

## OFFEROR INFORMATION FORM

FOR

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

Job Number: \_\_\_\_\_

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

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

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

\_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

*To: Charleston County Housing & Redevelopment Authority, Charleston, South Carolina*

Pursuant to and in compliance with CCHRA notice inviting sealed proposals (Request for Proposal), Instructions to Bidders (Form HUD-5369-B), and the other documents relating thereto, the undersigned Offeror, having familiarized himself with the terms of the proposal documents, local conditions and the cost of the work at the place where the work is to be done, hereby proposes and agrees to perform within the time stipulated, all work required in accordance with the scope of services and other documents including Addenda, if any, on file at the Purchasing Office for the price hereinafter set forth.

The undersigned, as Offeror, declares that the only person or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any person, firm or corporation; and he/she proposes and agrees, if the proposal is accepted, that he/she will execute a contract with Charleston County Housing & Redevelopment Authority; that he/she will comply with all Minority and Women Business Enterprise and Section 3; that he/she is aware that failure to properly comply with the requirements set out in the Instructions to Bidders (Form HUD 5369-B) and elsewhere in the Request For Proposal may result in a finding that the Offeror is non-responsive.

Minority Status:

Black  Hispanic  Native American  Asian/Pacific  Other

\_\_\_\_\_  
Printed Name of Authorized Company Official

\_\_\_\_\_  
Signature Authorized Company Official

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

# SECTION 3 BUSINESS SELF-CERTIFICATION

TO OWNER: CHARLESTON COUNTY HOUSING AND REDEVELOPMENT AUTHORITY  
2106 MT. PLEASANT ST., CHARLESTON, SC 29403

JOB NAME: \_\_\_\_\_ JOB #: \_\_\_\_\_

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss

Being first duly sworn, deposes and says,

I, \_\_\_\_\_, the undersigned being duly sworn, on oath, represents, warrants, certifies, deposes and says, under penalty of law, as follows:

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Type of Business: \_\_\_\_\_

Contractor's/Business License# \_\_\_\_\_ Type of License: \_\_\_\_\_

Please select "Yes" or "No":

51% or more of the business is owned by a Section 3 resident \_\_\_\_\_ Yes \_\_\_\_\_ No

30% or more of the company's full time employees are Section 3 Residents, or were Section 3 resident within the past three years \_\_\_\_\_ Yes \_\_\_\_\_ No

The company can provide evidence, as required, of a commitment to Subcontract 25% or more of all subcontract dollars to a certified and Qualified Section 3 business enterprises. \_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered "Yes" to one or more of the above question, you may designate your company as a Section 3 Business Enterprise.

My Company is designated as a Section 3 Business Enterprise: \_\_\_\_\_ Yes \_\_\_\_\_ No

Other Certifications: \_\_\_\_\_ MBE \_\_\_\_\_ WBE \_\_\_\_\_ DBE \_\_\_\_\_ Other \_\_\_\_\_

I declare and affirm under penalty of prosecution for perjury that the statements made herein are true and accurate to the best of my knowledge. I understand that falsifying information and incomplete statements may be cause to disqualify this certification.

\_\_\_\_\_  
Signature of Business Owner or Authorized Representative

\_\_\_\_\_  
Date

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

SEAL IF CONTRACTOR IS A CORPORATION

## Section 3 Compliance Report

### Economic Opportunities for Low to Very Low Income Individuals and Businesses

*(income limits may be verified at [www.huduser.org/portal/datasets](http://www.huduser.org/portal/datasets))*

TO OWNER: CHARLESTON COUNTY HOUSING & REDEVELOPMENT AUTHORITY

Job Name: \_\_\_\_\_ Job Number: \_\_\_\_\_

FROM PRIME CONTRACTOR: \_\_\_\_\_ FROM SUB CONTRACTOR: \_\_\_\_\_

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

City: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Part I: Employment & Training For This Contract Only

Job Category	Number of New Hires	Number of New Hires that are Sec. 3 Residents	% of Section 3 New Hires	% of Total Staff Hours for Section 3 Employees	Number of Section 3 Trainees
Professionals					
Technicians					
Office/Clerical					
Officials/Managers					
Sales					
Craft Workers (skilled)					
Operative s (semiskilled)					
Laborers (unskilled)					
Service Workers					
Other (List)					
TOTAL					

**Part II. Section 3 Business Certification**      This company is a Section 3 Business:      Yes \_\_\_\_\_ No \_\_\_\_\_

### Part III. Contracts Awarded

1. Construction Contracts:

- |  |    |
|--|----|
| A. Total dollar amount of all contracts awarded on the project:                    | \$ |
| B. Total dollar amount of contracts awarded to Section 3 businesses:               | \$ |
| C. Percentage of the total dollar amount that was awarded to Section 3 businesses: | %  |
| D. Total number of Section 3 businesses receiving contracts:                       |    |

2. Non-Construction Contracts:

- |   |    |
|---|----|
| A. Total dollar amount of all non-construction contracts awarded on the project/activity: | \$ |
| B. Total dollar amount of non-construction contracts awarded to Section 3 businesses:     | \$ |
| C. Percentage of the total dollar amount that was awarded to Section 3 businesses:        | %  |
| D. Total number of Section 3 businesses receiving non-construction contracts:             |    |

### Part IV. Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply)

- Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- Coordinated with Youth Build Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other, describe below: \_\_\_\_\_

**Contractor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ *Revised June 4, 2015*

## SECTION 3 COMPLIANCE AFFIDAVIT

TO OWNER: CHARLESTON COUNTY HOUSING AND REDEVELOPMENT AUTHORITY  
2106 MT. PLEASANT ST., CHARLESTON, SC 29403

The undersigned makes this affidavit with full knowledge that its contents will be used in the expenditure of funds provided by the United States government. Under penalty of perjury, I hereby state:

1. I am the \_\_\_\_\_ of \_\_\_\_\_  
*(Owner, Partner, Officer, Agent)* *(Company Name)*  
The Bidder/Offeror that has submitted the attached Bid/Proposal/Quote: and,
2. My company/corporation adheres to Section 3 of the Housing and Urban Development (HUD) Act of 1968, as amended, 12 U.S.C. 1701u, which requires, to the greatest extent feasible, that a "good faith effort" is given to identifying small businesses located within the boundaries of the Section 3 service area, making them aware of contracting opportunities, encouraging their participation and actually awarding contracts to Section 3 business concerns.
3. An attempt will be made to undertake outreach activities intended to encourage participation by Section 3 residents in training and employment opportunities, to include but not be limited to:
  - a) Advertising in local media;
  - b) Distributing flyers on training and job opportunities to public housing sites and posting advertisements in their common areas;
  - c) Informing labor organizations and private job training agencies of potential jobs and contract opportunities;
  - d) Participation in job information meetings and workshops to help Section 3 residents complete applications and learn interviewing techniques.

By: \_\_\_\_\_ Date \_\_\_\_\_  
*(Signature of authorized Representative)*

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

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

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

Subscribed and sworn to under oath before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

County of \_\_\_\_\_ State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

**SEALED**

**NON-COLLUSIVE AFFIDAVIT**

TO OWNER: CHARLESTON COUNTY HOUSING AND REDEVELOPMENT AUTHORITY  
2106 MT. PLEASANT ST., CHARLESTON, SC 29403

State of South Carolina )

ss

County of Charleston )

Being first duly sworn, deposes and says,

That he or she is a representative of the company listed below, the party making the foreseeing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said offeror has not colluded, conspired, connived or agreed, directly or indirectly, with any offeror or person to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference, with any person, to fix the bid price or any other offeror, or to fix any overhead, profit or cost element of said bid price, or of that of any other offeror, or to secure any advantage against the Charleston County Housing & Redevelopment Authority, or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

By: \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of authorized Representative)

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

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

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

Subscribed and sworn to under oath before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public  
County of \_\_\_\_\_ State of \_\_\_\_\_  
My commission expires: \_\_\_\_\_

**SEALED**

# CRIMINAL ACTIVITY CERTIFICATION FORM

CHARLESTON COUNTY HOUSING AND REDEVELOPMENT AUTHORITY  
2106 MT. PLEASANT ST., CHARLESTON, SC 29403

## **NOTICE OF PROHIBITION AGAINST SEX OFFENDERS & PERSONS CONVICTED OF FELONIES DUE TO VIOLENT OR DRUG-RELATED CRIMINAL ACTIVITY**

CHARLESTON COUNTY HOUSING AND REDEVELOPMENT AUTHORITY has a duty to provide our residents, customers, and the citizens of Charleston, safe, sanitary, and decent housing and communities. In accordance with this requirement, this Authority will under no circumstances enter into a contract or employ a contractor who is a convicted sex offender or a convicted felon of violent or drug-related crimes who may pose danger to our communities. Furthermore, a contractor who has entered into contract with this Authority shall under no circumstances employ sub-contractors, laborers, or helpers whom are registered sex offenders or convicted felons of violent or drug-related crimes. The Authority prohibits persons that are registered sex offenders or convicted felons of violent or drug-related crimes to have access to the Authority's properties. Should a contractor not conform to the content of this notice, the Authority shall deem the contractor to be in violation of their contract and CCHRA may after review and with discretion, require corrective action including but not limited to removal of the offending contractor, subcontractor, laborers or helpers from the project and properties or termination of contract.

I understand that CCHRA prohibits persons that enter into contract with the Authority to be registered sex offenders or persons convicted of violent or drug-related felonies or to employ subcontractors, laborers or helpers that are registered sex offenders or persons convicted of violent or drug-related felonies and that violation of this prohibition is hereby considered a violation of the contract which may be subject to termination at the discretion of the Authority.

I, \_\_\_\_\_ (insert name of company representative)  
certify that I am NOT a registered sex offender nor have I been convicted of violent or drug-related felonies nor do I employ subcontractors, laborers or helpers that are registered sex offenders or persons convicted of violent or drug-related felonies.

By: \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of authorized Representative)

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

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

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

Subscribed and sworn to under oath before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public  
County of \_\_\_\_\_ State of \_\_\_\_\_  
My commission expires: \_\_\_\_\_

**SEALED**

**CONFIDENTIALITY AGREEMENT**  
**FOR WORKFORCE MEMBERS WHO ARE CONSULTANTS,**  
**CONTRACTORS, SUB-CONTRACTORS OR VENDORS;**  
**SENSITIVE INFORMATION POLICY AND IDENTITY THEFT PREVENTION PROGRAM**

TO OWNER: CHARLESTON COUNTY HOUSING AND REDEVELOPMENT AUTHORITY (CCHRA)  
2106 MT. PLEASANT ST., CHARLESTON, SC 29403

I understand that I require information to perform my duties at CCHRA by which I am engaged or for which I am performing services. This information may include, but is not limited to, information on clients, employees, other workforce members, and financial and business operations. Some of this information is made confidential by law (i.e. GLBA Information made confidential by law, Safeguards Rule, FACTA including Red Flags Rules, etc.). Confidential information may be in any form, e.g. written, electronic, oral, overheard or observed. I also understand that access to all confidential information is granted on a need-to-know basis. A need to know basis is defined as information access that is required in order to perform assigned contractual obligations.

I will not disclose confidential information to clients, friends, relatives, co-workers or anyone else except as permitted by the President / Chief Executive Officer and applicable law and as required in performing my work as a consultant, contractor or vendor for Charleston County Housing & Redevelopment Authority and will protect the confidentiality of all confidential information while performing work related activities.

All confidential information remains the property of CCHRA and may not be removed or kept by me upon termination of our contractual relationship. If I violate this agreement, I may be subject to adverse action up to and including termination of my ability to work at or on behalf of CCHRA. In addition, under applicable law, I may be subject to criminal and/or civil penalties.

I have read and understand the above and agree to be bound by its conditions and understandings.

By: \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of authorized Representative)

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

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

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

Subscribed and sworn to under oath before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public  
County of \_\_\_\_\_ State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

**SEALED**

# ILLEGAL IMMIGRATION REFORM ACT PROCUREMENT CERTIFICATION

## ILLEGAL IMMIGRATION (NOV. 2008):

Title 8, Chapter 14 of the South Carolina Code of Laws (originally enacted as Section 3 of The South Carolina Illegal Immigration Reform Act, 2008 S.C. Act No. 280)

By signing its offer, bid or proposal, Contractor certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws (originally enacted as Section 3 of The South Carolina Illegal Immigration Reform Act, 2008 S.C. Act No. 280) and agrees to provide to Charleston County Housing & Redevelopment Authority, upon request, any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable both to Contractor and its subcontractors sub-subcontractors; or (b) that Contractor and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Contractor agrees to include in any contracts with its subcontractors language requiring its subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1]

By: \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of authorized Representative)

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

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

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

Subscribed and sworn to under oath before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public County of \_\_\_\_\_ State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

**SEALED**