

**INVITATION FOR BID HOMEOWNER  
REHABILITATION**

*607 Matthews Court  
Suffolk, Virginia 23434*

**THE SUFFOLK REDEVELOPMENT AND  
HOUSING AUTHORITY  
COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM**



*August 14, 2017*

**IFB: CDBG-2017-007**

# SUBMISSION COVERSHEET

## INTRODUCTION

Parties interested in bidding on the property for rehabilitation must complete and submit this form, with all supplemental information. The proposal must follow the format provided in the IFB. Submit three (3). Documentation should be clearly identified by property address and included behind corresponding tab. Submissions must be received by the deadline listed in the IFB to be considered.

## CONTACT INFORMATION

Business: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

IFB#: \_\_\_\_\_

1. Property Address: \_\_\_\_\_

**Proposed Rehabilitation Price:** \_\_\_\_\_

(Dollars \$ \_\_\_\_\_ )

## **IFB GENERAL INFORMATION FORM**

**INTRODUCTION:** Parties interested in bidding on the property for rehabilitation must complete and submit this form, with all supplemental information. The proposal must follow the format provided in the IFB. Submit three (3). Documentation should be clearly identified by property address and included behind corresponding tab. Submissions must be received by the deadline listed in the IFB to be considered.

**QUESTIONS:** All inquiries for information regarding this solicitation should be directed to: Lysandra Shaw, 757-539-2100. Deadlines for questions are one week before submittal date. No question shall be answered after that date.

**DATE DUE:** Sealed Proposals will be received until **Friday, September 1, 2017 at 3:00p.m.** Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

**ADDRESS:** Proposals should be mailed or hand delivered to: SRHA Development Division, 530 E. Pinner Street, Suffolk, VA 23434. Reference IFB Number in the lower left corner of the return envelope or package.

In compliance with this Invitation for Bid and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

**PRE-PROPOSAL CONFERENCE:** A Pre-Proposal Conference **will not** be conducted.

**TYPE OF BUSINESS:** (Please check all applicable classifications). If your classification is certified by the Virginia Department of Minority Business Enterprise, provide your certification number: \_\_\_\_\_. For certification assistance, please visit: <http://www.dmb.e.state.va.us>.

\_\_\_\_\_ Large

\_\_\_\_\_ Small business – An independently owned and operated business which, together with affiliates, have 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years. Department of Minority Business Enterprise (DMBE) certified women-owned and minority-owned business shall also be considered small business when they have received DMBE small business certification.

\_\_\_\_\_ Women-owned business – A business concern that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens

of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U.S. citizens or legal resident aliens.

\_\_\_\_\_ Minority-owned business – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.0-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

**COMPANY INFORMATION/SIGNATURE:** In compliance with this Invitation for Bid and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation. **Providing false data on this sheet is grounds for deciding that your company is non-responsive in regards to proposal submittal and may be removed from the competition.**

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number)		FEDERAL TAXPAYER NUMBER (ID#)	
BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name)		FEDERAL TAXPAYER NUMBER (If different than the ID# above)	
BILLING NAME (Company name as it appears on your invoice)		FEDERAL TAXPAYER NUMBER (If different than the ID# above)	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
CONTACT NAME/TITLE (PRINT)	SIGNATURE (IN INK)		DATE
E-MAIL ADDRESS	TELEPHONE NUMBER	TOLL FREE TELEPHONE NUMBER	FAX NUMBER TO RECEIVE

## INVITATION FOR BID

### SUFFOLK REDEVELOPMENT AND HOUSING AUTHORITY HOUSING REHABILITATION

The CDBG Emergency Home Repair Program is administered by the Suffolk Redevelopment and Housing Authority within the guidelines provided by The City of Suffolk and SRHA EHRP procedures. One of the primary objectives of the program is to provide emergency repairs to qualified applicants who meet the program guidelines for assistance for owner-occupied dwellings within the City of Suffolk.

**607 Matthews Court**

**Suffolk, VA 23434**

The implementation of this revitalization project will utilize the following types of contracts and procurements:

1. Construction bids for rehabilitation of said property.

Funding for this project is made available the City of Suffolk's Community Development Block Grant (CDBG).

A **Pre-Proposal Conference** will not be conducted. Any questions concerning parameters of each project shall be addressed to Ms. Lysandra Shaw, Suffolk Redevelopment & Housing Authority, 530 Pinner Street Suffolk, VA. 23434, (757) 539-2100 phone; TDD (757) 538-2886

Contractors, upon submitting their signed bid, acknowledge a clear understanding of all specified work.

**FAXED BIDS WILL NOT BE ACCEPTED**

The Suffolk Redevelopment and Housing Authority will be receiving bids **until 3:00 p.m., local prevailing time, on Friday, September 1, 2017** in the office located at 530 East Pinner Street, Suffolk, Virginia at which time said bids received shall be publicly opened, read aloud and recorded and tabulated.

SRHA reserves the right to accept or reject any and all bids or request re-bid and to waive any or all technicalities.

The company will be selected through the competitive Bid process under the Virginia Public Procurement Act. SRHA does not discriminate on the basis of race, religion, color, sex, national origin or handicap.

All Submittals should be in compliance with State and Federal Regulations, the City of Suffolk code and Suffolk Redevelopment and Housing Authority EHRP Program guidelines.

## Introduction

### I. CDBG PROGRAM INFORMATION

Community Development Block Grant (CDBG) funds have been provided to the City of Suffolk, an entitlement community, to be used for the purpose of revitalizing neighborhoods, expanding affordable housing and economic opportunities, and/or improving community facilities and services to benefit low and moderate income persons. The CDBG Program is designed to support projects that principally benefit person below 80% of the Area Median Income, to link with other stakeholders to reduce poverty and homeless, to create and retain jobs/expand economic development opportunities and to enhance deteriorated residential and business districts.

### II. PROJECT SITE INFORMATION

This 960 square foot, single family home and is located in the Lake Kennedy Subdivision of Suffolk. Constructed in 1974, this home will be rehabilitated to incorporate improvements for the homeowner.

### III. PROPERTY DESCRIPTION

The property located at 607 Matthews Court is described on Tax Map 35J\*O\*12. The property is zoned Residential. The building is a one-story structure totaling approximately 960 square feet.

### IV. SUBMISSION REQUIREMENTS

A comprehensive bid along with three (3) copies must be submitted. A bid submitted in response to this offering must include, but shall not be limited to, the following information:

The Contractors name, address, telephone number and the name of the individual(s) authorized to negotiate with the Suffolk Redevelopment and Housing Authority.

- a. A statement identifying the principals who would participate in the proposed rehabilitation and the nature and extent of each principal's interest in the development group.
- b. A summary of the qualifications for Sub-contractors.
- c. A preliminary plan and outline specification for rehabilitation.
- d. A timetable for the initiation and completion of construction.
- e. Total rehabilitation cost.

- f. A list of building materials, from the roof to the foundation. (i.e., doors, porches, shingles, trim, walls, windows).
- g. A concise delineation of the firm's capabilities, experiences and approach to the task outlined in this request.
- h. Personnel to be assigned to the project and their experience and qualifications.
- i. Cost to provide services.
- j. Past performance on similar projects.
- k. Such other information as the proposal may deem appropriate.

V. SUBMISSION CRITERIA AND INSTRUCTIONS

Proposals must follow the format provided under Section III. Be sure to include the IFB Submission Coversheet and all related attachments. Proposals need not and should not be overly elaborate or costly to prepare. Complete house plans do not need to be prepared for final submission. They should, however, be prepared in a professional manner and in the format described in this IFB. Communication regarding this IFB will be made with the person listed on the IFB Submission Packet.

SRHA will not be limited to the information provided by the Respondent, but may utilize other sources of information useful in evaluating the capabilities of the Respondent. Additional information or modifications to proposals may be requested of any Respondent.

SRHA may in its sole discretion cancel this IFB, in whole or in part. SRHA may in its sole discretion reject any or all proposals submitted when this action is determined to be advantageous or in the best interest of the City or SRHA.

Submission Requirements

1. Submit one (1) original with original signature plus two (2) copies totaling three (3) submissions of each bid. You may attach with a binder clip or rubber band. Please tab sections with colored paper according to the requested format. Only one set of tabs is required. Documentation should be clearly identified by property address and included behind corresponding tab. It is preferred that plans, if applicable, be no larger than 11 x 17 but not required. Place all materials together in one envelope or package if possible.
2. Bids or unsolicited amendments to proposals arriving after the closing date and time will not be accepted.



3. Failure to submit bids in the manner described above may result in the bid being rejected as unresponsive.

## VI. AWARD PROCEDURES

### **A. Review Panel**

SRHA may designate a Review Panel. The size and composition of the Review Panel is the sole responsibility of SRHA. SRHA may invite the participation of a community member on the Panel. Any such member may be a full voting member on the Panel and will be asked to sign a non-disclosure agreement. The Review Panel shall have the opportunity to review written materials including any recommendation from local community associations, and may request additional written materials or oral presentations from any or all Respondents.

### **B. Board of Commissioners Makes the Award**

Board of Commissioners of the Suffolk Redevelopment and Housing Authority retains the right to accept, reject or revise all recommendations, to request additional information from the Review Panel, SRHA staff, any or all Respondents and to reject all Respondents.

### **C. Notification**

Official notice of an award will be sent by U.S. Mail to the address and contact person listed in the Submission Packet. Respondents who are not selected will be similarly notified by U.S. Mail after a selected Respondent has been offered and accepted the Exclusive Negotiating Privilege for the Site.

## VII. DEVELOPMENT PROCESS

### **A. Right-of-Entry**

In the event a proposal is selected for award, SRHA may issue a Right-of-Entry to the selected Respondent. The selected Respondent will need to present evidence of insurance coverage. Under the Right-of-Entry, the selected Respondent, its employees, agents, and representatives, may enter the Property for the purposes of carrying out environmental baseline analysis for hazardous materials; Site surveys, plats and subdivisions, as applicable; soil boring data and analysis; analysis of the structure; architectural and engineering studies for proposed development; and other relevant activities.

## VIII. RIGHTS RESERVED BY SRHA

SRHA reserves the right in its sole discretion to recommend the award of a contract related to this IFB based upon the written proposals received by SRHA without prior discussion or negotiation with respect to those proposals. All portions of this IFB may be considered to be part of the contract and may be incorporated by reference. Any contract awarded in connection with the IFB will be subject to approvals as required by the City Attorney, including the final approval by the Board of Commissioners of the Suffolk Redevelopment and Housing Authority.

As part of the evaluation process, SRHA specifically reserves the right to review and approve the drawings, plans and specifications for redevelopment with respect to their conformance with the goals and requirements of this IFB.

SRHA also reserves the right to refuse to approve any such drawings, plans or specifications that are not suitable or desirable, in its opinion, for aesthetic or functional reasons; and in so passing upon such drawings, plans and specifications, it shall have the right to take into consideration, but shall not be limited to, the suitability of the Site plan, architectural treatment, building plans and elevations, materials and color, construction details, access, parking, loading, landscaping, identification signs, exterior lighting, refuse collection details, street, sidewalks and the harmony of the plan with the surroundings.

SRHA reserves the right, at its sole discretion, to accept or reject any and all proposals received as a result of this IFB; to waive minor irregularities; and to conduct discussions with all responsible Respondents, in any manner necessary, to serve the best interest of SRHA.

SRHA reserves the right to request additional information from any or all Respondents if necessary to clarify that which is contained in the proposals.

SRHA reserves the right to reject any proposal as a result of misrepresentation of any information contained in the proposal including but not limited to representations made in Appendix A.

While it is the present intention of SRHA to carry out the development of this Site as identified in this IFB as soon as practicable, nothing contained in this IFB shall be construed as a warranty or commitment on the part of SRHA to be obligated to make conveyance of any particular property. Additionally, SRHA may convey all or a portion of the Site in phases. SRHA shall not be liable for any costs, damages, injuries, or liabilities caused to or suffered or incurred by the Respondent, its successors or assigns in connection with, or as a result of SRHA's inability to deliver clear title promptly to all or a portion of the Site.

## IX. ADMINISTRATIVE INFORMATION

### A. Issue Date

The issue date of this IFB is August 14, 2017.

### B. Issuing Office

This IFB is issued by Suffolk Redevelopment and Housing Authority, 530 East Pinner Street, Suffolk, Virginia 23434

### C. Obtaining IFB

The IFB will be made available free of charge. The IFB may be picked up at the Suffolk Redevelopment and Housing Authority between 9:00 a.m. and 4:00 p.m., weekdays.

### D. Pre-Proposal Conference

A Pre-Proposal Conference will not be conducted.

### E. Site Inspections

There will not be a site inspection of this property.

### F. Questions and Inquiries

Questions should be submitted in writing or via email to: [lmshaw@suffolkrha.org](mailto:lmshaw@suffolkrha.org)  
Please use the address information provided on page 1 of this package.

### G. Revisions and Addenda

Should it become necessary to revise any part of this IFB or provide additional information necessary to adequately interpret provisions and requirements of this IFB, an Addendum to the IFB shall be provided to all Respondents who provided their contact information. SRHA will also appropriately update the web version of the IFB should any such revision or addenda be necessary. It is recommended that all interested parties review subsequent postings periodically to maintain current information about the offering.

### H. Deadline

The deadline for receipt of proposals is **3:00 pm, Friday, September 1, 2017**. Proposals will be dated and time stamped upon submission. SRHA shall not accept proposals after the deadline. Use of the U.S. Postal Service, private delivery companies or courier services is undertaken at the sole risk of the Respondent. It is the Respondent's sole responsibility to ensure that the proposal is in the possession of the issuing office by the deadline.

X. Submitting Responses to IFB

**All proposals must be delivered to the SRHA agent for this property:  
Suffolk Redevelopment and Housing Authority  
Attention: Lysandra Shaw  
530 East Pinner Street  
Suffolk, Virginia 23434**

ONE (1) ORIGINAL PLUS TWO (2) COPIES TOTALING THREE (3) SUBMISSIONS AND ONE (1) PDF ON CD (IF CAPABLE) FOR EACH PROPOSAL (NOT BOUND OR STAPLED) AND ALL MATERIALS TOGETHER IN ONE ENVELOPE OR PACKAGE IF POSSIBLE. ALL PROPOSALS MUST HAVE A COVERSHEET, TABLE OF CONTENTS AND SECTIONS TABBED.

**A. Incurring Expenses**

SRHA shall not be responsible for nor in fact will pay any cost incurred by any Respondent in preparing and submitting a proposal or requested supplemental information in response to the IFB.

**B. Public Information Act Notice**

SRHA commits to handling all information regarding financial assets and holdings of Respondents in strictest confidence. Respondents should give specific attention to identifying any additional portions of their proposals that they deem to be confidential, proprietary information, or trade secrets and provide any justification why such material, should not be disclosed by SRHA upon request by the public.

**C. Compliance with the Law**

By submitting an offer in response to this IFB, the Respondent selected for award agrees that it will comply with all Federal, State, and City laws, rules, regulations, and ordinances applicable to its activities and obligations under this IFB.

**D. Section 3 Compliance**

The work to be performed under the contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3 shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

The parties to the contract agree to comply with HUD's regulations in 24 C.F.R Part 135, which implement Section 3. As evidenced by their execution of the contract, the parties to the contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations. (See Appendix D for guidance)

XI. SELECTION PROCESS

- a. The responses to this request will be reviewed by SRHA. Offerors may be asked to make an oral presentation of their submissions. Subsequent to these oral presentations, if any, each bid will be evaluated by SRHA based on the criteria outlined in the "Submission Requirements" section of this document.
- b. After all bids are evaluated, the company selected will then be notified in writing.
- c. SRHA reserves the right, exercisable solely at its own discretion, to reject any or all bids received, to negotiate and to accept the proposal, which shall be in the best interest of SRHA.

XII. CONDITIONS

Selected entity must agree to the following:

- a. Provide proof of Insurance.
- b. Secure rehabilitation property during contract terms.
- c. Post proper City permits and Rehabilitation signs within 5 days of contract execution.
- d. Completion of reconstruction/installation within 40 days of contract execution.
- e. Any excessive expenses in reference to said property during rehabilitation, including customary permits and fees, shall be paid by selected entity.
- f. Any such other terms or provisions deemed necessary or appropriate by the Authority's Commissioners or legal counsel.
- g. HVAC components must be approved by SRHA prior to installation or during proposal submittals and CODE-approved materials and equipment shall be used.
- h. Kitchen cabinets, counter-tops, paint selection and all lighting and fixtures must be approved prior to installation or during proposal submittals.

Any contract resulting from this solicitation will be governed by the laws of the Commonwealth of Virginia.

## APPENDIX A

1. Contractor Qualification Statement
2. Contractor/Bidder's Compliance Statement
3. Equal Opportunity Employment Checklist
4. Certification of Registration
  - a. Prime Contractors
  - b. Sub-Contractors
  - c. Suppliers
5. Scope of Work
6. Lead Base Paint Results

# **CONTRACTOR QUALIFICATION STATEMENTS**

# Suffolk Redevelopment and Housing Authority



## CONTRACTOR QUALIFICATION STATEMENT

All questions must be answered in full. Additional sheets for clarification of answers or additional information may be attached. This statement **MUST** be notarized.

01. Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Contractor License #: \_\_\_\_\_ Class \_\_\_\_\_  
Federal ID #: \_\_\_\_\_  
Name of Responsible Party: \_\_\_\_\_  
Title of Responsible Party: \_\_\_\_\_

02. Date Organized: \_\_\_\_\_ Place Organized: \_\_\_\_\_

03. General Statement for organization:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

04. Any work awarded failed to be completed or contracts defaulted on – where and why  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

05. List three most recent contracts over \$10,000 value. State Owner, Address, work, Cost, date started/completed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

06. List current projects. State Owner, Address, Value and estimated completion date:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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07. List three suppliers, date established and high credit limit.

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

08. List Bank references and credit available:

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

09. Number of employees: \_\_\_\_ Highest # employees over past 12 months: \_\_\_\_\_

10. List Insurance Company name with coverage and amounts:

General Liability: \_\_\_\_\_ \$ \_\_\_\_\_  
Property Liability: \_\_\_\_\_ \$ \_\_\_\_\_  
Vehicles/Equipment: \_\_\_\_\_ \$ \_\_\_\_\_  
Workman's Compensation: \_\_\_\_\_ \$ \_\_\_\_\_  
Other: \_\_\_\_\_ \$ \_\_\_\_\_

11. Subcontractors: List name, address, phone number, trade, Contractor License # and years of experience:

Name/Address: \_\_\_\_\_  
Trade/License: \_\_\_\_\_ Lic # \_\_\_\_\_  
Phone #: \_\_\_\_\_ Years experience: \_\_\_\_\_

Name/Address: \_\_\_\_\_  
Trade/License: \_\_\_\_\_ Lic # \_\_\_\_\_  
Phone #: \_\_\_\_\_ Years experience: \_\_\_\_\_

12. Provide a general description of the experience of the company and its key Employees:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Are you on any list of debarred contractors maintained by U. S. Department of Labor, Federal HUD or V.D.O.T.? \_\_\_\_\_

Over the past seven (7) years, has your firm, or any key employee within your Firm ever declared bankrupt or been declared insolvent by a US Bankruptcy Court? \_\_\_\_\_ If yes, when and where was this case heard.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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14. Have you or any key employee ever been convicted of a felony or high misdemeanor? \_\_\_\_\_, If so, when, where and for what reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Would you object to you or any of your employees being subject to a random Drug test? \_\_\_\_\_

16. Have you or your firm, over the past five (5) years, ever been reported to the Better Business Bureau or the Virginia Department of Commerce – Department of Professional, Occupational Regulations (Board of Contractors)? \_\_\_\_\_  
If yes, please explain:

17. Please attach the following (4) articles to this statement. An incomplete statement is invalid.

a. Copy of Local Business License

b. Copy of current General Contractor license as issued by Virginia Department of Professional and Occupational regulation (DPOR)

c. Certificate of Insurance:

From your insurance company naming the Suffolk Redevelopment and Housing Authority as “Additional Insured”, “Loss Payee” and Notification party (in the event of cancellation or termination of this policy). Show coverage period, minimum \$300,000 General Liability, \$100,000 Property Damage and Workman Compensation.

d. Certification of Lead-safe Work Practices: If applicable, submit name of trainer, date and place trained and list of all persons in your company trained to perform Lead-safe Remodeling.

18. For HUD reporting purposes only (this information is not taken into account when selecting contractors for specific bids) is your company:

Minority Owned: Yes \_\_\_\_\_ No \_\_\_\_\_  
Female Owned: Yes \_\_\_\_\_ No \_\_\_\_\_

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By evidence of our duly authorized signature below, I/we hereby agree to adhere to all rules, regulations and standards of the Virginia Department of Housing and Community Development and the Commonwealth of Virginia, to include, but not be limited to, the Virginia Board of Contractors. I/we agree to adhere to all regulations concerning Fair Housing, Equal Opportunity, Non-hiring of Illegal Immigrants, Prohibited use of Lead-based paint, Occupational Safety and Health Administration and any and all other Federal, State and Local laws, rules, regulations and standards applicable to Federal and State Housing rehabilitation grants and loans.

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the City/County of \_\_\_\_\_ in verifying the recitals comprising this statement of contractor's qualifications.

Contractor: \_\_\_\_\_

By: \_\_\_\_\_ (SEAL) \_\_\_\_\_ Title

IS IT KNOWN that \_\_\_\_\_ came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and attested that all information contained herein is true and accurate.

\_\_\_\_\_ My commission expires: NOTARY PUBLIC

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**EMPLOYEE TRAINING RECORD**

**LBP-RELATED WORK**

Contractor's Name: \_\_\_\_\_

Date: \_\_\_\_\_

EMPLOYEE'S NAME	TRAINING TYPE AND LEVEL

Training Levels: **In** = Initial    **Rf** = Refresher

Training Types:

- LS            Licensed Supervisor
- LW            Licensed Worker
- OSHA        Basic OSHA training, including respirator rules
- 4-Day**      Equivalent to EPA Supervisor; no license
- 3-Day**      Equivalent to EPA Worker; no license
- 2-Day**      Equivalent to brief EPA Worker
- 1-Day**      HUD LBP Training “Addressing LBP Hazards during Renovation, Remodeling and Rehabilitation in Federally Owned and Assisted Housing” aka Lead Safe Work Practices

**NOTE: All contractors, subcontractors and workers must have, at a minimum, the Lead Safe Work Practices training to work on CDBG housing rehabilitation projects consisting of interim controls.**

# **CONTRACTOR/ BIDDER'S COMPLIANCE STATEMENT**

## **BIDDER COMPLIANCE STATEMENT**

### **Explanation of Form**

**1. What contracts or subcontracts are subject to the Equal Opportunity Clause?**

Federal government contracts or subcontracts exceeding \$10,000 or contracts or subcontracts with the Federal government which, in any 12 month period, total or can reasonably be expected to have an aggregate total value exceeding \$10,000.

**2. When is a bidder required to have on file at each establishment, affirmative action programs?**

For NON-CONSTRUCTION CONTRACTS (service and supply), DOL regulations (41 CFR 60-2) call for a Written Affirmative Action Plan from each prime contractor or subcontractor with 50 or more employees and (1) a contract of \$50,000 or more; or (2) Government bills of lading which, in any 12 month period, total or can be reasonably expected to total \$50,000 or more.

For CONSTRUCTION CONTRACTS, DOL Regulations do not require a Written Affirmative Action Plan. However, Contractors must take specified Affirmative Action Steps and to demonstrate with evidence that the Specifications (41 CFR 60-4.3) in the Equal Opportunity Clause have been implemented.

**3. What reports are due under the applicable filing requirements?**

Employer Information Report (EEO-1 Report). Each person (contractor and subcontractor) shall file annually with the Joint Reporting Committee the EEO-1 Report if such person (1) is not exempt as provided for by 41 CFR 60-1.5, (2) has 50 or more employees, and (a) a contract of \$50,000 or more; or (b) government bills of lading which, in any 12 month period, total or can reasonably be expected to total \$50,000 or more.

Each person required to submit reports shall file such report with the PUBLIC BODY within 30 days after the award to him of a contract or subcontract, UNLESS such person has submitted such a report within 12 months preceding the date of the award. Subsequent reports shall be submitted annually. For more details, call the Joint Reporting Committee at (866) 286-6440 or go to [www.eeoc.gov](http://www.eeoc.gov) and click on "Surveys: EEO-1, EEO-3, EEO-4, EEO-5".

**BIDDER COMPLIANCE STATEMENT**

**CERTIFICATION REGARDING EQUAL EMPLOYMENT OPPORTUNITY**

**Applicability:** Bid exceeding ten thousand dollars (\$10,000) for contract/subcontract of unlimited amount and non-construction contract/subcontract for less than one million dollars (\$1,000,000).

This statement relates to a proposed contract between (**pick one**):  **Contractor and Public Body** OR **Contractor and Subcontractor** to be funded under a federally assisted project. Pursuant to Executive Order 11246 and its implementing regulations at 41 CFR 60-1.7(b) (1), as the undersigned bidder, I certify that:

- 1.) Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.  **YES**       **NO**
  
- 2.) Bidder has developed and has on file at each establishment, affirmative action programs pursuant to 41 CFR 60-2 (applies only to non-construction contracts or subcontracts).  
 **YES**       **NO** (contract less than \$50,000 AND fewer than 50 employees)
  
- 3.) Bidder has filed with the Joint Reporting Committee; the Director of the Office of Federal Contract Compliance Programs, U.S. Department of Labor; and agency; and/or the Equal Employment Opportunity Commission; all reports due under the applicable filing requirements.  
 **YES**       **NO**       **None Required**

I understand that if I have failed to file any compliance reports which have been required of me, or have failed to develop and have on file at each establishment affirmative action programs pursuant to 41 CFR 60-2, when required, I am not eligible to have my bid or proposal considered, or to enter into the proposed contract.

I further understand that if awarded the proposed contract, and the contract for the FIRST time brings me under the filing requirements or the written affirmative action programs that I will, as applicable: (a) within 30 days file with the Public Body, Standard Form 100 (EEO-1); and (b) within 120 days from the commencement of the contract, develop and submit to the Director of the Office of Federal Contract Compliance Programs, U.S. Department of Labor, for approval a Written Affirmative Action Plan.

Signature: \_\_\_\_\_  
Type Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address, including zip code: \_\_\_\_\_  
IRS# (or owner's social security #): \_\_\_\_\_

Attachment: Any other reports that have been required pursuant to Executive Order 11246 by a contracting agency, the Equal Opportunity Commission, or the Director of the Office of Federal Contract Compliance Programs, U.S. DOL.



## **THE SECTION 3 CLAUSE**

- A. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the area of the Section 3 covered project, and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the Section 3 covered project.
  
- B. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 Part CFR 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
  
- C. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
  
- D. The contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
  
- E. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

## **Section 3**

### **What is Section 3?**

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods.

### **How does Section 3 promote self- sufficiency?**

Section 3 is a starting point to obtain job training, employment and contracting opportunities. From this integral foundation coupled with other resources comes the opportunity for economic advancement and self-sufficiency.

- Federal, state and local programs
- Advocacy groups
- Community and faith-based organizations

### **How does Section 3 promote homeownership?**

Section 3 is a starting point to homeownership. Once a Section 3 resident has obtained employment or contracting opportunities they have begun the first step to self-sufficiency.

Remember, “It doesn’t have to be fields of dreams”. Homeownership is achievable. For more information visit our HUD [website](#).

### **Who are Section 3 residents?**

Section 3 residents are:

- Public housing residents or
- Persons who live in the area where a HUD-assisted project is located and who have a household income that falls below [HUD’s income limits](#).

### **Determining Income Levels**

- Low income is defined as 80% or below the median income of that area.
- Very low income is defined as 50% or below the median income of that area.

### **What is a Section 3 business concern?**

A business that:

- Is 51 percent or more owned by Section 3 residents;
- Employs Section 3 residents for at least 30 percent of its full-time, permanent staff; or
- Provides evidence of a commitment to subcontract to Section 3 business concerns, 25 percent or more of the dollar amount of the awarded contract.

### **What programs are covered?**

Section 3 applies to HUD-funded Public and Indian Housing assistance for development, operating, and modernization expenditures.

Section 3 also applies to certain HUD-funded Housing and Community Development projects that complete housing rehabilitation, housing construction, and other public construction.

### **What types of economic opportunities are available under Section 3?**

- Job training
- Employment
- Contracts

Any employment resulting from these expenditures, including administration, management, clerical support, and construction, is subject to compliance with Section 3.

*Examples of Opportunities include:*

- |                        |                         |                       |
|------------------------|-------------------------|-----------------------|
| • Accounting           | • Electrical            | • Marketing           |
| • Architecture         | • Elevator Construction | • Painting            |
| • Appliance repair     | • Engineering           | • Payroll Photography |
| • Bookkeeping          | • Fencing               | • Plastering          |
| • Bricklaying          | • Florists              | • Plumbing            |
| • Carpentry            | • Heating               | • Printing Purchasing |
| • Carpet Installation  | • Iron Works            | • Research            |
| • Catering             | • Janitorial            | • Surveying           |
| • Cement/Masonry       | • Landscaping           | • Tile setting        |
| • Computer/Information | • Machine Operation     | • Transportation      |
| • Demolition           | • Manufacturing         | • Word processing     |
| • Drywall              |                         |                       |

### **Who will award the economic opportunities?**

Recipients of HUD financial assistance will award the economic opportunities. They and their contractors and subcontractors are required to provide, to the greatest extent feasible, economic opportunities consistent with existing Federal, State, and local laws and regulations.

### **Who receives priority under Section 3?**

For training and employment:

- Persons in public and assisted housing
- Persons in the area where the HUD financial assistance is spent
- Participants in HUD Youth build programs
- Homeless persons

### **For contracting:**

- Businesses that meet the definition of a Section 3 business concern

### **How can businesses find Section 3 residents to work for them?**

Businesses can recruit Section 3 residents in public housing developments and in the neighborhoods where the HUD assistance is being spent. Effective ways of informing residents about available training and job opportunities are:

- Contacting resident organizations, local community development and employment agencies
- Distributing flyers
- Posting signs
- Placing ads in local newspapers

### **Are recipients, contractors, and subcontractors required to provide long-term employment opportunities, not simply seasonal or temporary employment?**

Recipients are required, to the greatest extent feasible, to provide all types of employment opportunities to low and very low-income persons, including permanent employment and long-term jobs.

Recipients and contractors are encouraged to have Section 3 residents make up at least 30 percent of their permanent, full-time staff.

A Section 3 resident who has been employed for 3 years may no longer be counted towards meeting the 30 percent requirement. This encourages recipients to continue hiring Section 3 residents when employment opportunities are available.

**What if it appears an entity is not complying with Section 3?**

There is a complaint process. Section 3 residents, businesses, or a representative for either may file a complaint if it seems a recipient is violating Section 3 requirements are being on a HUD-funded project.

**Will HUD require compliance?**

Yes. HUD monitors the performance of contractors, reviews annual reports from recipients, and investigates complaints. HUD also examines employment and contract records for evidence that recipients are training and employing Section 3 residents and awarding contracts to Section 3 businesses.

**How can Section 3 residents or Section 3 business concerns allege Section 3 violations?**

You can file a written complaint with your [local HUD Field Office](#).

- A written complaint should contain:
- Name and address of the person filing the complaint
- Name and address of subject of complaint (HUD recipient, contractor or subcontractor)
- Description of acts or omissions in alleged violation of Section 3
- Statement of corrective action sought i.e. training, employment or contracts

## CERTIFICATE OF COMPLIANCE – SECTION 3

Certification of Compliance with Regulations to Section 3 of Housing and Urban Development Act of 1968 as required for participate in: \_\_\_\_\_

### **PURPOSE, AUTHORITY AND RESPONSIBILITY**

**Section 3** is a provision of the Housing and Urban Development (HUD) Act of 1968 that promotes local economic development, neighborhood economic improvement, and individual self-sufficiency.

**Section 3** requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide job training, employment, and contract opportunities for low- or very-low income residents, particularly persons who are recipients of HUD assistance for housing.

\_\_\_\_\_ (hereinafter called the Company),

**CERTIFIES** that upon being awarded a contract to \_\_\_\_\_

in the Municipality of the City of Suffolk, Virginia, that the Company:

- a) is under no contractual or other impediment that would prevent it from complying with requirements of Section 3 as set forth in 24 CFR Part 135; and
- b) will comply with HUD’s regulations in 24 CFR Part 135; and
- c) will submit to SRHA a Section 3 Work Plan (see Section 3 Appendix), before a “Notice to Proceed” is issued or start date projected. The developer or prime contractors will require all subcontractors to submit a Section 3 Work Plan prior to proceeding with their respective scope of work; and
- d) will send to each labor organization or representative of workers with which the Company has a collective bargaining agreement or other understanding, a notice advising the labor organization or the representative or workers of the Company’s commitments under Section 3; and
- e) will include this Section 3 Certification of Compliance in every subcontract subject to compliance with the regulations found in 24 CFR Part 135 and further agrees to take the appropriate action pursuant to those regulations in the event the subcontractor is found to be in violation of 24 CFR Part 135; and
- f) will not subcontract with any subcontractor where the Company has notice or knowledge that the subcontractor has been found in violation of any provision of 24 CFR Part 135; and
- g) will not fill any vacant employment positions, including training positions, (1) after the Company is selected but before the contract is executed, and (2) with persons other than

those to whom the regulations in 24 CFR Part 135 require employment opportunities to be directed, to circumvent the Company's obligations under 24 CFR Part 135; and

- h) will to the extent feasible, make a good faith effort to utilize the services of businesses located in or substantially owned by persons who live within the project boundaries.

---

Company Name

---

Name and Title

---

Signature

---

Date

# **EQUAL OPPORTUNITY EMPLOYMENT CHECKLIST**



**EQUAL OPPORTUNITY CHECKLIST  
(TO BE COMPLETED INITIALLY AT PRE-CONSTRUCTION CONFERENCE)**

The Prime Contractor and all Sub-contractors have reviewed and understand Equal Opportunity/Section 3 contract provisions.

- ❖ Contractors must inform unions or other source of workers of Equal Opportunity requirements such as:
  - a.) taking applications at jobsite; and
  - b.) advertising in local or appropriate media.

Contractors have received DHCD forms “Register of Assigned Employees and Register of Contractors, Subcontractors and Suppliers”; and have been instructed to submit initial forms at Start of Construction and every month or part of month during the course of the contract.

Contractors know goals for using minority and female workers.

Contractors are aware that they are obligated to the greatest extent feasible to hire lower income residents of the project area as workers and trainees and to utilize businesses owned by lower-income residents of the project area.

Prime contractor has been given Equal Opportunity poster and will display it in prominent place at jobsite(s).

- ❖ If contractors employ more than 50 persons and a contract amounting to \$50,000 or more, they have submitted to the EEO-1 Report, formally known as the “Employer Information Report” to the Joint Reporting Committee, P.O. Box 779, Norfolk, Virginia 23501; 57-461-1213. For more information, see <http://www.eeoc.gov/eo1survey/index.html>.

❖ **Denotes those items which must be submitted by the Contractor.**

**(Public Body):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**(Prime Contractor):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

**(Subcontractor):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

**(Subcontractor):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

**(Subcontractor):**

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Signature

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Title

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**(Subcontractor):**

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Signature

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Title

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Company

**(Subcontractor):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

**(Subcontractor):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

# **CERTIFICATION OF REGISTRATION**

## REGISTER OF CONTRACTORS, SUBCONTRACTORS AND SUPPLIERS

### Explanation of Form

- What it is used for:* To document procurements of more than \$10,000 (or more than \$1,000 if a housing rehabilitation project) made in a NSP project.
- When it is used:* Procurements are registered as they occur on a monthly basis prior to submittal. This form is complied by the Grantee, the prime contractor, and each subcontractor per the instructions below for each month and part of month during the course of a contract.
- Where it goes:* The Grantee files all submittals in their procurement and equal opportunity project files.
- Instructions:*
1. COMPLETE THE “Month Covered” IN THE TOP RIGHT CORNER
  2. ROUND AMOUNTS TO THE NEAREST DOLLAR.
  3. A procurement is registered one time and only for the month in which it occurred; DO NOT DUPLICATE PROCUREMENTS ON SUBSEQUENT SUBMITTALS.

**GRANTEE’S RESPONSIBILITIES:** The Grantee should complete this form each month to register all applicable procurements with prime contractors and suppliers. For submittal to itself the Grantee completes line (1) of SECTION I; line (2) and (3) remain blank. In SECTION II, the Grantee will identify each procurement as either ‘prime contractor’ or ‘supplier’ and will give complete information in the remaining columns.

For every procurement with a prime contractor, the Grantee should complete lines (1) and (2) of SECTION I and supply the prime contractor with enough copies for the duration of the contract.

**PRIME CONTRACTOR’S RESPONSIBILITIES:** The Prime Contractor must complete this form every month and part of month during the course of the contract for submittals to the Grantee along with any submittals received from subcontractors. The Prime Contractor must use the forms supplied by the Grantee in which lines (1) and (2) of SECTION I are already completed; line (3) remains blank. In SECTION II, the Prime Contractor will identify each procurement as either ‘subcontractor’ or ‘supplier’ and will give complete information in the remaining columns. The Prime Contractor is also responsible for assuring that subcontractors submit this form to the Prime Contractor as required.

For every procurement with a subcontractor, the Prime Contractor should complete item (3) of SECTION I (lines (1) and (2) are already completed on the form) and supply the subcontractor with enough copies for the duration of the subcontract.

**SUBCONTRACTOR’S RESPONSIBILITIES:** The Subcontractor must complete this form every month and part of month during the course of the contract for submittal to the Prime contractor. The Subcontractor should use the forms supplied by the Prime Contractor in which SECTION I is already completed. In SECTION II, the Subcontractor will identify each procurement as either ‘subcontractor’ or ‘supplier’ and will give complete information in the remaining columns.

**Monthly Register of Contractors, Subcontractors and Suppliers** Month Covered: \_\_\_\_\_, 20\_\_\_\_  
 Register Each Procurement Over \$10,000 (or over \$1,000 if a housing rehab project) one time only, in month of occurrence

**SECTION I: Identification of Level of Submittal, see instructions**  
 (1) Grantee \_\_\_\_\_ Grant Contract # \_\_\_\_\_ Project Location \_\_\_\_\_  
 (2) Prime Contractor \_\_\_\_\_ IRS# (or owner's SSN) \_\_\_\_\_  
 (3) Subcontractor \_\_\_\_\_ IRS# (or owner's SSN) \_\_\_\_\_

**SECTION II: Details of Procurements**

(see Instructions) choose one:	Name and Address of Business, and IRS# (or owner's SSN)	Contract Description of Items Supplied	Amount of Contract or Purchase	Ownership of Business (check ALL that apply)
<input type="checkbox"/> Prime Contractor <input type="checkbox"/> Subcontractor <input checked="" type="checkbox"/> Supplier	     IRS# (or SSN#)		\$	<input type="checkbox"/> Minority Business <input type="checkbox"/> Local Business ** <input type="checkbox"/> Female-Owned Business  <input type="checkbox"/> White American <input type="checkbox"/> Black American <input type="checkbox"/> Native * American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian American <input type="checkbox"/> Not American Owned
<input type="checkbox"/> Prime Contractor <input type="checkbox"/> Subcontractor <input checked="" type="checkbox"/> Supplier	     IRS# (or SSN#)		\$	<input type="checkbox"/> Minority Business <input type="checkbox"/> Local Business ** <input type="checkbox"/> Female-Owned Business  <input type="checkbox"/> White American <input type="checkbox"/> Black American <input type="checkbox"/> Native * American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian American <input type="checkbox"/> Not American Owned
<input type="checkbox"/> Prime Contractor <input type="checkbox"/> Subcontractor <input checked="" type="checkbox"/> Supplier	     IRS# (or SSN#)		\$	<input type="checkbox"/> Minority Business <input type="checkbox"/> Local Business ** <input type="checkbox"/> Female-Owned Business  <input type="checkbox"/> White American <input type="checkbox"/> Black American <input type="checkbox"/> Native * American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian American <input type="checkbox"/> Not American Owned
<input type="checkbox"/> Prime Contractor <input type="checkbox"/> Subcontractor <input checked="" type="checkbox"/> Supplier	     IRS# (or SSN#)		\$	<input type="checkbox"/> Minority Business <input type="checkbox"/> Local Business ** <input type="checkbox"/> Female-Owned Business  <input type="checkbox"/> White American <input type="checkbox"/> Black American <input type="checkbox"/> Native * American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian American <input type="checkbox"/> Not American Owned

\*NATIVE AMERICAN – American Indian/Alaskan Natives

\*\*LOCAL BUSINESS – Business located in immediate county(s) surrounding project area

# SCOPE OF WORK

**SUFFOLK REDEVELOPMENT and HOUSING AUTHORITY  
CDBG PROGRAM  
HOUSING REPAIR PROJECT**

**WORK WRITE-UP / SPECIFICATIONS / PLANS**

OWNER : Louise Smith  
ADDRESS: 607 Matthews Court  
Suffolk, Virginia

Date: July 6, 2017  
Case #: CDBG-2017-007

Page: 1 of 3

FUNDING SOURCE: CDBG Program

Contractor shall furnish and install the following items per attached plans, "Contractors Handbook and Master Specification Manual", Manufacturers Instructions, applicable 2012 IRC (Virginia Construction CODE), zoning regulations and industry standards:

**GENERAL CONDITIONS: (For information only)**

- 1) Owner choice of all stock colors and fixtures.
- 2) Dwelling is currently occupied.
- 3) Electricity and water are available.
- 4) All site dimensions are based upon visual front from public way.
- 5) Contractor is responsible for all actual field measurements prior to bidding, ordering materials, cabinets or fixtures.
- 6) Any change in these specifications and resultant schedule shall be approved by the Owner, Contractor, Housing Consultant and SRHA prior to installation and credit.
- 7) All bid items are subject to final clarification and negotiation by SRHA. Contractor bid prices, deemed reasonable and in the best interest of SRHA, shall be the benchmark for all changes in the extent and type of work to be performed.
- 8) **Lead-based paint notice:**  
**This dwelling was constructed prior to 1978. HUD/EPA RRP lead-safe work practices shall apply to this project while disturbing any painted surface.**
- 9) **Asbestos notice:**  
The SRHA, Housing Consultant (Dennis LeBlanc) and owner are not aware of any asbestos containing materials ("ACM") on this property. Contractor shall adhere to all Federal and State laws and regulations concerning asbestos.
- 10) Contractor shall contact "Miss Utility" buried utility locating service (#811) at least 72 hours prior to scheduling excavation work on any project site. Contractor may proceed after receipt of clearance marking ticket.

01. **PERMITS:**

- \$ \_\_\_\_\_ a. Obtain and post all applicable building, plumbing, electrical and mechanical permits from City Building official at least two (2) days prior to contract start date. Permits shall be posted and made visible from the street. Obtain all interim and final CODE inspections prior to concealment of installed work. Submit copies of inspection records to Housing Consultant as source documentation of request for payment.

02. **IMPROVEMENTS**

- \$ \_\_\_\_\_ a. Roof shingles  
1) Protect perimeter of property and remove & dispose of all existing shingles and felt paper to expose sheathing. Remove all debris and nails to landfill.

- \$ \_\_\_\_\_ 2) Replace 64 SF of identical thickness roof sheathing, where damaged.

- \$ \_\_\_\_\_ 3) Install 36" ice dam materials to all eaves and valleys. Install 2" perimeter drip edges. Replace all metal flashing. Install 15# feltpaper and cover with 30-year, architectural fiberglass shingles with uniform 5" course exposure. Work includes replacement of all plumbing vent collars, exhaust vents and new installation of 44 LF of vented ridges – coordinate color to match. Owner choice of shingle color.

- \$ \_\_\_\_\_ b. Gutter system:  
Replace existing gutters with white, 5" K-style seamless aluminum gutters with gutter clips @ 36" on center to include 60 LF of matching 2X3" downspouts connected to (6) plastic downspout extensions.

- \$ \_\_\_\_\_ c. Front porch:  
1) Install 36" in-swinging wooden screen door with sweep and return spring to include reversal of stops.  
2) Install 1/2" by 4" high metal address numerals.  
3) Replace front "Pella or approved equal" 36" storm door to include closure, wind chain, locking hardware and accessories. (\$ 240 material allowance)



\$ \_\_\_\_\_ d. Bathroom:

- 1) Remove and salvage vanity.
- 2) Remove and discard toilet, baseboards and HVAC register.
- 3) Remove 28 SF of ceramic floor tile and underlayment/subfloor to expose floor joists.
- 4) Install (4) "sistered" 2x8" floor joists (includes under wall at Kitchen) to level and stabilize both floor areas.
- 5) Install 28 SF of 3/4" CDX plywood subfloor – glued and screwed with mastic-set 1/4" "hardi-backer".
- 6) Re-work toilet waste with 2" off-set flange.
- 7) Install 28 SF of ceramic tile to include all mastic, grout and grout sealer and marble threshold. Owner choice of in-stock tile and grout color/spacing. (Tile material allowance is \$ 2.50 per SF)
- 8) Repair drywall walls behind toilet to smooth, paint ready condition.
- 9) Install beaded baseboard with 1/2" shoe molding and new floor register.
- 10) Re-route toilet supply via wet wall with elbow and shut-off valve.
- 11) Install new chair-height china bowl toilet with seat, seal, flange and feeder line.
- 12) Re-install vanity. Make all connections. Caulk vanity top.
- 13) Prepare smooth, prime new drywall and paint all walls using approved latex paint applied 3 mils wet – 1.5 mils dry.

\$ \_\_\_\_\_ e. Living Room:

Remove and replace 60 SF of damaged drywall – match existing thickness. Then, overlay entire 190 SF ceiling with 1/2" drywall. Install 2" perimeter primed and painted cove molding. Caulk gaps using exterior grade of PVC caulk – no shrink. Prime and apply swirled ceiling (to closely resemble existing ceiling color and finishes)

**End. Work write-up**

**BID ITEMIZATION SCHEDULE**

Client: Smith  
Address: 607 Matthews Court  
Suffolk, Virginia

Date of specifications: July 6, 2017

The following denotes my summary breakdown of bid prices for the above-mentioned project. These prices shall remain valid for 90 days after bid due date.

	<u>ITEM</u>	<u>BID PRICE</u>
01.	<u>Permits:</u>	\$ _____
02.	<u>Improvements:</u>	
	a. Roof shingles	\$ _____
	b. Gutter system	\$ _____
	c. Front Porch	\$ _____
	d. Bathroom	\$ _____
	e. Living Room	\$ _____

**TOTAL: ALL ABOVE ITEMS**\$ \_\_\_\_\_

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Submitted by: \_\_\_\_\_ (General Contractor Name)  
 \_\_\_\_\_ (Address)  
 \_\_\_\_\_

Authorized by: \_\_\_\_\_ (SEAL)

Title: \_\_\_\_\_ Date: \_\_\_\_\_