	Edge	2019	4DR SUV	Housing Authority	No	No	Yes
2FMPK3J97KBB61210	Ford	Edge	2019	4DR SUV	Housing Authority	No	No	Yes
1FTMF1C57PKE44911	Ford	F150	2023		Maintenance	No	No	Yes

ATTACHMENT C – BID FORM

**Property and Other Insurance Services
McAllen Housing Commission**

1. BIDDER INFORMATION

Company Name: _____

Address: _____

City/State/ZIP: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Texas License Number: _____

A.M. Best Rating: _____

2. ACKNOWLEDGMENT

The undersigned bidder hereby proposes to provide **Property and Other Insurance Services** to the McAllen Housing Commission in accordance with the terms, conditions, and specifications set forth in the IFB.

The bidder certifies that:

- They have examined all IFB documents and attachments
 - They agree to comply with all applicable regulations, including 2 CFR Part 200
 - The bid is valid for **90 days** from the submission deadline
-

3. COVERAGE SUMMARY

Coverage Type	Included (Yes/No)	Limits	Deductible
Real & Personal Property	_____	\$ _____	\$ _____
Contents Coverage	_____	\$ _____	\$ _____
Loss of Rents	_____	\$ _____	\$ _____
Boiler & Machinery	_____	\$ _____	\$ _____

Coverage Type	Included (Yes/No)	Limits	Deductible
Flood and Earthquake Insurance	_____	\$ _____	\$ _____
Crime	_____	\$ _____	\$ _____
Automobile Liability	_____	\$ _____	\$ _____
Automobile Physical Damage	_____	\$ _____	\$ _____
Worker's Compensation	_____	\$ _____	\$ _____
General Liability	_____	\$ _____	\$ _____
Errors & Omission	_____	\$ _____	\$ _____
Cyber Liability & Data Breach	_____	\$ _____	\$ _____

4. PREMIUM PRICING

Total Annual Premium: \$ _____

Provide detailed breakdown below or attach:

- _____ : \$ _____
- _____ : \$ _____
- _____ : \$ _____
- _____ : \$ _____
- _____ : \$ _____
- _____ : \$ _____
- _____ : \$ _____
- _____ : \$ _____
- _____ : \$ _____
- _____ : \$ _____
- _____ : \$ _____
- _____ : \$ _____
- _____ : \$ _____
- _____ : \$ _____
- _____ : \$ _____

5. ALTERNATES (OPTIONAL)

Bidder may propose alternate pricing structures:

- Higher deductible option: \$ _____
- Lower deductible option: \$ _____
- Multi-year rate guarantee (if offered): _____

6. CLAIMS INFORMATION

Claims Contact Name: _____

Claims Phone Number: _____

Claims Email: _____

Brief Description of Claims Process:

7. EXPERIENCE AND REFERENCES

Provide at least three (3) references for similar clients:

Reference 1:

Organization: _____

Contact: _____

Phone/Email: _____

Reference 2:

Organization: _____

Contact: _____

Phone/Email: _____

Reference 3:

Organization: _____

Contact: _____

Phone/Email: _____

8. CERTIFICATIONS

By signing below, the bidder certifies:

- The firm is licensed and authorized to do business in Texas
- The firm is not debarred or suspended from federal contracting
- Compliance with all applicable federal, state, and local laws

9. SIGNATURE

Authorized Representative:

Name (Print): _____

Title: _____

Signature: _____

Date: _____

10. REQUIRED ATTACHMENTS CHECKLIST

- Proof of Insurance License
 - A.M. Best Rating Documentation
 - Coverage Details / Policy Specimen
 - Premium Breakdown (if separate)
 - References
 - Any Exceptions to IFB
-

Attachement D

Current Declarations of Coverage





Workers' Compensation Declarations Page

Member Name: McAllen Housing Authority
Member ID: 9685
Fed ID No: 74-6003021
Effective Date: 10/01/2025
Anniversary Date: 10/01/2026

Workers' Compensation Coverage: This agreement applies to the Workers' Compensation laws of the State of Texas.

Coverage will be provided in accordance with the signed Workers' Compensation Interlocal Agreement on file with the Texas Municipal League Intergovernmental Risk Pool.

This contribution has been determined according to the Pool's manual of rules, classifications, rates and rating plans. Classifications and payrolls are subject to verification and change at audit.

Net Estimated Contribution: \$15,258



Schedule of Applicable Documents

Member Name: McAllen Housing Authority
Member ID: 9685
Coverage Period: 10/01/2025 to 10/01/2026 Shown As of 06/25/2025
Transaction Number: 0002397550

ID	Document Name	Revision Date
W101	WC Declarations Page	08/20/2010
X150	Schedule of Applicable Documents	06/01/2008
W102	WC Payroll Classification Schedule	08/01/2023
W133	Volunteer Endorsement to Interlocal Agreement	08/30/2010
W134	WC Payroll Adjustment Form	04/01/2022



Workers' Compensation Payroll Schedule

Member Name: McAllen Housing Authority
 Member ID: 9685
 Effective Date: 10/01/2025
 Anniversary Date: 10/01/2026
 Date Generated: 06/25/2025

Location 1: 2301 Jasmine Ave, McAllen, TX

Classification	Description	Estimated Payroll	Rate	# of Emp.	Estimated Contribution
8810H	Clerical - Housing Authority	1,080,924	0.60	24	6,486
9033	Housing Authority Operations (other than clerical and new construction/structural alteration work)	300,612	5.77	9	17,345
Subtotals		1,381,536		33	23,831

Volunteers and Elected Officials:

3724O	Outside Volunteers	110	7.11	0	8
7704V	Volunteer Firefighters	No Exposure		0	Not Covered
7720E	Volunteer Ambulance/EMS	No Exposure		0	Not Covered
7720V	Police Reserves	No Exposure		0	Not Covered
8742E	Elected/Apptd Officials-Governing Board	No Exposure		0	Not Covered
8742F	Elected/Apptd Officials-All Boards/Commissions	No Exposure		0	Not Covered
8742I	Inside Volunteers	110	0.70	0	1
8888V	Police Reserves-Motorcycle	No Exposure		0	Not Covered
Subtotals		220		0	9

Totals 1,381,756 33 23,840



Workers' Compensation Payroll Schedule

Member Name: McAllen Housing Authority
 Member ID: 9685
 Effective Date: 10/01/2025
 Anniversary Date: 10/01/2026
 Date Generated: 06/25/2025

Total Manual Contribution	23,840
Experience Modifier	0.80
Total Standard Contribution	19,072
Fund Discount (20.00%)	0.80
Discounted Standard Contribution	15,258
Deductible Credit	0
Net Contribution	15,258
Waiver of Subrogation	0
Total Contribution	15,258

VOLUNTEER ENDORSEMENT TO INTERLOCAL AGREEMENT

This endorsement forms a part of the **Declarations** to which attached, effective on the inception date of the coverage unless otherwise stated herein, and modifies such coverage as is afforded by the provisions of the coverage shown below:

WORKERS' COMPENSATION COVERAGE

Member Name: McAllen Housing Authority
Member ID: 9685
Effective Date: 10/01/2025

In consideration of the Employer Pool Member's request for payment of additional benefits and in further consideration of the Fund's agreement to pay such benefits, the Interlocal Agreement is amended by adding thereto the applicable coverages indicated below.

The Fund will pay on behalf of the Employer Pool Member if a volunteer employee in a classification for which coverage was accepted shall sustain injury, including death resulting therefrom, under circumstances which would have rendered the Employer Pool Member liable for compensation if the injured volunteer employee and the Employer Pool Member had been subject to the Texas Workers' Compensation Law with respect to such voluntary employment, an amount equal to the compensation and other benefits which would have been payable under such law had the injured volunteer and the Employer Pool Member been subject to such law with respect to such voluntary employment. The parties of this agreement do not by its use intend to make applicable to themselves any provision of the Texas Workers' Compensation Law not already in force and effect as to them. The reference to the Texas Workers' Compensation Law is intended as a measure and extent of benefits and the liability therefore and not an adoption of the law.

The Employer Pool Member agrees to pay the contribution for the volunteer employee classifications shown on the Payroll Schedule (W102). The information regarding coverages accepted or rejected has been derived from documentation on file including the signed acceptance executed by a representative of this entity duly authorized to accept or reject Workers' Compensation coverage for volunteers.

This agreement shall be subject to all the terms, provisions and conditions of the Interlocal Agreement, and nothing herein contained shall vary, alter or extend any term, provision or condition of the Interlocal Agreement except as herein specifically stated.



Workers' Compensation Payroll Adjustment Form

Member Name: McAllen Housing Authority
 Member ID: 9685
 Effective Date: 10/01/2025
 Anniversary Date: 10/01/2026

The payrolls shown below by classification reflect the estimated values from the Payroll Schedule for the coverage period shown above. If adjustments are needed, please make changes in the blank spaces provided and return to the Pool. If volunteer classifications are being added or deleted, refer to page 2 for instructions and signature. If you have additional operations for classifications not shown below or questions regarding volunteer classifications, please contact your Member Services Manager or Underwriter at (800) 537-6655.

Location: 2301 Jasmine Ave, McAllen, Texas 78501-7496

Non-Volunteer:

Class code	Classification Description	Estimated Payroll	Req. Adjusted Payroll	Number of Employees
8810H	Clerical - Housing Authority	\$1,080,924		
9033	Housing Authority Operations (other than clerical and new construction/structural alteration work)	\$300,612		
Subtotals		\$1,381,536		

Volunteers and Elected Officials:

Class code	Classification Description	Estimated Payroll	Req. Adjusted Payroll	Number of Volunteers
3724O	Outside Volunteers	\$110		
7704V	Volunteer Firefighters	Not Covered		
7720E	Volunteer Ambulance/EMS	Not Covered		
7720V	Police Reserves	Not Covered		
8742E	Elected/Apptd Officials-Governing Board	Not Covered		
8742F	Elected/Apptd Officials-All Boards/Commissions	Not Covered		
8742I	Inside Volunteers	\$110		
8888V	Police Reserves-Motorcycle	Not Covered		
Subtotals		\$220		

Total Estimated Payroll: \$1,381,756



Workers' Compensation Payroll Adjustment Form

Member Name: McAllen Housing Authority
 Member ID: 9685
 Effective Date: 10/01/2025
 Anniversary Date: 10/01/2026

Please note that a payroll amount must be shown on the previous page for all volunteer classifications for which coverage is desired. Payroll is estimated using hourly rates as follows (except for Elected & Appointed Officials):

Class code	Class Description	Hourly Rate
3724O	Outside Volunteers	\$7.25
7704V	Volunteer Firefighters	\$15.00
7720E	Volunteer Ambulance/EMS	\$9.25
7720V	Police Reserves	\$9.90
8742I	Inside Volunteers	\$7.25
8888V	Police Reserves-Motorcycle	\$9.90
If hourly records are not kept, a payroll of \$110 per week or \$5,720 annually per volunteer will be used.		

Amount applies per year per official or actual payroll, whichever is greater.

8742E	Elected/Apptd Officials - Governing Board Only	\$600
8742F	Elected/Apptd Officials - All Boards/Comms	\$600

Directions: Coverage is not provided for volunteers unless it is expressly accepted. It is important to evaluate these classifications on an annual basis to be certain the desired coverage is in place. Your Declarations Page assures the continuation of the volunteer coverage elected in the previous coverage period. If you wish to add or remove volunteer coverage, please indicate this change by adjusting the applicable classifications and signing below.

I, the undersigned, a duly authorized representative of this entity, do hereby ACCEPT Workers' Compensation coverage for Volunteers of this local government for which a value is shown on the previous page, and REJECT Workers' Compensation coverage for those that are shown as "Not Covered".

Name: _____

Title: _____

Signature: _____

Date: _____

It is only necessary to sign and return this form if you are making changes to payroll or classifications.



**THIS IS A GOVERNMENT VEHICLE AND IS EXEMPT FROM
THE MOTOR VEHICLE SAFETY RESPONSIBILITY ACT**

CERTIFICATE OF COVERAGE AUTOMOBILE LIABILITY

Member Name: McAllen Housing Authority
Member ID: 9685
Coverage Period: 10/01/2025 to 10/01/2026

This certificate is issued for information only. Member shown above is covered through the Texas Municipal League Intergovernmental Risk Pool (800) 537-6655 for Automobile Liability Coverage in an amount that equals or exceeds the minimum amounts required for non-government vehicles under the Motor Vehicle Safety Responsibility Act.

What to do if you have an accident:

- Stop at once. Park vehicle safely and move to the side of the road if drivable.
- Call 911 immediately to notify police. Have driver's license and this card ready to give to police.
- Report the accident to your supervisor as soon as possible. If you have been injured, notify your supervisor. The supervisor needs to report the accident to the Fund Contact.
- Do not point blame or discuss fault. Discuss accident only with police.
- Collect names, insurance and other driver's license number. If there are witnesses, collect their names and give the information to the police and your supervisor. Take photos of the accident scene as necessary.
- Do not sign any documents except as necessary to comply with law enforcement.
- If required by your organization, complete a driver's report of vehicle accident. Include the police case report number. Draw or provide photos of the accident scene.

Member is required to file a claim with the Risk Pool

L215-A
02/24/2022

**THIS IS A GOVERNMENT VEHICLE AND IS EXEMPT FROM
THE MOTOR VEHICLE SAFETY RESPONSIBILITY ACT**

CERTIFICATE OF COVERAGE AUTOMOBILE LIABILITY

Member Name: McAllen Housing Authority
Member ID: 9685
Coverage Period: 10/01/2025 to 10/01/2026

This certificate is issued for information only. Member shown above is covered through the Texas Municipal League Intergovernmental Risk Pool (800) 537-6655 for Automobile Liability Coverage in an amount that equals or exceeds the minimum amounts required for non-government vehicles under the Motor Vehicle Safety Responsibility Act.

What to do if you have an accident:

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- Collect names, insurance and other driver's license number. If there are witnesses, collect their names and give the information to the police and your supervisor. Take photos of the accident scene as necessary.
- Do not sign any documents except as necessary to comply with law enforcement.
- If required by your organization, complete a driver's report of vehicle accident. Include the police case report number. Draw or provide photos of the accident scene.

Member is required to file a claim with the Risk Pool

L215-A
02/24/2022

**THIS IS A GOVERNMENT VEHICLE AND IS EXEMPT FROM
THE MOTOR VEHICLE SAFETY RESPONSIBILITY ACT**

CERTIFICATE OF COVERAGE AUTOMOBILE LIABILITY

Member Name: McAllen Housing Authority
Member ID: 9685
Coverage Period: 10/01/2025 to 10/01/2026

This certificate is issued for information only. Member shown above is covered through the Texas Municipal League Intergovernmental Risk Pool (800) 537-6655 for Automobile Liability Coverage in an amount that equals or exceeds the minimum amounts required for non-government vehicles under the Motor Vehicle Safety Responsibility Act.

What to do if you have an accident:

- Stop at once. Park vehicle safely and move to the side of the road if drivable.
- Call 911 immediately to notify police. Have driver's license and this card ready to give to police.
- Report the accident to your supervisor as soon as possible. If you have been injured, notify your supervisor. The supervisor needs to report the accident to the Fund Contact.
- Do not point blame or discuss fault. Discuss accident only with police.
- Collect names, insurance and other driver's license number. If there are witnesses, collect their names and give the information to the police and your supervisor. Take photos of the accident scene as necessary.
- Do not sign any documents except as necessary to comply with law enforcement.
- If required by your organization, complete a driver's report of vehicle accident. Include the police case report number. Draw or provide photos of the accident scene.

Member is required to file a claim with the Risk Pool

L215-A
02/24/2022

**THIS IS A GOVERNMENT VEHICLE AND IS EXEMPT FROM
THE MOTOR VEHICLE SAFETY RESPONSIBILITY ACT**

CERTIFICATE OF COVERAGE AUTOMOBILE LIABILITY

Member Name: McAllen Housing Authority
Member ID: 9685
Coverage Period: 10/01/2025 to 10/01/2026

This certificate is issued for information only. Member shown above is covered through the Texas Municipal League Intergovernmental Risk Pool (800) 537-6655 for Automobile Liability Coverage in an amount that equals or exceeds the minimum amounts required for non-government vehicles under the Motor Vehicle Safety Responsibility Act.

What to do if you have an accident:

- Stop at once. Park vehicle safely and move to the side of the road if drivable.
- Call 911 immediately to notify police. Have driver's license and this card ready to give to police.
- Report the accident to your supervisor as soon as possible. If you have been injured, notify your supervisor. The supervisor needs to report the accident to the Fund Contact.
- Do not point blame or discuss fault. Discuss accident only with police.
- Collect names, insurance and other driver's license number. If there are witnesses, collect their names and give the information to the police and your supervisor. Take photos of the accident scene as necessary.
- Do not sign any documents except as necessary to comply with law enforcement.
- If required by your organization, complete a driver's report of vehicle accident. Include the police case report number. Draw or provide photos of the accident scene.

Member is required to file a claim with the Risk Pool

L215-A
02/24/2022



LIABILITY DECLARATIONS OF COVERAGE

Member Name: McAllen Housing Authority
Member ID: 9685
Contract Type: Liability
Coverage Period: 10/01/2025 to 10/01/2026

GENERAL LIABILITY

Table with 4 columns: Description, Amount, Unit, and Effective/Anniversary dates. Rows include Limits of Liability, Sudden Events Involving Pollution, Deductible, and Billable Contribution.

LAW ENFORCEMENT LIABILITY

**** Coverage Not Selected ****

ERRORS & OMISSIONS LIABILITY

Table with 4 columns: Description, Amount, Unit, and Effective/Anniversary dates. Rows include Limits of Liability, Deductible, and Billable Contribution.

TOTAL CONTRIBUTION

Table with 4 columns: Description, Amount, Unit, and Effective/Anniversary dates. Row includes Total Billable Contribution.

Coverage is continuous until cancelled. Contributions are subject to adjustment each year on the anniversary date based on updated exposure information and changes in rating.



AUTOMOBILE DECLARATIONS OF COVERAGE

Member Name: McAllen Housing Authority
 Member ID: 9685
 Contract Type: Liability
 Coverage Period: 10/01/2025 to 10/01/2026

AUTOMOBILE LIABILITY

Limits of Liability	:	\$	1,000,000	Each Occurrence
Medical Payments Limit	:	\$	25,000	Each person
Deductible	:	\$	1,000	Each Occurrence
Billable Contribution	:	\$	6,524	Effective : 10/01/2025 Anniversary : 10/01/2026

AUTOMOBILE PHYSICAL DAMAGE

Limits of Coverage	:	Per Schedule and Endorsements	Each Occurrence
Deductible	:	\$ 250 \$ 10,000	Each Vehicle *Each Occurrence
Billable Contribution	:	\$ 5,498	Effective: 10/01/2025 Anniversary: 10/01/2026

AUTOMOBILE CATASTROPHE

**** Coverage Not Selected ****

TOTAL CONTRIBUTION

Total Billable Contribution	:	\$	12,022	Contract Effective: 10/01/2025 Contract Anniversary: 10/01/2026
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Coverage is continuous until cancelled. Contributions are subject to adjustment each year on the anniversary date based on updated exposure information and changes in rating.

* Automobile Physical Damage Each Occurrence Deductible does not apply to hail.



Schedule of Applicable Documents

Member Name: McAllen Housing Authority
Member ID: 9685
Coverage Period: 10/01/2025 to 10/01/2026 Shown As of 06/25/2025
Transaction Number: 0093606898

ID	Document Name	Revision Date
L201	Liability Declarations of Coverage	03/11/2004
L209	Automobile Declarations of Coverage	06/08/2006
X150	Schedule of Applicable Documents	06/01/2008
L105	Liability Schedule	01/02/2007
L102-1	Contract Automobile Schedule	03/20/2020
L108	Automobile Contribution Allocation Schedule	09/11/2009
EL205-TTCA	Additional Covered Party - Non-Profit Organization - TTCA	01/01/2021
EL212	Definition of Covered Automobile for Medical Payments	08/10/2004
EL221	Three Year Rate Endorsement	06/05/2009
EL224	Fleet Automatic Coverage Basis	05/20/2002
L200	Liability Coverage Document	10/01/2024

Important Notice – Liability Coverage

Please include information below for any items that will be added to Member operations during the upcoming year **or** are currently in place **but not shown** on either the previous listing of exposures or the current Liability Schedule.

The operations shown below are **excluded** from Liability Coverage if not reported. Please enter the projected exposure information for all that apply.

<i>Description</i>	<i>Projected Exposure</i>
<ul style="list-style-type: none"> ◆ Amusement Parks - Total Revenue _____ <i>Note: This includes facilities with motor-driven rides or amusements, including water parks.</i> ◆ Amusement Devices <u>not</u> associated with an Amusement Park - Provide Description: _____ <i>Note: This includes mechanical amusements such as trains, roller coasters, etc.</i> ◆ Dams or Water Reservoirs - Total Acre Feet Capacity _____ ◆ Day Care Operations - Average Daily Attendance _____ Operated by Member _____ <i>Other than temporary recreation programs</i> Leased to Operator _____ ◆ Electric Utility Operations - Annual Electric Utility Payroll Excluding Clerical _____ ◆ Gas Utility Operations - Annual Gas Utility Payroll Excluding Clerical _____ ◆ Nursing Homes - Number of Facilities _____ ◆ Water or Sewage Treatment Facilities Yes No _____ ◆ Skateboard Facilities - Number of Facilities _____ ◆ Wharves, piers, docks or other boat/vessel facilities - Total Revenue _____ 	

Law Enforcement Liability: If you have added any of the following personnel not shown on the previous listing of exposures, please update the information below:

◆ Police Officers - Total Number	Full Time	_____	Part Time	_____
◆ Police Reserves - Total Number	Full Time	_____	Part Time	_____
◆ Police Clerical - Total Number	Full Time	_____	Part Time	_____
◆ Jails, Holding Facilities or Prisons Used to detain those under legal process		Square Feet <i>(Area of all holding facilities)</i>		_____
◆ Animals (Dogs or Horses)		Number		_____
◆ New or expanded Citizens on Patrol Program		Number of Participants		_____



Liability Schedule

Member Name: McAllen Housing Authority
 Member ID: 9685
 Contract Type: Liability
 Coverage Period: 10/01/2025 to 10/01/2026
 Population:

General Liability Line

Class Code	Classification Description	Reported Exposure
41714A	Day Care Centers-Lessor's Risk Only	80
64500E	Housing Authorities-Non-owned Units Section 8 (501+)	1,259
SP99991C	Non-Profit Organizations-NOC	388,650
64500	Housing Authorities-Owned Units	251
SP99991C	Non-Profit Organizations-NOC	220,275
SP99999A	Special Events-(Primary Coverage)	1

Errors and Omissions Liability Line

Class Code	Classification Description	Reported Exposure
00021	E & O Liability-Housing Authority	2,035

Notes Applicable to Fireworks and Special Events:

Sponsored Only: The actual operation or display is performed by independent contractors.
 Primary Coverage: The actual operation or display is performed by your own employees or volunteers.



Automobile Schedule

Member Name: McAllen Housing Authority
 Member ID: 9685
 Contract Type: Liability
 Coverage Period: 10/01/2025 to 10/01/2026 Shown As of 06/25/2025

Contributions shown on the Declarations of Coverage for your Automobile Coverages are based on the following schedule of vehicles, classifications, deductibles, limits and reported physical damage values. There is no physical damage coverage for any vehicle where the APD Code shows No APD. Any changes or corrections may require adjustment to the contribution. Auto Catastrophe and Uninsured/Underinsured Coverages apply only to vehicles for which "Yes" is shown under Auto Cat and UM/UIM columns.

APD Code : ACV = Actual Cash Value, AV = Amended Actual Cash Value (Per Endorsement EL214), OCN = Original Cost New, No APD = No Auto Physical Damage
 Ded. Code : A = Combined APD (Collision and Comprehensive), B = Collision only Deductible, C = Specified Causes of Loss Deductible
 Emergency Use : Indicates vehicle is equipped with emergency lighting

ID	Year Make	Type Model	VIN Class	Department Secondary ID	APD Code	Ded. Code	Auto Cat.	Med Pay UM/UIM	Emer. Use
1	2004 Ford	Bus (Not Otherwise Classified) 1-8 Passengers Freestar	4844 5881	Housing Facilities Corp MHFC 3	ACV	250 A		25,000	
2	2005 Ford	Private Passenger Taurus	1024 3A	Housing Facilities Corp MHFC 5	ACV	250 A		25,000	
3	2010 Chevrolet	Private Passenger Impala	2367 3A	Housing Authority HA 18	ACV	250 A		25,000	
4	2010 Ford	Light Trucks (All Other) - Service Explorer	8328 01499	Housing Authority HA 19	ACV	250 A		25,000	
5	2010 Chevrolet	Light Trucks (All Other) - Service Silverado	3934 01499	Housing Authority HA20	ACV	250 A		25,000	
6	2012 Chevrolet	Private Passenger Malibu	4745 3A	Housing Authority HA 21	ACV	250 A		25,000	

Texas Municipal League Intergovernmental Risk Pool
 1821 Rutherford Lane, First Floor, Austin, Texas 78754
 (512) 491-2300 | (800) 537-6655



Automobile Schedule

Member Name: McAllen Housing Authority
 Member ID: 9685
 Contract Type: Liability
 Coverage Period: 10/01/2025 to 10/01/2026 Shown As of 06/25/2025

ID	Year Make	Type Model	VIN Class	Department Secondary ID	APD Code	Ded. Code	Auto Cat.	Med Pay UM/UIM	Emer. Use
7	2012 Chevrolet	Private Passenger Malibu	3054 3A	Housing Authority HA 22	ACV	250 A		25,000	
8	2013 Ford	Light Trucks (All Other) - Service Explorer	5090 01499	Housing Authority HA 23	ACV	250 A		25,000	
9	2016 Ford	Light Trucks (All Other) - Service F250 3/4T	6922 01499	Maintenance HA001	ACV	250 A		25,000	
10	2016 Ford	Light Trucks (All Other) - Service F250 3/4T	3015 01499	Maintenance HA002	ACV	250 A		25,000	
11	2016 Ford	Light Trucks (All Other) - Service F250 3/4T	8132 01499	Maintenance HA003	ACV	250 A		25,000	
12	2016 Ford	Social Service Bus 9-20 Passengers Transit T350	4131 6582	Housing Facilities Corp	ACV	250 A		25,000	
13	2019 Ford	Light Trucks (All Other) - Service Edge	1285 01499	Housing Authority 4DR SUV	ACV	250 A		25,000	
14	2019 Ford	Light Trucks (All Other) - Service Edge	6497 01499	Housing Authority 4DR SUV	ACV	250 A		25,000	
15	2019 Ford	Light Trucks (All Other) - Service Edge	1522 01499	Housing Authority 4DR SUV	ACV	250 A		25,000	

Texas Municipal League Intergovernmental Risk Pool
 1821 Rutherford Lane, First Floor, Austin, Texas 78754
 (512) 491-2300 | (800) 537-6655



Automobile Schedule

Member Name: McAllen Housing Authority
 Member ID: 9685
 Contract Type: Liability
 Coverage Period: 10/01/2025 to 10/01/2026 Shown As of 06/25/2025

ID	Year Make	Type Model	VIN Class	Department Secondary ID	APD Code	Ded. Code	Auto Cat.	Med Pay UM/UIM	Emer. Use
16	2019 Ford	Light Trucks (All Other) - Service Edge	1210 01499	Housing Authority 4DR SUV	ACV	250 A		25,000	
17	2023 Ford	Light Trucks (All Other) - Service F150	4911 01499	Maintenance	ACV	250 A		25,000	

Grand Total: 17 Items



Automobile Contribution Allocation Schedule Sorted by Department by VIN

Member Name: McAllen Housing Authority
 Member ID: 9685
 Contract Type: Liability
 Coverage Period: 10/01/2025 to 10/01/2026

Contributions shown on the Declarations of Coverages for your automobile coverages are based on the following schedule of vehicles. Any changes or corrections may require adjustments to the contributions.

Note: APD=Automobile Physical Damage, Specified Causes of Loss, Med Pay=Automobile Medical Payments, UM/UIM=Uninsured/Underinsured Motorists

Department: Housing Authority

ID	VIN Year	Make Model	Class Type	APD	ACAT	Liability	Med Pay	UM/UIM	Vehicle Total
3	2367 2010	Chevrolet Impala	3A Private Passenger	227		394	Included		621
4	8328 2010	Ford Explorer	01499 Truck-Sport Utility	241		309	Included		550
5	3934 2010	Chevrolet Silverado	01499 Pickup	235		309	Included		544
6	4745 2012	Chevrolet Malibu	3A Private Passenger	240		394	Included		634
7	3054 2012	Chevrolet Malibu	3A Private Passenger	240		394	Included		634
8	5090 2013	Ford Explorer	01499 Truck-Sport Utility	329		309	Included		638
13	1285 2019	Ford Edge	01499 Truck-Sport Utility	369		309	Included		678
14	6497 2019	Ford Edge	01499 Truck-Sport Utility	369		309	Included		678

Texas Municipal League Intergovernmental Risk Pool
 1821 Rutherford Lane, First Floor, Austin, Texas 78754
 (512) 491-2300 | (800) 537-6655



**Automobile Contribution Allocation Schedule
Sorted by Department by VIN**

Member Name: McAllen Housing Authority
 Member ID: 9685
 Contract Type: Liability
 Coverage Period: 10/01/2025 to 10/01/2026

15	1522	Ford	01499	369	309	Included	678
	2019	Edge	Truck-Sport Utility				
16	1210	Ford	01499	369	309	Included	678
	2019	Edge	Truck-Sport Utility				
Department Totals: Housing Authority			10	2,988	0	3,345	0 0 6,333

Department: Housing Facilities Corp

ID	VIN Year	Make Model	Class Type	APD	ACAT	Liability	Med Pay	UM/UIM	Vehicle Total
1	4844	Ford	5881	311		585	Included		896
	2004	Freestar	Van						
2	1024	Ford	3A	244		394	Included		638
	2005	Taurus	Private Passenger						
12	4131	Ford	6582	465		645	96		1,206
	2016	Transit T350	Van						
Department Totals: Housing Facilities Co			3	1,020	0	1,624	96	0	2,740

Department: Maintenance

ID	VIN Year	Make Model	Class Type	APD	ACAT	Liability	Med Pay	UM/UIM	Vehicle Total
9	6922	Ford	01499	338		309	Included		647
	2016	F250 3/4T	Pickup						
10	3015	Ford	01499	338		309	Included		647
	2016	F250 3/4T	Pickup						

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Automobile Contribution Allocation Schedule Sorted by Department by VIN

Member Name: McAllen Housing Authority
 Member ID: 9685
 Contract Type: Liability
 Coverage Period: 10/01/2025 to 10/01/2026

11	8132	Ford	01499	338		309	Included	647	
	2016	F250 3/4T	Pickup						
17	4911	Ford	01499	476		309	Included	785	
	2023	F150	Pickup						
Department Totals: Maintenance			4	1,490	0	1,236	0	0	2,726
Hired and Non-owned						223		223	
Member Totals: Vehicles			17	5,498	0	6,428	96	0	12,022

ADDITIONAL COVERED PARTY - NON-PROFIT ORGANIZATION - TTCA

This endorsement forms a part of the **Declarations** to which attached, effective on the inception date of the coverage unless otherwise stated herein, and modifies such coverage as is afforded by the provisions of the coverage shown below:

**GENERAL LIABILITY
AUTO LIABILITY LINE
ERRORS AND OMISSIONS**

Member Name : McAllen Housing Authority
Member ID : 9685
Effective Date : 10/01/2025

It is agreed that the "Covered Parties" provisions of the coverages listed above are amended to include as a **covered party** the organization named below, subject to the following limitations:

1. Coverage does not apply to any **claim** or **suit** arising out of any **occurrence** or **wrongful act** related to or concerning projects which are not or will not be located within the geographical boundaries or the extraterritorial jurisdiction of the **Member** entity named above.
2. Coverage does not include any **claim** or **claims** arising from **wrongful acts** which took place prior to the date such organization was added as a **covered party**.
3. The **Fund's** total liability for all **damages** arising out of any one **occurrence** shall be limited to the lesser of the limit of liability shown on the **Declarations** or the limits of recovery provided for the **Member's** type of government unit in Chapter 101 of the Texas Civil Practice and Remedies Code, commonly known as the Texas Tort Claims Act.

Name of Organization:

**McAllen Housing Development Corporation
McAllen Housing Facilities Corporation**

DEFINITION OF COVERED AUTOMOBILE FOR MEDICAL PAYMENTS

This endorsement forms a part of the **Declarations** to which attached, effective on the inception date of the coverage unless otherwise stated herein, and modifies such coverage as is afforded by the provisions of the coverage shown below:

AUTOMOBILE MEDICAL PAYMENTS COVERAGE

Member Name : McAllen Housing Authority
Member ID : 9685
Effective Date : 10/01/2025

In consideration of additional contribution and in accordance with provisions under Part IV-B, Paragraph III.B of the Liability Coverage Document, it is agreed that the definition of Covered Automobile is amended to include **automobiles** with a design capacity of more than eight passengers where a medical payments limit is shown on the automobile schedule.

THREE YEAR RATE ENDORSEMENT

This endorsement forms a part of the **Declarations** to which attached, effective on the inception date of the coverage unless otherwise stated herein, and modifies such coverage as is afforded by the provisions of the coverage shown below:

GENERAL LIABILITY

Member Name : McAllen Housing Authority
Member ID : 9685
Effective Date : 10/01/2025

The General Liability rates in effect on the date of this endorsement shall not increase unless the TMLIRP provides the **member** with at least 120 days notice prior to implementation of the increase. Annually, on the Anniversary Date, the **member's** contribution shall be adjusted for exposure changes. The **member** retains the option to withdraw from the Pool pursuant to the terms of the Interlocal Agreement.

FLEET AUTOMATIC COVERAGE BASIS

This endorsement forms a part of the **Declarations** to which attached, effective on the inception date of the coverage unless otherwise stated herein, and modifies such coverage as is afforded by the provisions of the coverage shown below:

AUTOMOBILE PHYSICAL DAMAGE

Member Name : McAllen Housing Authority
Member ID : 9685
Effective Date : 10/01/2025

It is agreed that Automobile Physical Damage Coverage is provided for all **automobiles** for which the **automobile** schedule attached to the **Declarations** at inception indicates that Automobile Physical Damage Coverage is provided and to all newly acquired **automobiles**.





PROPERTY DECLARATIONS OF COVERAGE

Member Name: McAllen Housing Authority
 Member ID: 9685

- Coverages Elected:**
- Real and Personal Property
 - Boiler and Machinery
 - Mobile Equipment
 - Crime
 - Animal Mortality

Real and Personal Property **Effective Date: 10/01/2025** **Anniversary Date: 10/01/2026**

Limit:	\$29,165,088	Occurrence Deductible:	
Coverage Basis:	Special Form	Other than Wind and Hail:	\$2,500
Valuation Basis:	Replacement cost	Wind and Hail:	1% Per Building Deductible 0.2% Maximum of Total Building Value
Coverage Extensions:	As Scheduled		
Fine Arts:	Not Included		
		Billable Contribution:	\$260,588

Flood And Earthquake **Effective Date: 10/01/2025** **Anniversary Date: 10/01/2026**

Flood Limit:	\$2,916,509	Flood and Earthquake Occurrence Deductible:	\$25,000
Earthquake Limit:	\$10,000,000		Or 1% of Building Value, whichever is greater.
		Billable Contribution:	\$53,164

Boiler And Machinery **Effective Date: 10/01/2025** **Anniversary Date: 10/01/2026**

Per Accident Limit:	\$100,000	Deductible:	\$2,500
Valuation Basis:	Replacement cost	Billable Contribution:	Included

Crime

Public Employee Dishonesty **Effective Date: 10/01/2025** **Anniversary Date: 10/01/2026**

Aggregate Limit:	\$250,000	Deductible:	\$0
Coverage Basis:	Per Employee	Billable Contribution:	\$435

Computer Fraud **Effective Date: 10/01/2025** **Anniversary Date: 10/01/2026**

Aggregate Limit:	\$100,000	Deductible:	\$1,000
Coverage Basis:	Per Occurrence	Billable Contribution:	\$443



PROPERTY DECLARATIONS OF COVERAGE

Member Name: McAllen Housing Authority
Member ID: 9685

Total All Elected Property Coverages:	Billable Contribution:	\$314,630
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Coverage is continuous until cancelled. Annual contributions are subject to adjustment each year on the anniversary date based on updated exposure information and changes in rating.



Schedule of Applicable Documents

Member Name: McAllen Housing Authority
Member ID: 9685
Coverage Period: 10/01/2025 to 10/01/2026 Shown As of 06/25/2025
Transaction Number: 0165347805

ID	Document Name	Revision Date
P301	Property Declarations of Coverage	10/01/2024
X150	Schedule of Applicable Documents	06/01/2008
P200	Real and Personal Property Schedule	04/26/2010
P215	Coverage Extensions Schedule	07/16/2018
EP311	Three Year Rate Endorsement - Real & Personal Property	05/20/2002
EP323	Faithful Performance of Duty	05/20/2002
EP378	Computer Fraud Deductible	05/01/2018
EP381	Roofing and Catastrophe Management	04/26/2024
EP382	Ordinary Wear And Tear Exclusion	12/01/2024
EP383	Covered Property Exclusion	10/01/2025
P305	Crime Summary	03/06/2025
P300	Property Coverage Document	10/01/2024

Member Name: McAllen Housing
Authority

Member ID: 9685

****Important Notice – Property Coverage ****

ALL OWNED PROPERTY LOCATIONS MUST BE REPORTED FOR COVERAGE TO APPLY. IT IS ASSUMED THAT UNREPORTED PROPERTY IS NOT INTENDED TO BE COVERED.

The Pool requires each member to annually provide a statement of **100%** values for all buildings, structures, personal property (contents), and mobile equipment for those to be covered for the following year. **THE POOL ASSUMES THAT UNREPORTED PROPERTY IS NOT INTENDED TO BE COVERED.**

Please review the schedules behind the Declarations of Coverage and notify the Pool of any changes (additions, deletions, or information changes). Changes can be submitted online at www.tmlirp.org.



Real and Personal Property Schedule

Member Name: McAllen Housing Authority
 Member ID: 9685
 Coverage Period: 10/01/2025 to 10/01/2026 Shown As of 06/25/2025

Your Real & Personal Property Coverage and associated contribution and limit are based on the values shown on the following schedule. Where a "0" or no value is shown, no coverage is provided. The values shown are the estimated Replacement Cost or Actual Cash Value (RC or ACV) unless otherwise noted and endorsed. Any changes or corrections may require adjustment to the contribution. Improvements and betterments to locations you lease from others are included with the contents value. Your elected Coverage Extension limits are shown on a separate schedule.

ID	Hist. ID	Address or Site Secondary ID	Year Built	Occupancy Department	Bldg Value Valuation Basis	Contents Value Valuation Basis
99	99	2232 N 26th Ln	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
142	142	2501 Maple Ave	1969	Family Development Center	\$822,891	\$0
				Housing Authority	Replacement cost	Replacement cost
163	163	2508 Hibiscus Ave	1996	Apartment Units 1 & 2	\$175,501	\$6,716
		Hibiscus Apartments		Housing Development Corp	Replacement cost	Replacement cost
164	164	2508 Hibiscus Ave	1996	Apartment Units 3 & 4	\$175,501	\$6,716
		Hibiscus Apartments		Housing Development Corp	Replacement cost	Replacement cost
165	165	2508 Hibiscus Ave	1996	Apartment Units 5 & 6	\$175,501	\$6,716
		Hibiscus Apartments		Housing Development Corp	Replacement cost	Replacement cost
166	166	2508 Hibiscus Ave	1996	Apartment Units 7 & 8	\$175,501	\$6,716
		Hibiscus Apartments		Housing Development Corp	Replacement cost	Replacement cost
167	167	2512 Hibiscus Ave	1996	Apartment Units 1 & 2	\$175,501	\$6,716
		Hibiscus Apartments		Housing Development Corp	Replacement cost	Replacement cost
168	168	2512 Hibiscus Ave	1996	Apartment Units 3 & 4	\$175,501	\$6,716
		Hibiscus Apartments		Housing Development Corp	Replacement cost	Replacement cost
169	169	2512 Hibiscus Ave	1996	Apartment Units 5 & 6	\$175,501	\$6,716
		Hibiscus Apartments		Housing Development Corp	Replacement cost	Replacement cost

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Real and Personal Property Schedule

Member Name: McAllen Housing Authority
 Member ID: 9685
 Coverage Period: 10/01/2025 to 10/01/2026 Shown As of 06/25/2025

ID	Hist. ID	Address or Site Secondary ID	Year Built	Occupancy Department	Bldg Value Valuation Basis	Contents Value Valuation Basis
170	170	2512 Hibiscus Ave	1996	Apartment Units 7 & 8	\$175,501	\$6,716
		Hibiscus Apartments		Housing Development Corp	Replacement cost	Replacement cost
171	171	2512 Hibiscus Ave	1996	Apartment Units 9 & 10	\$175,501	\$6,716
		Hibiscus Apartments		Housing Development Corp	Replacement cost	Replacement cost
172	172	2512 Hibiscus Ave	1996	Apartment Units 11 & 12	\$175,501	\$6,716
		Hibiscus Apartments		Housing Development Corp	Replacement cost	Replacement cost
143	143	4100 N 25th Ln	1985	Apartments 1-6	\$681,210	\$0
		Orchid Place Apartments		Housing Facilities Corp	Replacement cost	Replacement cost
161	161	4100 N 25th Ln	1985	Carport #9	\$19,027	\$0
		Orchid Place Apartments		Housing Facilities Corp	Replacement cost	Replacement cost
144	144	4101 N 25th Ln	1990	Apartments 1-6	\$681,210	\$0
		Orchid Place Apartments		Housing Facilities Corp	Replacement cost	Replacement cost
145	145	4101 N 25th Ln	1985	Apartments 1-10	\$796,946	\$0
		Orchid Place Apartments		Housing Facilities Corp	Replacement cost	Replacement cost
153	153	4101 N 25th Ln	1985	Carport #1	\$19,027	\$0
		Orchid Place Apartments		Housing Facilities Corp	Replacement cost	Replacement cost
162	162	4101 N 25th Ln	1985	Carport #10	\$19,027	\$0
		Orchid Place Apartments		Housing Facilities Corp	Replacement cost	Replacement cost
148	148	4104 N 25th Ln	1985	Apartments 1-6	\$681,210	\$0
		Orchid Place Apartments		Housing Facilities Corp	Replacement cost	Replacement cost



Real and Personal Property Schedule

Member Name: McAllen Housing Authority
 Member ID: 9685
 Coverage Period: 10/01/2025 to 10/01/2026 Shown As of 06/25/2025

ID	Hist. ID	Address or Site Secondary ID	Year Built	Occupancy Department	Bldg Value Valuation Basis	Contents Value Valuation Basis
160	160	4104 N 25th Ln	1985	Carport #8	\$19,027	\$0
		Orchid Place Apartments		Housing Facilities Corp	Replacement cost	Replacement cost
146	146	4105 N 25th Ln	1985	Apartments 1-10	\$796,946	\$0
		Orchid Place Apartments		Housing Facilities Corp	Replacement cost	Replacement cost
154	154	4105 N 25th Ln	1985	Carport #2	\$19,027	\$0
		Orchid Place Apartments		Housing Facilities Corp	Replacement cost	Replacement cost
147	147	4108 N 25th Ln	1985	Apartments 1-8	\$676,335	\$0
		Orchid Place Apartments		Housing Facilities Corp	Replacement cost	Replacement cost
159	159	4108 N 25th Ln	1985	Carport #7	\$24,217	\$0
		Orchid Place Apartments		Housing Facilities Corp	Replacement cost	Replacement cost
149	149	4109 N 25th Ln	1985	Apartments 1-8	\$676,335	\$0
		Orchid Place Apartments		Housing Facilities Corp	Replacement cost	Replacement cost
155	155	4109 N 25th Ln	2010	Carport #3	\$26,261	\$0
		Orchid Place Apartments		Housing Facilities Corp	Replacement cost	Replacement cost
152	152	4112 N 25th Ln	1985	Apartments 1-8	\$676,335	\$0
		Orchid Place Apartments		Housing Facilities Corp	Replacement cost	Replacement cost
150	150	4113 N 25th Ln	1990	Apartments 1-8	\$676,335	\$0
		Orchid Place Apartments		Housing Facilities Corp	Replacement cost	Replacement cost
156	156	4113 N 25th Ln	1985	Carport #4	\$25,317	\$0
		Orchid Place Apartments		Housing Facilities Corp	Replacement cost	Replacement cost



Real and Personal Property Schedule

Member Name: McAllen Housing Authority
 Member ID: 9685
 Coverage Period: 10/01/2025 to 10/01/2026 Shown As of 06/25/2025

ID	Hist. ID	Address or Site Secondary ID	Year Built	Occupancy Department	Bldg Value Valuation Basis	Contents Value Valuation Basis
151	151	4117 N 25th Ln	2004	Apartments 1-8/Office in Apt #1	\$606,043	\$13,433
		Orchid Place Apartments		Housing Facilities Corp	Replacement cost	Replacement cost
157	157	4117 N 25th Ln	2004	Carport #5	\$24,217	\$0
		Orchid Place Apartments		Housing Facilities Corp	Replacement cost	Replacement cost
158	158	4117 N 25th Ln	1985	Carport #6	\$18,399	\$0
		Orchid Place Apartments		Housing Facilities Corp	Replacement cost	Replacement cost
72	72	2213 N 27th Ln	1980	Dwelling 1BR	\$79,725	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
88	88	2213 N 27th Ln	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
56	56	2701 La Vista Ave	1980	Dwelling 4BR	\$118,883	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
55	55	2705 La Vista Ave	1980	Dwelling 4BR	\$118,883	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
54	54	2709 La Vista Ave	1980	Dwelling 4BR	\$118,883	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
64	64	2700 Walnut Ave	1980	Dwelling 1BR	\$79,725	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
65	65	2704 Walnut Ave	1980	Dwelling 1BR	\$79,725	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
66	66	2708 Walnut Ave	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
60	60	2600 Walnut Ave	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost



Real and Personal Property Schedule

Member Name: McAllen Housing Authority
 Member ID: 9685
 Coverage Period: 10/01/2025 to 10/01/2026 Shown As of 06/25/2025

ID	Hist. ID	Address or Site Secondary ID	Year Built	Occupancy Department	Bldg Value Valuation Basis	Contents Value Valuation Basis
61	61	2604 Walnut Ave	1980	Dwelling 1BR	\$79,725	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
62	62	2608 Walnut Ave	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
63	63	2612 Walnut Ave	1980	Dwelling 1BR	\$79,725	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
83	83	2605 Walnut Ave	1980	Dwelling 2BR	\$96,395	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
59	59	2601 La Vista Ave	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
58	58	2605 La Vista Ave	1980	Dwelling 4BR	\$118,883	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
57	57	2609 La Vista Ave	1980	Dwelling 4BR	\$118,883	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
100	100	2300 N 26th Ln	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
101	101	2304 N 26th Ln	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
102	102	2308 N 26th Ln	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
103	103	2312 N 26th Ln	1980	Dwelling 4BR	\$115,422	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
96	96	2220 N 27th Ln	1982	Community Hall (Headstart)	\$551,164	\$17,107
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
97	97	2224 N 27th Ln	1980	Dwelling 1BR	\$79,725	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost



Real and Personal Property Schedule

Member Name: McAllen Housing Authority
 Member ID: 9685
 Coverage Period: 10/01/2025 to 10/01/2026 Shown As of 06/25/2025

ID	Hist. ID	Address or Site Secondary ID	Year Built	Occupancy Department	Bldg Value Valuation Basis	Contents Value Valuation Basis
98	98	2228 N 27th Ln	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
92	92	2204 N 27th Ln	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
93	93	2208 N 27th Ln	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
94	94	2212 N 27th Ln	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
95	95	2216 N 27th Ln	1980	Dwelling 2BR	\$96,395	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
71	71	2217 N 27th Ln	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
89	89	2217 N 27th Ln	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
85	85	2218 N 27th Ln	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
84	84	2222 N 27th Ln	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
86	86	2214 N 27th Ln	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
70	70	2221 N 27th Ln	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
90	90	2221 N 27th Ln	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
68	68	2225 N 27th Ln	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost



Real and Personal Property Schedule

Member Name: McAllen Housing Authority
 Member ID: 9685
 Coverage Period: 10/01/2025 to 10/01/2026 Shown As of 06/25/2025

ID	Hist. ID	Address or Site Secondary ID	Year Built	Occupancy Department	Bldg Value Valuation Basis	Contents Value Valuation Basis
69	69	2225 N 27th Ln	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
91	91	2225 N 27th Ln	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
67	67	2229 N 27th Ln	1980	Dwelling 1BR	\$79,725	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
74	74	2201 N 27th Ln	1980	Dwelling 2BR	\$96,395	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
73	73	2209 N 27th Ln	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
87	87	2209 N 27th Ln	1980	Dwelling 2BR	\$94,665	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
78	78	2600 Vine Ave	1980	Dwelling 4BR	\$115,422	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
79	79	2604 Vine Ave	1980	Dwelling 3BR	\$93,722	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
80	80	2608 Vine Ave	1980	Dwelling 4BR	\$115,422	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
81	81	2612 Vine Ave	1980	Dwelling 3BR	\$93,722	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
82	82	2616 Vine Ave	1980	Dwelling 3BR	\$93,722	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
75	75	2700 Vine Ave	1980	Dwelling 4BR	\$118,883	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
76	76	2704 Vine Ave	1980	Dwelling 3BR	\$93,722	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost



Real and Personal Property Schedule

Member Name: McAllen Housing Authority
 Member ID: 9685
 Coverage Period: 10/01/2025 to 10/01/2026 Shown As of 06/25/2025

ID	Hist. ID	Address or Site Secondary ID	Year Built	Occupancy Department	Bldg Value Valuation Basis	Contents Value Valuation Basis
77	77	2708 Vine Ave	1980	Dwelling 4BR	\$115,422	\$2,733
		Vine Terrace		Housing Authority	Replacement cost	Replacement cost
53	53	1200 N 25th Ln	1997	Learning Center	\$804,022	\$42,177
				Housing Authority	Replacement cost	Replacement cost
52	52	2301 Jasmine Ave	1950	Office/Community Center	\$907,964	\$30,290
				Housing Authority	Replacement cost	Replacement cost
105	105	3101 Jordan Rd	2003	3Plex #A	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
106	106	3101 Jordan Rd	2003	3Plex #B	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
107	107	3101 Jordan Rd	2003	4Plex #C	\$379,289	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
108	108	3101 Jordan Rd	2003	Office #D	\$210,716	\$13,433
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
109	109	3101 Jordan Rd	2003	3Plex #E	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
110	110	3101 Jordan Rd	2003	3Plex #F	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
111	111	3101 Jordan Rd	2003	3Plex #G	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
112	112	3101 Jordan Rd	2003	3Plex #H	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
113	113	3101 Jordan Rd	2003	3Plex #I	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
114	114	3101 Jordan Rd	2003	3Plex #J	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost



Real and Personal Property Schedule

Member Name: McAllen Housing Authority
 Member ID: 9685
 Coverage Period: 10/01/2025 to 10/01/2026 Shown As of 06/25/2025

ID	Hist. ID	Address or Site Secondary ID	Year Built	Occupancy Department	Bldg Value Valuation Basis	Contents Value Valuation Basis
115	115	3101 Jordan Rd	2003	3Plex #K	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
116	116	3101 Jordan Rd	2003	3Plex #L	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
117	117	3101 Jordan Rd	2003	3Plex #M	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
118	118	3101 Jordan Rd	2003	3Plex #N	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
119	119	3101 Jordan Rd	2003	3Plex #O	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
120	120	3101 Jordan Rd	2003	3Plex #P	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
121	121	3101 Jordan Rd	2003	3Plex #Q	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
122	122	3101 Jordan Rd	2003	3Plex #R	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
123	123	3101 Jordan Rd	2003	3Plex #S	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
124	124	3101 Jordan Rd	2003	3Plex #T	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
125	125	3101 Jordan Rd	2003	3Plex #U	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
126	126	3101 Jordan Rd	2003	3Plex #V	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
127	127	3101 Jordan Rd	2003	3Plex #W	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost



Real and Personal Property Schedule

Member Name: McAllen Housing Authority
 Member ID: 9685
 Coverage Period: 10/01/2025 to 10/01/2026 Shown As of 06/25/2025

ID	Hist. ID	Address or Site Secondary ID	Year Built	Occupancy Department	Bldg Value Valuation Basis	Contents Value Valuation Basis
128	128	3101 Jordan Rd	2003	3Plex #X	\$298,304	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
129	129	3101 Jordan Rd	2003	Pavilion A-B	\$13,838	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
130	130	3101 Jordan Rd	2003	Pavilion C	\$13,838	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
131	131	3101 Jordan Rd	2003	Pavilion E-F	\$13,838	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
132	132	3101 Jordan Rd	2003	Pavilion G-H	\$13,838	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
133	133	3101 Jordan Rd	2003	Pavilion I-J	\$13,838	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
134	134	3101 Jordan Rd	2003	Pavilion K-L	\$13,838	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
135	135	3101 Jordan Rd	2003	Pavilion M-N	\$13,838	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
136	136	3101 Jordan Rd	2003	Pavilion O-P	\$13,838	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
137	137	3101 Jordan Rd	2003	Pavilion Q-R	\$13,838	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
138	138	3101 Jordan Rd	2003	Pavilion S-T	\$13,838	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
139	139	3101 Jordan Rd	2003	Pavilion U-V	\$13,838	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost
140	140	3101 Jordan Rd	2003	Pavilion W-X	\$13,838	\$0
		Sunset Gardens		Housing Facilities Corp	Replacement cost	Replacement cost



Real and Personal Property Schedule

Member Name: McAllen Housing Authority
 Member ID: 9685
 Coverage Period: 10/01/2025 to 10/01/2026 Shown As of 06/25/2025

ID	Hist. ID	Address or Site Secondary ID	Year Built	Occupancy Department	Bldg Value Valuation Basis	Contents Value Valuation Basis
173		2200 Beaumont Ave	2010	The Villas at Beaumont Apartments	\$3,690,714	\$100,742
				Housing Authority	Replacement cost	Replacement cost
174		1001 N 23rd St	2021	Maintenance Building	\$835,783	\$134,322
				Operations	Replacement cost	Replacement cost
Coverage: Real & Personal Property			Total Items:	121	\$28,612,507	\$552,581



Coverage Extensions Schedule

Member Name: McAllen Housing Authority
 Member ID: 9685
 Coverage Period: 10/01/2025 to 10/01/2026 Shown As of 06/25/2025

Elected Coverage Extension limits are shown below. Any changes or corrections may require adjustment to the contribution. Note: Limits for Newly Acquired Property and Pollutant Cleanup and Removal may not be increased above the limits indicated below.

Coverage Extension	Limit
Accounts Receivable	\$10,000
Leasehold Interest	\$5,000
Loss of Revenue/Extra Expense and Rental Value	\$50,000
Newly Acquired Property	\$1,000,000 or the Real & Personal Property Limit, whichever is less
Outdoor Trees & Shrubs (\$250 per item)	\$10,000
Personal Property of Employees & Officials	\$5,000
Pollutant Cleanup and Removal	\$20,000 each premises
Property in Transit	\$1,000,000
Valuable Papers and Records, and EDP Media	\$10,000

THREE YEAR RATE ENDORSEMENT

This endorsement forms a part of the **Declarations** to which attached, effective on the inception date of the coverage unless otherwise stated herein, and modifies such coverage as is afforded by the provisions of the coverage shown below:

REAL AND PERSONAL PROPERTY

Member Name : McAllen Housing Authority
Member ID : 9685
Effective Date : 10/01/2025

The Real & Personal Property rates in effect on the date of this endorsement shall not increase for a period of three years from the effective date of this endorsement, unless the TMLIRP provides the **member** with at least 120 days notice prior to implementation of the increase. Annually, on the Anniversary Date, the **member's** contribution shall be adjusted for exposure changes. The **member** retains the option to withdraw from the Pool pursuant to the terms of the Interlocal Agreement.

FAITHFUL PERFORMANCE OF DUTY

This endorsement forms a part of the **Declarations** to which attached, effective on the inception date of the coverage unless otherwise stated herein, and modifies such coverage as is afforded by the provisions of the coverage shown below:

PUBLIC EMPLOYEE DISHONESTY COVERAGE

Member Name : McAllen Housing Authority
Member ID : 9685
Effective Date : 10/01/2025

Crime Coverage Option Section II. Public Employee Dishonesty Coverage is amended as follows:

The following is added as a Covered Cause of Loss:

Failure of any "employee" to faithfully perform his or her duties as prescribed by law, when such failure has as its direct and immediate result a loss of Covered Property, including inability to faithfully perform those duties because of a criminal act committed by a person other than an "employee".

COMPUTER FRAUD DEDUCTIBLE

This endorsement forms a part of the **Declarations** to which attached, effective on the inception date of the coverage unless otherwise stated herein, and modifies such coverage as is afforded by the provisions of the coverage shown below:

CRIME LINE COMPUTER FRAUD

Member Name : McAllen Housing Authority
Member ID : 9685
Effective Date : 10/01/2025

The Deductible provision under Section V.C. of the Computer Fraud Coverage of the Crime Coverage Option of the Property Coverage Document is replaced by the following:

The **Fund** will not pay for loss in any one **occurrence** unless the amount of loss exceeds the deductible. The deductible shall be the greater of:

10% of the amount of loss within the applicable limit shown in the **Agreement Declarations**;
\$1,000; or
The deductible amount shown on the **Agreement Declarations**.

The maximum amount payable under this coverage shall be the limit reflected in the **Agreement Declarations** less the applicable deductible.

ROOFING AND CATASTROPHE MANAGEMENT

This endorsement forms a part of the **Declarations** to which attached, effective on the inception date of the coverage unless otherwise stated herein, and modifies such coverage as is afforded by the provisions of the coverage shown below:

REAL AND PERSONAL PROPERTY

Member Name: McAllen Housing Authority
Member ID: 9685
Effective Date: 10/01/2025

GENERAL CONDITIONS, Section IV.B. is modified to add the following:

For loss caused by Windstorm or Hail, the **Member** agrees to utilize the following programs or organizations for repairs and/or disaster recovery whenever such services are available:

Best Roofing Program
Enhanced Property Damage Recovery Program

ORDINARY WEAR AND TEAR EXCLUSION

This endorsement forms a part of the **Declarations** to which attached, effective on the inception date of the coverage unless otherwise stated herein, and modifies such coverage as is afforded by the provisions of the coverage shown below:

REAL AND PERSONAL PROPERTY

Member Name: McAllen Housing Authority
Member ID: 9685
Effective Date: 10/01/2025

Section II, Perils Excluded, in the Special Form Property Coverage of the Property Coverage Document, is modified as follows:

- D. Ordinary wear and tear, rust, corrosion, smog, decay, deterioration, hidden or latent defect, dampness or dryness of atmosphere, changes in or extremes of temperature (except for loss or damage to automatic fire protection systems, as defined in paragraph I. of the Named Peril Coverage Option, caused by or resulting from freezing), faulty, inadequate, or defective maintenance, or any quality in property that causes it to damage or destroy itself unless loss or damage by a covered peril ensues, and then this **Agreement** shall cover only for such ensuing loss or damage. "Ordinary wear and tear" as used in this paragraph shall include, but not be limited to, direct physical loss of or damage to personal property resulting when the personal property is being used for its intended purpose, whether occurring from a single event at one point in time or multiple events over an extended period of time.

Except as modified herein, all other terms and conditions of the Property Coverage Document shall remain in full force and effect. In the event of a conflict between the terms and conditions of the Property Coverage Document and this endorsement, the terms and conditions of this endorsement control.

COVERED PROPERTY EXCLUSION

This endorsement forms a part of the **Declarations** to which attached, effective on the inception date of the coverage unless otherwise stated herein, and modifies such coverage as is afforded by the provisions of the coverage shown below:

REAL AND PERSONAL PROPERTY

Member Name: McAllen Housing Authority
Member ID: 9685
Effective Date: 10/01/2025

Section III.B. of the Real and Personal Property Excluded section in the Special Form Property Coverage is amended by adding the following:

III. COVERAGE

B. Real and Personal Property Excluded

The following are excluded from coverage under this **Agreement**:

11. Any property of which the **Member** is only a partial owner. This exclusion does not apply to scheduled property co-owned by the **Member** and another political subdivision where the **Member** is contractually obligated to provide coverage.



CRIME SUMMARY

Member Name: McAllen Housing Authority
Member ID: 9685
Coverage Period: 10/01/2025 to 10/01/2026

The annual contributions for the options shown below are based on the information submitted. Any changes may require recalculation of the contribution.

Public Employee Dishonesty

Coverage Basis:	Per Employee		
Aggregate Limit:	\$250,000		
Deductible:	\$0		
Faithful Performance:	Included		
Excess Coverage:	Not Included		
		Annual Contribution:	\$435

Computer Fraud

Aggregate Limit:	\$100,000		
Deductible:	\$1,000		
		Annual Contribution:	\$443

5 Year Loss Run

Member ID	Member Name	Claim Number	Submission Type	Claim Description	Claimant	Loss Date	Date Submitted	Close Date	Assigned Adjuster	Status	Loss Cause	Detailed Loss Cause	Department	Total Paid	Open Reserves	Total Incurred
9685	McAllen Housing Authority	TX0000000249898	Errors and Omissions	PALS - Employee was placed on a 90-day PIP which was extended for 30 days to address performance issues. No improvement while on the PIP.	Not Found	8/26/2025	8/26/2025	10/14/2025	Brittani Miller	Closed	Discrimination	Age	Administrative/General Services/Elected Officials	\$0.00	\$0.00	\$0.00
9685	McAllen Housing Authority	TX0000000235288	Errors and Omissions	PALS - Maintenance Employee backed into another vehicle in the parking lot and fled the scene without reporting damage.	Not Found	2/13/2025	2/13/2025	3/11/2025	Brittani Miller	Closed	Discrimination	Age	Administrative/General Services/Elected Officials	\$0.00	\$0.00	\$0.00
9685	McAllen Housing Authority	TX0000000233981	Auto Liability	Member vehicle was reversing in mbr parking lot and hit another vehicle.	Multiple	2/12/2025	2/18/2025	5/14/2025	Dulce Delgado	Closed	Collision with motor vehicle		Public Works & Utilities	\$2,941.17	\$0.00	\$2,941.17
9685	McAllen Housing Authority	PR0000000191841	Property	Wind damage	McAllen Housing Authority	4/29/2023	5/1/2023	12/27/2024	Patti Bratz	Closed	Wind		Administrative/General Services/Elected Officials	\$228,343.50	\$0.00	\$228,343.50
9685	McAllen Housing Authority	WC0000000180361	Workers' Compensation	Head injury, laceration -Stood up and hit himself on pole while cleaning gutters.	Miguel Correa	10/20/2022	10/21/2022	2/3/2023	Trinity Turner	Closed	Striking against or stepping on	Striking against or stepping on stationary object	Administrative/General Services/Elected Officials	\$1,965.35	\$0.00	\$1,965.35
9685	McAllen Housing Authority	PR0000000143835	Property	Roof and shingle dmg caused flooding in multiple buildings.	McAllen Housing Authority	5/12/2021	5/13/2021	5/31/2022	James Kaltman	Closed	Wind		Administrative/General Services/Elected Officials	\$118,561.28	\$0.00	\$118,561.28
9685	McAllen Housing Authority	WC0000000146291	Workers' Compensation	LEFT SHOULDER INJURY. Possible strain - Pulling / Reaching - While doing insulation work was trying to pull up while reaching for equipment	FERNANDO RODRIGUEZ	4/18/2021	6/21/2021	8/31/2021	Cristina Guillen	Closed	Strain or injury by	Strain or injury by reaching	Administrative/General Services/Elected Officials	\$1,999.01	\$0.00	\$1,999.01
9685	McAllen Housing Authority	WC0000000140115	Workers' Compensation	Trip/Fall Left hand injury. Possible strain. Employee was walking in the southeast area of the building and fell on her knees injuring her left hand.	Maricela Martinez	3/12/2021	3/12/2021	7/9/2021	Cristina Guillen	Closed	Fall, slip, or trip injury	Fall, slip, or trip injury, miscellaneous	Administrative/General Services/Elected Officials	\$0.00	\$0.00	\$0.00
Total														\$353,810.31	\$0.00	\$353,810.31

Instructions to Offerors Non-Construction

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing



- 03291 -

1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
- (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
- (3) letter or telegram, or
- (4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/ HUD that the late receipt was due solely to mishandling by the HA/ HUD after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

7. Contract Award

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

8. Service of Protest

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

9. Offer Submission

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show **the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.**

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]

**U.S. Department of Housing and
Urban Development**
Office of Public and Indian Housing

**Instructions to Bidders for Contracts
Public and Indian Housing Programs**

Instructions to Bidders for Contracts

Public and Indian Housing Programs

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1. Bid Preparation and Submission

(a) Bidders are expected to examine the specifications, drawings, all instructions, and, if applicable, the construction site (see also the contract clause entitled **Site Investigation and Conditions Affecting the Work** of the *General Conditions of the Contract for Construction*). Failure to do so will be at the bidders' risk.

(b) All bids must be submitted on the forms provided by the Public Housing Agency/Indian Housing Authority (PHA/IHA). Bidders shall furnish all the information required by the solicitation. Bids must be signed and the bidder's name typed or printed on the bid sheet and each continuation sheet which requires the entry of information by the bidder. Erasures or other changes must be initialed by the person signing the bid. Bids signed by an agent shall be accompanied by evidence of that agent's authority. (Bidders should retain a copy of their bid for their records.)

(c) Bidders must submit as part of their bid a completed form HUD-5369-A, "Representations, Certifications, and Other Statements of Bidders."

(d) All bid documents shall be sealed in an envelope which shall be clearly marked with the words "Bid Documents," the Invitation for Bids (IFB) number, any project or other identifying number, the bidder's name, and the date and time for receipt of bids.

(e) If this solicitation requires bidding on all items, failure to do so will disqualify the bid. If bidding on all items is not required, bidders should insert the words "No Bid" in the space provided for any item on which no price is submitted.

(f) Unless expressly authorized elsewhere in this solicitation, alternate bids will not be considered.

(g) Unless expressly authorized elsewhere in this solicitation, bids submitted by telegraph or facsimile (fax) machines will not be considered.

(h) If the proposed contract is for a Mutual Help project (as described in 24 CFR Part 905, Subpart E) that involves Mutual Help contributions of work, material, or equipment, supplemental information regarding the bid advertisement is provided as an attachment to this solicitation.

2. Explanations and Interpretations to Prospective Bidders

(a) Any prospective bidder desiring an explanation or interpretation of the solicitation, specifications, drawings, etc., must request it at least 7 days before the scheduled time for bid opening. Requests may be oral or written. Oral requests must be confirmed in writing. The only oral clarifications that will be provided will be those clearly related to solicitation procedures, i.e., not substantive technical information. No other oral explanation or interpretation will be provided. Any information given a prospective bidder concerning this solicitation will be furnished promptly to all other prospective bidders as a written amendment to the solicitation, if that information is necessary in submitting bids, or if the lack of it would be prejudicial to other prospective bidders.

(b) Any information obtained by, or provided to, a bidder other than by formal amendment to the solicitation shall not constitute a change to the solicitation.

3. Amendments to Invitations for Bids

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Bidders shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date on the bid form, or (3) by letter, telegram, or facsimile, if those methods are authorized in the solicitation. The PHA/IHA must receive acknowledgement by the time and at the place specified for receipt of bids. Bids which fail to acknowledge the bidder's receipt of any amendment will result in the rejection of the bid if the amendment(s) contained information which substantively changed the PHA's/IHA's requirements.

(c) Amendments will be on file in the offices of the PHA/IHA and the Architect at least 7 days before bid opening.

4. Responsibility of Prospective Contractor

(a) The PHA/IHA will award contracts only to responsible prospective contractors who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a bidder, the PHA/IHA will consider such matters as the bidder's:

- (1) Integrity;
- (2) Compliance with public policy;
- (3) Record of past performance; and
- (4) Financial and technical resources (including construction and technical equipment).

(b) Before a bid is considered for award, the bidder may be requested by the PHA/IHA to submit a statement or other documentation regarding any of the items in paragraph (a) above. Failure by the bidder to provide such additional information shall render the bidder nonresponsible and ineligible for award.

5. Late Submissions, Modifications, and Withdrawal of Bids

(a) Any bid received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it:

(1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);

(2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the PHA/IHA that the late receipt was due solely to mishandling by the PHA/IHA after receipt at the PHA/IHA; or

(3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and observed holidays.

(b) Any modification or withdrawal of a bid is subject to the same conditions as in paragraph (a) of this provision.

(c) The only acceptable evidence to establish the date of mailing of a late bid, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the bid, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, bidders should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(d) The only acceptable evidence to establish the time of receipt at the PHA/IHA is the time/date stamp of PHA/IHA on the proposal wrapper or other documentary evidence of receipt maintained by the PHA/IHA.

(e) The only acceptable evidence to establish the date of mailing of a late bid, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, bidders should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and Failure by a bidder to acknowledge receipt of the envelope or wrapper.

(f) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful bid that makes its terms more favorable to the PHA/IHA will be considered at any time it is received and may be accepted.

(g) Bids may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before the exact time set for opening of bids; provided that written confirmation of telegraphic or facsimile withdrawals over the signature of the bidder is mailed and postmarked prior to the specified bid opening time. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening of bids, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid.

6. Bid Opening

All bids received by the date and time of receipt specified in the solicitation will be publicly opened and read. The time and place of opening will be as specified in the solicitation. Bidders and other interested persons may be present.

7. Service of Protest

(a) Definitions. As used in this provision:

"Interested party" means an actual or prospective bidder whose direct economic interest would be affected by the award of the contract.

"Protest" means a written objection by an interested party to this solicitation or to a proposed or actual award of a contract pursuant to this solicitation.

(b) Protests shall be served on the Contracting Officer by obtaining written and dated acknowledgement from —

[Contracting Officer designate the official or location where a protest may be served on the Contracting Officer]

(c) All protests shall be resolved in accordance with the PHA's/IHA's protest policy and procedures, copies of which are maintained at the PHA/IHA.

8. Contract Award

(a) The PHA/IHA will evaluate bids in response to this solicitation without discussions and will award a contract to the responsible bidder whose bid, conforming to the solicitation, will be most advantageous to the PHA/IHA considering only price and any price-related factors specified in the solicitation.

(b) If the apparent low bid received in response to this solicitation exceeds the PHA's/IHA's available funding for the proposed contract work, the PHA/IHA may either accept separately priced items (see 8(e) below) or use the following procedure to determine contract award. The PHA/IHA shall apply in turn to each bid (proceeding in order from the apparent low bid to the high bid) each of the separately priced bid deductible items, if any, in their priority order set forth in this solicitation. If upon the application of the first deductible item to all initial bids, a new low bid is within the PHA's/IHA's available funding, then award shall be made to that bidder. If no bid is within the available funding amount, then the PHA/IHA shall apply the second deductible item. The PHA/IHA shall continue this process until an evaluated low bid, if any, is within the PHA's/IHA's available funding. If upon the application of all deductibles, no bid is within the PHA's/IHA's available funding, or if the solicitation does not request separately priced deductibles, the PHA/IHA shall follow its written policy and procedures in making any award under this solicitation.

(c) In the case of tie low bids, award shall be made in accordance with the PHA's/IHA's written policy and procedures.

(d) The PHA/IHA may reject any and all bids, accept other than the lowest bid (e.g., the apparent low bid is unreasonably low), and waive informalities or minor irregularities in bids received, in accordance with the PHA's/IHA's written policy and procedures.

(e) Unless precluded elsewhere in the solicitation, the PHA/IHA may accept any item or combination of items bid.

(f) The PHA/IHA may reject any bid as nonresponsive if it is materially unbalanced as to the prices for the various items of work to be performed. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated for other work.

(g) A written award shall be furnished to the successful bidder within the period for acceptance specified in the bid and shall result in a binding contract without further action by either party.

9. Bid Guarantee (applicable to construction and equipment contracts exceeding \$25,000)

All bids must be accompanied by a negotiable bid guarantee which shall not be less than five percent (5%) of the amount of the bid. The bid guarantee may be a certified check, bank draft, U.S. Government Bonds at par value, or a bid bond secured by a surety company acceptable to the U.S. Government and authorized to do business in the state where the work is to be performed. In the case where the work under the contract will be performed on an Indian reservation area, the bid guarantee may also be an irrevocable Letter of Credit (see provision 10, Assurance of Completion, below). Certified checks and bank drafts must be made payable to the order of the PHA/IHA. The bid guarantee shall insure the execution of the contract and the furnishing of a method of assurance of completion by the successful bidder as required by the solicitation. Failure to submit a bid guarantee with the bid shall result in the rejection of the bid. Bid guarantees submitted by unsuccessful bidders will be returned as soon as practicable after bid opening.

10. Assurance of Completion

(a) Unless otherwise provided in State law, the successful bidder shall furnish an assurance of completion prior to the execution of any contract under this solicitation. This assurance may be [Contracting Officer check applicable items] —

[] (1) a performance and payment bond in a penal sum of 100 percent of the contract price; or, as may be required or permitted by State law;

[] (2) separate performance and payment bonds, each for 50 percent or more of the contract price;

[] (3) a 20 percent cash escrow;

[] (4) a 25 percent irrevocable letter of credit; or,

[] (5) an irrevocable letter of credit for 10 percent of the total contract price with a monitoring and disbursements agreement with the IHA (applicable only to contracts awarded by an IHA under the Indian Housing Program).

(b) Bonds must be obtained from guarantee or surety companies acceptable to the U.S. Government and authorized to do business in the state where the work is to be performed. Individual sureties will not be considered. U.S. Treasury Circular Number 570, published annually in the Federal Register, lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies listed in this circular is mandatory. Copies of the circular may be downloaded on the U.S. Department of Treasury website <http://www.fms.treas.gov/c570/index.html>, or ordered for a minimum fee by contacting the Government Printing Office at (202) 512-2168.

(c) Each bond shall clearly state the rate of premium and the total amount of premium charged. The current power of attorney for the person who signs for the surety company must be attached to the bond. The effective date of the power of attorney shall not precede the date of the bond. The effective date of the bond shall be on or after the execution date of the contract.

(d) Failure by the successful bidder to obtain the required assurance of completion within the time specified, or within such extended period as the PHA/IHA may grant based upon reasons determined adequate by the PHA/IHA, shall render the bidder ineligible for award. The PHA/IHA may then either award the contract to the next lowest responsible bidder or solicit new bids. The PHA/IHA may retain the ineligible bidder's bid guarantee.

11. Preconstruction Conference (applicable to construction contracts)

After award of a contract under this solicitation and prior to the start of work, the successful bidder will be required to attend a preconstruction conference with representatives of the PHA/IHA and its architect/engineer, and other interested parties convened by the PHA/IHA. The conference will serve to acquaint the participants with the general plan of the construction operation and all other requirements of the contract (e.g., Equal Employment Opportunity, Labor Standards). The PHA/IHA will provide the successful bidder with the date, time, and place of the conference.

12. Indian Preference Requirements (applicable only if this solicitation is for a contract to be performed on a project for an Indian Housing Authority)

(a) HUD has determined that the contract awarded under this solicitation is subject to the requirements of section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e(b)). Section 7(b) requires that any contract or subcontract entered into for the benefit of Indians shall require that, to the greatest extent feasible

(1) Preferences and opportunities for training and employment (other than core crew positions; see paragraph (h) below) in connection with the administration of such contracts or subcontracts be given to qualified "Indians." The Act defines "Indians" to mean persons who are members of an Indian tribe and defines "Indian tribe" to mean any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians; and,

(2) Preference in the award of contracts or subcontracts in connection with the administration of contracts be given to Indian organizations and to Indian-owned economic enterprises, as defined in section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452). That Act defines "economic enterprise" to mean any Indian-owned commercial, industrial, or business activity established or organized for the purpose of profit, except that the Indian ownership must constitute not less than 51 percent of the enterprise; "Indian organization" to mean the governing body of any Indian tribe or entity established or recognized by such governing body; "Indian" to mean any person who is a member of any tribe, band, group, pueblo, or community which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs and any "Native" as defined in the Alaska Native Claims Settlement Act; and Indian "tribe" to mean any Indian tribe, band, group, pueblo, or community including Native villages and Native groups (including

corporations organized by Kenai, Juneau, Sitka, and Kodiak) as defined in the Alaska Native Claims Settlement Act, which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs.

(b) (1) The successful Contractor under this solicitation shall comply with the requirements of this provision in awarding all subcontracts under the contract and in providing training and employment opportunities.

(2) A finding by the IHA that the contractor, either (i) awarded a subcontract without using the procedure required by the IHA, (ii) falsely represented that subcontracts would be awarded to Indian enterprises or organizations; or, (iii) failed to comply with the contractor's employment and training preference bid statement shall be grounds for termination of the contract or for the assessment of penalties or other remedies.

(c) If specified elsewhere in this solicitation, the IHA may restrict the solicitation to qualified Indian-owned enterprises and Indian organizations. If two or more (or a greater number as specified elsewhere in the solicitation) qualified Indian-owned enterprises or organizations submit responsive bids, award shall be made to the qualified enterprise or organization with the lowest responsive bid. If fewer than the minimum required number of qualified Indian-owned enterprises or organizations submit responsive bids, the IHA shall reject all bids and readvertise the solicitation in accordance with paragraph (d) below.

(d) If the IHA prefers not to restrict the solicitation as described in paragraph (c) above, or if after having restricted a solicitation an insufficient number of qualified Indian enterprises or organizations submit bids, the IHA may advertise for bids from non-Indian as well as Indian-owned enterprises and Indian organizations. Award shall be made to the qualified Indian enterprise or organization with the lowest responsive bid if that bid is -

(1) Within the maximum HUD-approved budget amount established for the specific project or activity for which bids are being solicited; and

(2) No more than the percentage specified in 24 CFR 905.175(c) higher than the total bid price of the lowest responsive bid from any qualified bidder. If no responsive bid by a qualified Indian-owned economic enterprise or organization is within the stated range of the total bid price of the lowest responsive bid from any qualified enterprise, award shall be made to the bidder with the lowest bid.

(e) Bidders seeking to qualify for preference in contracting or subcontracting shall submit proof of Indian ownership with their bids. Proof of Indian ownership shall include but not be limited to:

(1) Certification by a tribe or other evidence that the bidder is an Indian. The IHA shall accept the certification of a tribe that an individual is a member.

(2) Evidence such as stock ownership, structure, management, control, financing and salary or profit sharing arrangements of the enterprise.

(f) (1) All bidders must submit with their bids a statement describing how they will provide Indian preference in the award of subcontracts. The specific requirements of that statement and the factors to be used by the IHA in determining the statement's adequacy are included as an attachment to this solicitation. Any bid that fails to include the required statement shall be rejected as nonresponsive. The IHA may require that comparable statements be provided by subcontractors to the successful Contractor, and may require the Contractor to reject any bid or proposal by a subcontractor that fails to include the statement.

(2) Bidders and prospective subcontractors shall submit a certification (supported by credible evidence) to the IHA in any instance where the bidder or subcontractor believes it is infeasible to provide Indian preference in subcontracting. The acceptance or rejection by the IHA of the certification shall be final. Rejection shall disqualify the bid from further consideration.

(g) All bidders must submit with their bids a statement detailing their employment and training opportunities and their plans to provide preference to Indians in implementing the contract; and the number or percentage of Indians anticipated to be employed and trained. Comparable statements from all proposed subcontractors must be submitted. The criteria to be used by the IHA in determining the statement(s)'s adequacy are included as an attachment to this solicitation. Any bid that fails to include the required statement(s), or that includes a statement that does not meet minimum standards required by the IHA shall be rejected as nonresponsive.

(h) Core crew employees. A core crew employee is an individual who is a bona fide employee of the contractor at the time the bid is submitted; or an individual who was not employed by the bidder at the time the bid was submitted, but who is regularly employed by the bidder in a supervisory or other key skilled position when work is available. Bidders shall submit with their bids a list of all core crew employees.

(i) Preference in contracting, subcontracting, employment, and training shall apply not only on-site, on the reservation, or within the IHA's jurisdiction, but also to contracts with firms that operate outside these areas (e.g., employment in modular or manufactured housing construction facilities).

(j) Bidders should contact the IHA to determine if any additional local preference requirements are applicable to this solicitation.

(k) The IHA [] does [] does not [Contracting Officer check applicable box] maintain lists of Indian-owned economic enterprises and Indian organizations by specialty (e.g., plumbing, electrical, foundations), which are available to bidders to assist them in meeting their responsibility to provide preference in connection with the administration of contracts and subcontracts.

General Conditions for Non-Construction Contracts

Section II – (With Maintenance Work)

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Office of Labor Relations

OMB Approval No. 2577-0157 (exp. 11/30/2023)

Public Reporting Burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Applicability. This form HUD-5370C has 2 Sections. These Sections must be inserted into non-construction contracts as described below:

- 1) Non-construction contracts (*without* maintenance) greater than \$250,000 - use Section I;
- 2) Maintenance contracts (including nonroutine maintenance as defined at 24 CFR 905.200) greater than \$2,000 but not more than \$250,000 - use Section II; and
- 3) Maintenance contracts (including nonroutine maintenance), greater than \$250,000 – use Sections I and II.

Section II – Labor Standard Provisions for all Maintenance Contracts greater than \$2,000

1. Minimum Wages

- (a) All maintenance laborers and mechanics employed under this Contract in the operation of the project(s) shall be paid unconditionally and not less often than semi-monthly, and without subsequent deduction (except as otherwise provided by law or regulations), the full amount of wages due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Housing and Urban Development which is attached hereto and made a part hereof. Such laborers and mechanics shall be paid the appropriate wage rate on the wage determination for the classification of work actually performed, without regard to skill. Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein; provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination, including any additional classifications and wage rates approved by HUD under subparagraph 1(b), shall be posted at all times by the Contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.
- (b) (i) Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the Contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate only when the following criteria have been met:
 - (1) The work to be performed by the classification required is not performed by a classification in the wage determination;
 - (2) The classification is utilized in the area by the industry; and
 - (3) The proposed wage rate bears a reasonable relationship to the wage rates contained in the wage determination.
- (ii) The wage rate determined pursuant to this paragraph shall be paid to all workers performing work

in the classification under this Contract from the first day on which work is performed in the classification.

2. Withholding of funds

The Contracting Officer, upon his/her own action or upon request of HUD, shall withhold or cause to be withheld from the Contractor under this Contract or any other contract subject to HUD-determined wage rates, with the same prime Contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics employed by the Contractor or any subcontractor the full amount of wages required by this clause. In the event of failure to pay any laborer or mechanic employed under this Contract all or part of the wages required under this Contract, the Contracting Officer or HUD may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment or advance until such violations have ceased. The Public Housing Agency or HUD may, after written notice to the Contractor, disburse such amounts withheld for and on account of the Contractor or subcontractor to the respective employees to whom they are due.

3. Records

- (a) The Contractor and each subcontractor shall make and maintain for three (3) years from the completion of the work records containing the following for each laborer and mechanic:
 - (i) Name, address and Social Security Number;
 - (ii) Correct work classification or classifications;
 - (iii) Hourly rate or rates of monetary wages paid;
 - (iv) Rate or rates of any fringe benefits provided;
 - (v) Number of daily and weekly hours worked;
 - (vi) Gross wages earned;
 - (vii) Any deductions made; and
 - (viii) Actual wages paid.
- (b) The Contractor and each subcontractor shall make the records required under paragraph 3(a) available for inspection, copying, or transcription by authorized representatives of HUD or the HA and shall permit such representatives to interview employees during working hours on the job. If the Contractor or any subcontractor fails to make the required records available, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance or guarantee of funds.

4. Apprentices and Trainees

- (a) Apprentices and trainees will be permitted to work at less than the predetermined rate for the work they perform when they are employed pursuant to and individually registered in:
 - (i) A bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration (ETA), Office of

Apprenticeship Training, Employer and Labor Services (OATELS), or with a state apprenticeship agency recognized by OATELS, or if a person is employed in his/her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by OATELS or a state apprenticeship agency (where appropriate) to be eligible for probationary employment as an apprentice; A

- (ii) A trainee program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, ETA; or
- (iii) A training/trainee program that has received prior approval by HUD.

- (b) Each apprentice or trainee must be paid at not less than the rate specified in the registered or approved program for the apprentice's/trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Apprentices and trainees shall be paid fringe benefits in accordance with the provisions of the registered or approved program. If the program does not specify fringe benefits, apprentices/trainees must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification.
- (c) The allowable ratio of apprentices or trainees to journeyman on the job site in any craft classification shall not be greater than the ratio permitted to the employer as to the entire work force under the approved program.
- (d) Any worker employed at an apprentice or trainee wage rate who is not registered in an approved program, and any apprentice or trainee performing work on the job site in excess of the ratio permitted under the approved program, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed.
- (e) In the event OATELS, a state apprenticeship agency recognized by OATELS or ETA, or HUD, withdraws approval of an apprenticeship or trainee program, the employer will no longer be permitted to utilize apprentices/trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

5. Disputes concerning labor standards

- (a) Disputes arising out of the labor standards provisions contained in Section II of this form HUD-5370-C, other than those in Paragraph 6, shall be subject to the following procedures. Disputes within the meaning of this paragraph include disputes between the Contractor (or any of its subcontractors) and the HA, or HUD, or the employees or their representatives, concerning payment of prevailing wage rates or proper classification. The procedures in this section may be initiated upon HUD's own motion, upon referral of the HA, or upon request of the Contractor or subcontractor(s).
 - (i) A Contractor and/or subcontractor or other interested party desiring reconsideration of findings of violation by the HA or HUD relating to the payment of straight-time prevailing wages or classification of work shall request such reconsideration by letter postmarked within 30 calendar days of the date of notice of findings issued by the HA or HUD. The request shall set

forth those findings that are in dispute and the reasons, including any affirmative defenses, with respect to the violations. The request shall be directed to the appropriate HA or HUD official in accordance with instructions contained in the notice of findings or, if the notice does not specify to whom a request should be made, to the Regional Labor Relations Officer (HUD). The HA or HUD official shall, within 60 days (unless otherwise indicated in the notice of findings) after receipt of a timely request for reconsideration, issue a written decision on the findings of violation. The written decision on reconsideration shall contain instructions that any appeal of the decision shall be addressed to the Regional Labor Relations Officer by letter postmarked within 30 calendar days after the date of the decision. In the event that the Regional Labor Relations Officer was the deciding official on reconsideration, the appeal shall be directed to the Director, Office of Labor Relations (HUD). Any appeal must set forth the aspects of the decision that are in dispute and the reasons, including any affirmative defenses, with respect to the violations. The Regional Labor Relations Officer shall, within 60 days (unless otherwise indicated in the decision on reconsideration) after receipt of a timely appeal, issue a written decision on the findings. A decision of the Regional Labor Relations Officer may be appealed to the Director, Office of Labor Relations, by letter postmarked within 30 days of the Regional Labor Relations Officer's decision. Any appeal to the Director must set forth the aspects of the prior decision(s) that are in dispute and the reasons. The decision of the Director, Office of Labor Relations, shall be final.

- (b) Disputes arising out of the labor standards provisions of paragraph 6 shall not be subject to paragraph 5(a) of this form HUD-5370C. Such disputes shall be resolved in accordance with the procedures of the U.S. Department of Labor set forth in 29 CFR Parts 5, 6 and 7. Disputes within the meaning of this paragraph 5(b) include disputes between the Contractor (or any of its subcontractors) and the HA, HUD, the U.S. Department of Labor, or the employees or their representatives.

6. Contract Work Hours and Safety Standards Act

The provisions of this paragraph 6 are applicable only where the amount of the prime contract exceeds \$100,000. As used in this paragraph, the terms "laborers" and "mechanics" includes watchmen and guards.

- (a) **Overtime requirements.** No Contractor or subcontractor contracting for any part of the Contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.
- (b) **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the provisions set forth in paragraph 6(a), the Contractor and any

subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to the District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the provisions set forth in paragraph (a) of this clause, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by provisions set forth in paragraph (a) of this clause.

- (c) **Withholding for unpaid wages and liquidated damages.** HUD or its designee shall upon its own action or upon written request of an authorized representative of the U.S. Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such Contract or any federal contract with the same prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the provisions set forth in paragraph (b) of this clause.

7. Subcontracts

The Contractor or subcontractor shall insert in any subcontracts all the provisions contained in this Section II and also a clause requiring the subcontractors to include these provisions in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the provisions contained in these clauses.

8. Non-Federal Prevailing Wage Rates

Any prevailing wage rate (including basic hourly rate and any fringe benefits), determined under state law to be prevailing, with respect to any employee in any trade or position employed under the Contract, is inapplicable to the contract and shall not be enforced against the Contractor or any subcontractor, with respect to employees engaged under the contract whenever such non-Federal prevailing wage rate, exclusive of any fringe benefits, exceeds the applicable wage rate determined by the Secretary of HUD to be prevailing in the locality with respect to such trade or position.

WMBE Certification Number: _____
Certified by (Agency): _____
(NOTE: A CERTIFICATION/NUMBER NOT REQUIRED TO PROPOSE – ENTER IF AVAILABLE)

(8) Federal Tax ID No.: _____

(9) [APPROPRIATE JURISDICTION] Business License No.: _____

(10) State of _____ License Type and No.: _____

(11) Worker's Compensation Insurance Carrier: _____
Policy No.: _____ Expiration Date: _____

(12) General Liability Insurance Carrier: _____
Policy No. _____ Expiration Date: _____

(13) Professional Liability Insurance Carrier: _____
Policy No. _____ Expiration Date: _____

(14) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of _____, or any local government agency within or without the State of _____? Yes No
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(15) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the SBHDC? Yes No
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(16) Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the SBHDC or any person interested in the proposed contract; and that all statements in said proposal are true.

(17) Verification Statement: The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the SBHDC discovers that any information entered herein is false, that shall entitle the SBHDC to not consider nor make award or to cancel any award with the undersigned party.

Signature

Date

Printed Name

Company

CERTIFICATION FOR SECTION 3 BUSINESS CONCERNS

The MCHC has established the following priority for preference when providing contracting opportunities to Section 3 Business Concerns:

- PRIORITY I: *Category 1 Businesses:* Business concerns that are fifty one percent (51%) or more owned by residents of the housing development(s) of the McAllen Housing Authority (MCHA) for which the section 3 covered assistance is expended, or whose full-time, permanent workforce includes thirty percent (30%) of residents of the housing development(s) for which the section 3 covered assistance is expended, or within three (3) years of the date of first employment with the business concern, were residents of the Section 3-covered housing development
- PRIORITY II: *Category 2 Businesses:* Business concerns that are fifty one percent (51%) or more owned by residents of other housing developments(s) managed by the MCHA, or whose full-time, permanent workforce includes thirty percent (30%) of residents of other housing developments(s) managed by the PHA; or within three (3) years of first employment with the business concern, were residents of the Section 3-covered housing development
- PRIORITY III: *Category 3 Businesses:* HUD Youthbuild programs being carried out in the metropolitan area (or nonmetropolitan county) in which the section 3 covered assistance is expended.
- PRIORITY IV: *Category 4 Businesses:* Business concerns that are fifty one percent (51%) or more owned by section 3 residents, or whose permanent, full time workforce includes no less than thirty percent (30%) section 3 residents, or that subcontract in excess of twenty five percent (25%) of the total amount of subcontract to the business concerns identified as category 1 and 2 businesses).

Eligibility for preference

A business seeking to qualify for a section 3 contracting preference shall certify and submit evidence that the business concern is a section 3 business concern, as defined. ***Respondent shall complete the Certification for Business Concerns Seeking Section 3 Preference in Contracting and Demonstration of Capacity.***

Eligibility for contract award

A section 3 business concern seeking a contract or a subcontract shall submit evidence to the MCHA, contractor, or subcontractor, as applicable, sufficient to demonstrate to the satisfaction of the party awarding the contract that the business concern is responsible and has the ability to perform successfully under the terms and conditions of the proposed contract. It shall require consideration, among other factors, the potential contractor's record in complying with public policy requirements, and compliance with section 3 require

**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY**

Name of Business _____

Address of Business _____

Type of Business/Trade/Profession _____

Type of Business: Corporation Partnership Sole Proprietorship Joint
Venture

Attached is the following documentation as evidence of status:

For Business claiming status as a Section 3 resident-owned enterprise:

Copy of resident lease Copy of evidence of participation in a public assistance program Other evidence

For Business entity as applicable:

<input type="checkbox"/> Copy of Articles of Incorporation	<input type="checkbox"/> Certificate of Good Standing
<input type="checkbox"/> Assumed Business Name Certificate	<input type="checkbox"/> Partnership Agreement
<input type="checkbox"/> List of Business Name Certificate; Owners/ Stockholders and % ownership of each	<input type="checkbox"/> Corporation Annual Report
<input type="checkbox"/> Organization chart with names and titles and brief functional statement	<input type="checkbox"/> Latest Board minutes appointing officers
	<input type="checkbox"/> Additional documentation

For Business claiming Section 3 status by subcontracting 25 percent of dollar awarded to qualified Section 3 business:

List of subcontracted Section 3 business(es) and subcontract amount

For Business claiming Section 3, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:

<input type="checkbox"/> List of all current full-time employees	<input type="checkbox"/> List of employees claiming Section 3 status
<input type="checkbox"/> PHA/IHA Residential lease less than 3 years from day of employment	<input type="checkbox"/> Other evidence of Section 3 status less than 3 years from date of employment

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

<input type="checkbox"/> Current financial statement	<input type="checkbox"/> List of owned equipment
<input type="checkbox"/> Statement of ability to comply with public policy	<input type="checkbox"/> List of all contracts for the past two years

Corporate Seal

Authorizing Name and Signature

Notary

Title

My term expires:

Date