

# Submittal Section

These forms must be included with your bid

- Form of Bid – Submittal
- Form of Bid Pricing
- Section 3 Form and Explanation if Claiming Section 3 Preference

Alachua County Housing Authority

FORM OF BID SUBMITTAL - RFB Sunshine Inn Roof Replacement

Instructions: The items listed below must be completed and included in the bid submittal unless otherwise specifically noted. Please complete this form by marking X, where provided, to indicate that the referenced information has been attached. Also, complete the Bidder's Statement as instructed below:

Table with 2 columns: X=ITEM INCLUDED, SUBMITTAL ITEMS (One original signature copy of each). Rows include: This Form of Bid Submittal, Form of Bid Pricing, Bond as required, Proof of Insurance, Business License, FEIN# and DUNS# if available, Section 3 Form and Explanation (if Claiming Section 3 Preference).

SECTION 3 STATEMENT

Are you claiming a Section 3 business preference? YES\_\_\_ or NO\_\_\_. If YES, pursuant to the Section 3 portion within the Conditions and Specifications, and pursuant to the documentation justifying such, which priority are you claiming? \_\_\_\_\_.

BIDDER'S STATEMENT

The undersigned bidder hereby states that by completing and submitting this Form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the ACHA discovers that any information entered herein is false, that shall entitle the ACHA to not consider or make award or to cancel any award with the undersigned party.

Further, by completing and submitting this bid submittal, the undersigned bidder is thereby agreeing to abide by all terms and conditions pertaining to this RFB as issued by the ACHA.

Pursuant to all RFB Documents, this Form of Bid, and all attachments pursuant to all completed documents submitted, including these forms and all attachments, the undersigned proposes and agrees to supply the ACHA with the services described herein for the fees shown.

Signature

Date

Printed Name

Company

## Form of Bid Pricing

The undersigned, being familiar with the local conditions affecting the cost of the work and with the Request for Bid, Scope of Work and Addenda, if any thereto, as prepared by and on file in the offices of the Alachua County Housing Authority (ACHA), hereby proposes to furnish all labor, materials, equipment, permits and services required to complete the work as specified.

Said labor, materials, equipment, and services shall be provided on the dates and times determined between the Contractor and the ACHA at the designated ACHA communities and facilities. In addition, the ACHA shall retain the right to implement and/or enforce any item issued as a part of the Request for Bid.

In submitting this bid, it is understood that the right is reserved by the ACHA to reject any and all bids. If written notices of the acceptance of this bid are mailed or delivered to the undersigned within sixty (60) days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form for signature.

The undersigned agrees to complete all work included in the scope of this project arranged with the Director of Operations starting on the date of the Notice to Proceed letter. A construction schedule will be required from the awardee prior to the start of work. Liquidated damages will be enforced for delays not approved between the contractor and ACHA.

### **ACKNOWLEDGEMENT OF ADDENDA (if any):**

(Initial & Date)

1. \_\_\_\_\_

2. \_\_\_\_\_

**UNIT PRICES WOODWORK (inspections required – no self-certification)**

\$ \_\_\_\_\_ / lineal foot of wood fascia installed includes all materials and labor

\$ \_\_\_\_\_ / lineal foot of wood soffit installed includes all materials and labor

\$ \_\_\_\_\_ /sq. foot of ¾" wood decking installed includes all parts and labor

Additional work not covered in the scope of work will need to have an approved estimate and submission of change order.

**Price Worksheet (May be used for Periodic Estimates for Partial Payment)**

Building	Option 1 cost (see scope of work)	Option 2 cost (see scope of work)
A units 1 - 20		
B units 21 - 25		
C units 26 - 40		
D units 41, 42 and office		

Labor, materials, equipment, permits and services to perform and complete the RFB – Sunshine Inn Roof Replacement, per the Scope of Work, in accordance with the specifications of Invitation to Bid:

Base Bid to Re-Roof units as stated in the attached Unit listing per scope of work Option 1

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

Base Bid to Re-Roof units as stated in the attached Unit listing per scope of work Option 2

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

The undersigned has taken affirmative action to seek out and consider small, minority and women’s business enterprises for the portions of work to be subcontracted. Such actions are fully documented and available upon request. Results are included in the attached list of subcontractors.

This bidder, and/or their listed subcontractors, holds a valid Florida Business License for each trade contracted for.

Subcontractor List: The ACHA requires bidders to identify all subcontractors proposed as part of this bid. Failure to provide all the information herewith requested may result in rejection of the quote. Any classification of work not identified to be subcontracted will be considered work the bidder is licensed to undertake and intends to perform with its own forces.

All levels of sub-contractors are required to submit the same information (insurance, licenses, etc.) as the prime contractor listed in the Form of Bid Submittal.

	Subcontractor	Classification	Amount	License #	Ownership (Check)		
					SBE, MBE, WBE	other	Sec. 3
1.							
2.							
3.							

Name of Bidder: \_\_\_\_\_  
 By: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Federal I.D. #: \_\_\_\_\_  
 DUNS #: \_\_\_\_\_  
 NOTARY PUBLIC: \_\_\_\_\_

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

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS OF BUSINESS: \_\_\_\_\_

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

**For the 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 owners/stockholder and % of each                                | <input type="checkbox"/> Corporation Annual Report    |
| <input type="checkbox"/> Latest Board minutes appointing officers                                | <input type="checkbox"/> Additional documentation     |
| <input type="checkbox"/> Organization chart with names and titles and brief functional statement |   |

**For business claiming Section 3 status by subcontracting 25% of the dollar awarded to qualified Section 3 business:**

List of subcontracted Section 3 business and subcontract amount

**For business claiming Section 3 status, claiming at least 30% 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 all employees claiming Section 3 status                                |
| <input type="checkbox"/> PHA Residential lease (less than 3 years from date 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 | <input type="checkbox"/> List of all contracts for the past 2 years with public policy |

**Corporate Seal**

\_\_\_\_\_  
Authorizing Name and Signature

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Title

My term expires: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



**SUGGESTED AFFIRMATIVE ACTION PLAN FOR UTILIZATION OF PROJECT AREA BUSINESSES  
(continued)**

SUGGESTED SECTION 3 PRELIMINARY WORKFORCE STATEMENT UTILIZATION OF LOWER INCOME PROJECT AREA RESIDENTS AS REGULAR, PERMANENT EMPLOYEES, TRAINEES, APPRENTICES.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROJECT: \_\_\_\_\_

	PRESENT PERMANENT EMPLOYEES (At Time of Contract Signing)	SECTION 3 WORKFORCE PROJECTION (Residents)	TOTAL PROJECTED WORKFORCE INCREASE
TRAINEES			
APPRENTICES			
JOURNEYPERSONS			
LABORERS			
SUPERVISORY			
SUPERINTENDENT			
PROFESSIONAL			
CLERICAL			

**NOTE: RESIDENTS ARE THOSE LOWER INCOME PROJECT AREA RESIDENTS WHO HAVE BEEN QUALIFIED AS ELIGIBLE.**

Signature

Date

Printed Name



## SECTION 3 BUSINESS PREFERENCE CLAUSE

*This contract is subject to the following conditions under Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3).*

- A. The work to be performed under this 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.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor or organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon finding that the subcontractor is in violation of the regulations in 24 CFR part 135. the contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprise. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

## **PREFERENCE FOR SECTION 3 BUSINESS CONCERNS IN CONTRACTING OPPORTUNITIES**

The Alachua County Housing Authority has established the following priority for preference when providing contracting opportunities to Section 3 Businesses:

### **Priority I**

#### **Category 1a Business**

Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the Section 3-covered assistance is expended.

### **Priority II**

#### **Category 1b Business**

Business concerns whose workforce includes 30 percent of residents of the housing development 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 III**

#### **Category 2a Business**

Business concerns that are 51 percent or more owned by residents of any other housing development or developments.

### **Priority IV**

#### **Category 2b Business**

Business concerns whose workforce includes 30 percent of residents of any other public housing development or developments, or within three (3) years of the date of first employment with the business concern, were "Section 3" residents of any other public housing development.

### **Priority V**

#### **Category 3 Business**

Business concerns participating in HUD Youth-build programs being carried out in the metropolitan area in which the Section 3-covered assistance is expended.

### **Priority VI**

#### **Category 4a Business**

Business concerns that are 51 percent or more owned by Section 3 residents in the metropolitan area, or whose permanent, full-time workforce includes no less than 30 percent of Section 3 residents in the metropolitan area, or within three (3) years of the date of employment with the business concern, were Section 3 residents in the metropolitan area.

### **Priority VII**

#### **Category 4b Business**

Business concerns that subcontract in excess of 25 percent of the total amount of subcontracts to Section 3 business concerns.

### **Eligibility for Preference**

A business concern seeking to qualify for a Section 3 contracting preference shall certify or submit evidence that the business concern is a Section business concern.

HUD directs within 24 CFR 135 that the ACHA may make award to qualified Section 3 business concern with the highest priority ranking and with the lowest responsive bid if that bid is:

- (a) within the maximum total contract price established by the ACHA; or
- (b) not more than "X" higher than the total bid price of the lowest responsive bid from any responsible bidder. "X" is determined as follows:

"X" = LESSOR OF:	
When the lowest responsive bid is less than \$100,000	10% of that bid, or \$9,000.00
When the lowest responsive bid is at least:	
\$100,000.00, but less than \$200,000.00	9% of that bid, or \$16,000.00
\$200,000.00, but less than \$300,000.00	8% of that bid, or \$21,000.00
\$300,000.00, but less than \$400,000.00	7% of that bid, or \$24,000.00
\$400,000.00, but less than \$500,000.00	6% of that bid, or \$25,000.00
\$500,000.00, but less than \$1,000,000.00	5% of that bid, or \$40,000.00
\$1,000,000.00, but less than \$2,000,000.00	4% of that bid, or \$60,000.00
\$2,000,000.00, but less than \$4,000,000.00	3% of that bid, or \$80,000.00
\$4,000,000.00, but less than \$7,000,000.00	2% of that bid, or \$105,000.00
\$7,000,000.00, or more	1.5% of the lowest responsive and responsible bid with no dollar limit