

**Project Manual And  
Technical Specifications For  
COMPREHENSIVE RENOVATIONS**

**at  
546 Vance**

**IFB# 19-LHSC006**

**Lucas Housing Services Corporation  
201 Belmont Avenue  
Toledo, OH 43604**

**Date of Spec: 5/17/2019**

**Release Date: 5/17/2019**

**Walk-Thru: May 22, 2019 from 2:00 PM to 3:00 PM  
Bid Due Date: June 5, 2019 @ 3:00 PM**

**For Questions Regarding This Project Call ↓**

**Craig Bartley**

Project Coordinator  
201 Belmont Street  
Toledo, OH 43604  
Phone (419) 254-3497  
[cbartley@lucasmha.org](mailto:cbartley@lucasmha.org)

# Comprehensive Renovations at 546 Vance IFB#19-LHSC006

## INVITATION FOR BIDS SUMMARY

Lucas Housing Services Corporation (LHSC) is seeking sealed bids for comprehensive renovations from qualified general contractors for work at 546 Vance, Toledo, Ohio.

LHSC is soliciting contractors for this project by invitation only with the goal of having a minimum of three (3) responsive and responsible bidders.

A pre-bid meeting and site walk- through shall be held on May 22, 2019 from 2:00 PM to 3:00 PM at the above listed project address.

## GENERAL INFORMATION

### **1.0 SUBMISSION INSTRUCTIONS**

LHSC will receive sealed bids at Lucas Metropolitan Housing Authority's corporate office located at **435 Nebraska Ave, Toledo, OH 43604** – Attn: Sherry Tobin, Manager of Procurement and Contracts. Sealed Bids are due by 3:00 PM ET on June 5, 2019. Bids will be opened at the McClinton Nunn Community room, 425 Nebraska Ave, Toledo, OH 43604, at 3:05 PM ET.

Any requests for Interpretations must be submitted in writing (email is acceptable – Craig Bartley ([cbartley@lucasmha.org](mailto:cbartley@lucasmha.org)) by May 28, 2019 at 12:00 PM ET.

LHSC reserves the right to reject any or all bids, or to waive any informality in the bidding. No bids shall be withdrawn for a period of ninety (90) days subsequent to the opening of the bids.

- 1.1** Contractors will submit 1 original "hard copy" bid in a sealed envelope to the address indicated above, to be date and time-stamped by the Housing Authority. An electronic copy of the bid is to be furnished upon request.
- 1.2** The bid format and required attachments can be found in Section 4.0.
- 1.3** Contractors are to submit a "Notice of Intent to Submit a Bid" to [procurement@lucasmha.org](mailto:procurement@lucasmha.org), no later than June 3, 2019.
- 1.4** This project will **not** be funded by federal funds. There is **no** bonding requirement for bids over \$50,000. The project will **not** be subject to Section 3 requirements and Davis Bacon wages will **not** apply.
- 1.5** This is a time-sensitive project. The project must be completed within **60 days** of the receipt of the purchase order. The Contractor will be issued a "Notice of Intent

to Award” Notice, and then, depending on the approval from the Board of Trustees, the Contractor will be issued a contract with a Notice to Proceed. A purchase order shall be issued shortly afterward.

- 1.6** All bidders shall be required to meet the Affirmative Action requirements and Equal Employment Opportunity requirements as described in Executive Order #11246. Each bidder must insure that all employees and applicants for employment are not discriminated against because of their race, color, religion, sex, national origin, disability, handicap, age, ancestry, creed, or military status.

## **2.0 BID SUBMITTAL SCHEDULE**

### **2.1 Bid Submittal Requirements**

**2.1.1** The following Documents must be completed in their entirety and submitted with the Bid Form. Failure to submit or fully execute any of these required documents may result in disqualification:

- a. Bid Breakdown Sheet By Division – Contractor is required to bid on all items on the Bid Form (Respec Form)
- b. Subcontractor Listing – Complete and accurate listing of all subcontracted labor to be contracted with for this project including contract amounts.
- c. Start and Completion information – schedule will be critical and a determining factor in the award.
- d. Contractor/Vendor Qualification Statement and a Non-Collusive Affidavit. – Contractor shall be required to submit attachments and documentation as required by this form.
- e. Contractor's Certification Concerning EEO
- f. Copy of Home Remodelers License
- g. HUD 5369-A Representations, Certifications & Other Statements of Bidders

**2.1.2 Submission Package Markings.** The package exterior must clearly denote the above noted IFB number and must have the bidder’s name and return address.

**2.1.3 Upon determination and request, the Successful bidder must also provide LHSC with:**

- h. Qualifications (to include copies of necessary certifications/licenses) and licenses of any subcontractors
- i. Current copy of an Ohio Workers’ Compensation Certificate
- j. Current copy of general liability insurance certificate naming LHSC as an additional insured, which shall be made “primary” to LHSC’s general liability policy, and a Builders Risk policy for the renovation project.
- k. Copy of W-9 form

- l. Names, addresses and contact information for at least 2 references
- m. Subcontractor Submittal

- **NOTE:** Bidders do not have to submit any of the above by the submission deadline.
- LHSC reserves the right to request additional information as needed.

**2.1.4 At completion of project contractor shall submit the following form:**

- Contractor Release
- Closeout documents (warranty, product data sheets, final permits, certificate of occupancy, and Final Lien Waivers)

**2.2 Contract Award.** The contract award will be made to the lowest and most responsive and responsible bidder whose bid is most advantageous to LHSC, considering price, qualifications, subcontractors and schedule. A recommendation for award will be submitted to the LHSC Board of Trustees for authorization to award and proceed. This solicitation may be cancelled and all bids that have already been received may be rejected if the services are no longer required or the price exceeds available funds and for good cause when it is in the best interest of LHSC.

**2.3 Ties.** In the case of a tie bid, the award shall be decided as detailed within Section 6.12.c of HUD Procurement Handbook 7460.8 rev 2, by “drawing lots or other random means of selection.”

### **3.0 APPLICABLE DOCUMENTS**

The following documents are hereby attached to this bid package, and the ones marked “return” must be submitted with your bid:

[Table 1]

<b><u>Document #</u></b>	<b><u>Attachments and Inclusions</u></b>
1	Bid Form, Scope & Pricing (Respec work write up) <span style="color: red;">return</span>
2	Starting and Completion Information <span style="color: red;">return</span>
3	Vendor Registration Form <span style="color: red;">return</span>
4	Non-Collusive Affidavit <span style="color: red;">return</span>
5	Contractor’s certification concerning EEO <span style="color: red;">return</span>
6	HUD 5369-A Representations, Certifications & Other Statements of Bidders <span style="color: red;">return</span>
7	Subcontractor List <span style="color: red;">return</span>
7	HUD 5369 Instructions to Bidders & Supplements
8	HUD 5370 General Conditions & Supplements
9	Supplemental General Conditions
10	Subcontractor Submittal

11	Contractor Release
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#### 4.0 REQUIRED SUBMITTALS FOR THE BID

Please prepare and submit your bid in the following order:

		Description
		<b>Step #1:</b> Initial documentation/information to be submitted unfolded within a sealed envelope by all bidders prior to the posted bid submittal deadline, in the following order
	<b>1</b>	<b>Bid Form, Scope &amp; Pricing (Respec work sheet)</b>
	<b>2</b>	<b>Starting and Completion Information</b>
	<b>3</b>	<b>Copy of your Home Remodelers license</b>
	<b>4</b>	<b>Vendor Registration Form</b>
	<b>5</b>	<b>Non-Collusive Affidavit</b>
	<b>6</b>	<b>Contractor's certification concerning EEO</b>
	<b>7</b>	<b>Form HUD-5369-A (11/92), <i>Representations, Certifications, and Statements of Bidders, Public and Indian Housing Programs</i>.</b> This Form is attached hereto as Attachment B-1 to this IFB document. This 4-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal.
	<b>8</b>	<b>Subcontractor list</b>

## **5.0 General Information & Requirements**

**5.1 Contract Period.** The contract period will be determined upon award. The project must be completed within 60 days of the receipt of the purchase order.

**5.2 Invoicing.** The offeror(s) can claim payment only for services provided, in amount determined by contract pricing. No advance payment will be made. Payment by LHSC is made within 30 days of receipt of invoices and any required documentation.

5.2.1 Additionally, all invoices require electronic submittals for approval. Please adhere to the below submission procedure.

Go to our website – [www.lucasmha.org](http://www.lucasmha.org), select “*Business Partners*” at the top, *Doing Business with LMHA*. The first menu item is Vendor Invoice Submission, click on “Vendor Invoice Submission Portal”, and fill out the cover sheet. Attach your invoice to the cover sheet. Make sure that you have a purchase order number. Direct the invoice to the department (LHSC) and the person who ordered the work (Craig Bartley).

5.2.2 A partial Waiver of Lien is to be furnished with all Progress Pay Applications, and a Full Waiver of Lien is required at the end of the Project.

5.2.3 A retainage of ten (10) percent shall be held on each progress payment for all Labor, Materials and Equipment.

**5.3 Restrictions.** Any and all persons having ownership interest in a bidder entity or familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a bidder entity will be excluded from participation in the evaluation of the bid.

**5.4 Unauthorized Sub-contracting Prohibited.** The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this IFB (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the Agency, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the CO.

**5.5 Time.** Work hours are to be Monday to Friday, from 8:30 am to 5:00 pm.

**5.6 Taxes:** All materials and labor that ultimately become a part of the completed structure or improvement that constitutes the Project will be exempt from State Sales Tax

as provided in Section 5739.02, ORC, and State Use Tax as provided in Section 5741.01, ORC. The purchase, lease or rental of material, equipment, parts or expendable items such as form lumber, tools, oils, greases and fuels, which are used in connection with the Work, are subject to the application of State Sales Tax and State Use Tax.

**5.7 Lead Based Paint Policy:** Contractors shall comply with the Lead-Based Paint Poisoning Act (42 U.S.C. et seq.), and HUD implementing regulations (24 CFR 968.4(h) and (i), 968.5(g) and (h) and 968.9 (e).

**5.8 No Smoking Policy:** Smoking has been banned from all LHSC properties. Smoking shall only be allowed in designated areas or a minimum of 20 feet away from the building windows and doors.

**6.0 Insurance Requirements.** Prior to award (but not as a part of the bid submission) the *Contractor* will be required to provide:

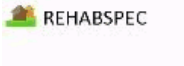
**6.1 Workers Compensation Insurance.** An original certificate evidencing the bidder's current industrial (worker's compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);

**6.2 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a maximum deductible amount of \$5,000;

**6.3 Automobile Insurance.** An original certificate showing the bidder's automobile insurance coverage in a combined single limit of \$500,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.

**6.4** Banking and/or Loan requirements will necessitate Builders Risk coverage on the project during the renovation period.

Lucas Housing Services Corporation  
201 Belmont  
Toledo, Ohio 43560



Bid Form

RESPEC

Case Number

**546 Vance Renovatio**

Work Write-up

Bid Total \$

Property Information  
**546 Vance**  
**Toledo, OH 43604**

Bid Opening Date

CONTRACTOR INFORMATION

Owner Information

Name:

**Lucas Housing Services Corp**  
**201 Belmont**  
**Toledo, OH 43604**  
Phone: **(419)254-3497**  
Mobile: **(419)392-6555**  
Email: **cbartley@lucasmha.org**

Address:

Phone:

Mobile:

Email:





**Main Structure | Single Family | Porch - Front**

## Porch

1	0010070020	1.00	All	1	Code violation	\$	
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**Replace Wood Porch Railing**

Remove existing railing and replace with new to match existing. Use primed lumber and reinstall with proper anchoring. Where existing can't be matched, use 2x lumber, primed, with galvanized fasteners, in a configuration compliant with code and matching existing as closely as possible.

Repair or replace damaged areas of column posts and install trim to posts bottom/top as needed. Prime and paint to match.

Remove old house numbers and mailbox and install new house numbers and mailbox.

2	0100020005	260.00	SF	5	Improvement	\$	
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**Paint Porch Complete**

Clean and scrape all surfaces. Prepare according to paint manufacturer's recommendations. Prime scraped areas with a product compatible with finish coat, and allow to dry. Apply two coats WHITE exterior latex house paint according to manufacturer's instructions & recommendations.

Paint Porch Slab completely including corners and profile edges. Product: Sherwin-Williams Porch & Floor Enamel, Interior/Exterior Acrylic Satin, color LAZY GRAY (SW6254), or equal, **with non-slip additive**, applied according to manufacturer's installation instructions & recommendations.

\*Provide Attic Stock.

3	0020040003	1.00	SF	1	Code violation	\$	
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**Remove & Replace Front Step and Walk**

Remove existing step and attached section of walk completely. Raise grade next to porch foundation wall with compacted stone as required to produce equal height, code compliant, steps from the porch. Replace step and walk in configuration to match existing, min. 4" thick walk, over properly compacted sub base. All sloped to drain water away from the house and off the walking surface.

<b>Total For Porch - Front</b>						\$	
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**Main Structure | Single Family | Sidewalls Exterior Walls of Home**

## Siding

4	0010050004	30.00	SF	5	Improvement	\$	
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**Remove Vinyl Siding**

Remove and Save existing vinyl siding on north side of house (triangular area above the rear garage roof). This siding should be used to replace damaged siding on the other sides of the house.

5	0010050005	20.00	SF	5	Improvement	\$	
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**Repair Vinyl Siding**

Remove all defective materials (approx 15 sf) and replace with good material taken from the north side of the house.

Replace Dryer Vent to match existing

6	0010050004	30.00	SF	5	Improvement	\$	
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**Install Vinyl Siding**

Prepare substrate to accept new siding. Install Wolverine, Alside or approved equal vinyl siding and custom bent aluminum, on foam backer board sealed at edges or over house wrap sealed at edges as per manufacturers recommendations. Cover all fascia, soffits, rakes, sidewalls, and trim. Coordinate with Roofing Contractor's flashing.

**Main Structure | Single Family | Sidewalls Exterior Walls of Home**

## Siding

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7	0080020022	1.00	EA	5	Improvement	\$	
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**Power Wash House Exterior**

Power wash entire house. Clean all dirt and debris and blemishes from outside of house. Replace siding according to details in "Install Vinyl Siding" line of this specification if damaged or if blemishes cannot be removed.

## Exterior Side Walls

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8	0010090002	2.00	EA	5	Improvement	\$	
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**Install Exterior Door Including Security Storm Dr****Front**

Remove and dispose of existing exterior door system and install new pre-hung, 4 panel, insulated, metal clad exterior door with Fan Lite window design. Include, all hardware, lock set & dead bolt (keyed to match existing), peep hole, spring style doorstop, trim for all sides and any needed framing and/or wall repairs. Fill all gaps between existing siding and new brick molding. Fill nail holes flush, insulate space between jamb and framing, caulk all seams as needed with white flexible silicone sealant, prime bare wood and apply two coats of semi-gloss latex white enamel paint, including skirt board below threshold.

**Rear**

Same as Front except provide 6 panel insulated door without lite, and modify work below threshold to suit.

**Security Storm Doors, Both Front & Rear**

Provide and install WHITE Larson Garden View model #92021032 (or equal) security storm door. Swing to complement exterior door. Include, all hardware, lock set & dead bolt keyed to match exterior door, closers, trim for all sides and any needed framing and/or wall repair. Caulk all seams as needed with white flexible silicone sealant.

\*\* Provide Warranty Information \*\*

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9	0010090038	1.00	EA	5	Improvement	\$	
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**Install Overhead Garage Door-1 Car**

Remove existing and Install new insulated overhead sectional garage door with galvanized hardware, torsion or extension springs and sectioned door. Provide manual slide lock. Install door and ensure it is in proper working condition with existing or new opener. Adjust tracks, sensors and opener to ensure proper functionality. Repair or replace aluminum frame around exterior of door. Provide weather seal molding on both sides and top and provide weather seal on bottom of door to form a complete seal around door.

**Verify size before ordering.**

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10	0010100006	11.00	Ea	5	Improvement	\$	
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**Replace Insulating Glass Units**

Remove existing insulating glass unit and all glass remnants from one sash. Replace with new insulating unit to match the existing, including type of glass, size and style of spacer, gas (if any), and muntins, unless otherwise required by authorities having jurisdiction. Clean glass after installation.

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11	0010100005	13.00	EA	5	Improvement	\$	
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**Service Windows**

Service windows to provide smooth operation and secure fit free of cracks. Replace rusted screws with new paint screws, color to match frames. Clean complete window, and remove old tape/adhesive & unused hardware. Fill holes with silicone sealant to match window frame color.

## Exterior Side Walls

12	0010100018	3.00	EA	5	Improvement	\$
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Provide and install new framed screen unit to fit snugly the existing window opening. Screen shall be 16" x 16" or 18" x 4" aluminum mesh beaded to frame. Include appropriate clips and catches.

13	0010100015	10.00	EA	5	Improvement	\$
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Remove existing screen material and replace with new 16 x 16 or 18 x 14 aluminum mesh beaded to frame. Clean and adjust existing frame as required for secure, snug fit.

**Sidewalls Exterior Walls of Home**      \$ \_\_\_\_\_

## General

14	0070010004	1,670.00	SF	5	Improvement	\$
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Install new 1-1/2" (min.) aluminum drip edge at rake and eaves. Remove and install new boot flashing on vent stack. Remove old and install new kick out flashing on sidewalls as needed, metal flashing and counter flashing on chimney and along vertical walls to code. Provide Ridge Vent and Soffit Vents as needed for proper ventilation. Install self-sealing 30 yr (min.) "Architectural" style shingles. \*\*\*Color to match Existing\*\*\* Install using roofing nail fasteners of sufficient size to ensure a minimum of 1/4" of the fastener completely penetrates roof sheathing.

Install all roofing materials according to manufacturers recommendations. Remove any mounted wires or devices from roof tops or fascia. Seal all holes with Silicone Sealant. Seal any holes left in fascia with WHITE silicone sealant.

\*\*\* Provide warranty, if available.\*\*\*

15	0070030002	200.00	LF	5	Improvement	\$
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Install new white aluminum seamless gutters and down spouting with 36" extension leaders where possible. No straps are to be exposed above roofing. All work shall be to manufacturers recommendations and to code. Properly relocate any existing splash blocks to the ends of the newly installed extensions.

16	0070030010	5.00	NO	5	Improvement	\$
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Install precast concrete splash blocks pitch away from house.

**Total For Roof**      \$ \_\_\_\_\_

### Site Concrete

17	0020030001	1.00	SF	5	Improvement	\$
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Provide 40"x40"x4" concrete pad for AC Condenser on a clean and properly compacted sub base to eliminate settling. Backfill, grade, seed and straw surrounding areas as required after placement.

Coordinate location with HVAC Contractor.

**Main Structure | Single Family | Site**

Site Concrete

**Total For Site**

\$

**Main Structure | Single Family | Basement**

General

18	0010090001	1.00	EA	5	Improvement	\$
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**Replace Interior Door**

Remove and dispose of existing door at head of stair. Install flush 1-3/8" hollow core door complete with passage style handle and spring style doorstop. Door and hardware finish to match existing. Include replacement of any damaged trim. Trim to match existing.

19	0130020013	1.00	LS	5	Improvement	\$
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**Install Backflow Preventers In Floor Drains**

Install Flood Guard model 3FH 15322 backflow preventer in all floor drains in the basement.

20	0130060001	1.00	NO	5	Improvement	\$
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**Install Water Heater**

Install new 40 gallon energy-efficient unit to code.

- 1) Include new shut off valve.
- 2) Install using solid black gas line and dispose of old flex supply.(if gas unit)
- 3) Install copper drip line from the pop-off valve.
- 4) Install flu liner sized for the unit (PMI) (if a gas unit)
- 5) Install to include dielectric unions
- 6) Install on an approved water heater floor pan, if other than unfinished basement location.

21	0110070001	1.00	EA	1	Code violation	\$
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**Install/Replace Combination Smoke/Carbon Monoxide**

Install/replace combination smoke/carbon monoxide detector to code and per manufacturers recommendations. Kidde or approved equal.

22	0100010005	600.00	SF	5	Improvement	\$
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**Paint Floor & Steps**

Paint concrete floor and surrounding foundation wall as specified. Paint wood steps, using paint with **non-slip additive**.

Prime as required by manufacturer for finish coat.

Product: Sherwin-Williams Porch & Floor Enamel, Interior/Exterior Acrylic Satin, color LAZY GRAY (SW6254), or equal, applied according to manufacturer's installation instructions & recommendations.

**Total For Basement**

\$

**Main Structure | Single Family | Kitchen**

General

23	0010030002	12.00	LF	5	Improvement	\$
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**Install Base Cabinets**

**Main Structure | Single Family | Kitchen****General**

Provide and install new mid-grade cabinetry with solid wood face frames, drawer fronts, and doors. Cabinets are to be attached to studs and be level and plumb. Seal all holes and openings where pipes, wires and other materials may come through cabinet walls and/or floors.

-Install matching scribe moulding at vertical gaps between walls and cabinets.

-Install Matching toe kick and quarter round at horizontal gaps between floor and cabinets.

\*\*\*Provide minimum of three cabinet finishes for selection.\*\*\*

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24	0010030006	17.00	LF	5	Improvement	\$	
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**Install Wall Cabinets**

Provide and install new mid-grade cabinetry with solid wood face frames and doors. Cabinets are to be attached to studs and be level and plumb. Seal all holes and openings where pipes, wires and other materials may come through cabinet walls and/or floors.

-Install matching scribe moulding at vertical gaps between walls and cabinets.

\*\*\* Provide minimum of three cabinet finishes for selection \*\*\*

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25	0010030010	14.00	LF	5	Improvement	\$	
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**Install Countertop**

Install post-form counter top with matching or integral 4" back splash. Provide back splash/side splash on all intersecting walls. Screw counter top through cabinet braces and use manufacturer's hardware for mitred joints. Caulk joint where back splash meets wall with silicone caulk to match adjacent wall color (7008 Sherwin Williams Alabaster or equal). Caulk intersection of backsplash and countertop with clear silicone.

\*\*\* Provide a minimum of 4 finishes for selection \*\*\*

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26	0130040011	1.00	EA	5	Improvement	\$	
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**Install Kitchen Sink**

Install new stainless steel double bowl sink complete assembly. Include brass faucet assembly with sprayer, Glacier Bay Model # HD67099-1A01 (or equal), trap, shut off valves, basket, and caulk seal at countertop. Plumb appropriately so that the sink is in full working condition. Test for proper drainage and clean drains if needed.

DO NOT PROVIDE NON-METALLIC CONSTRUCTION FAUCETS.

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27	0090040001	24.00	SF	5	Improvement	\$	
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**Install Tile Back Splash**

Install standard brand mosaic natural stone tile, thin set in light colored mastic and grouted, behind kitchen counters, range & sink. Include trim to finish exposed edges.

\*\*\*Provide a minimum of 4 styles/colors, coordinated with surrounding finishes, to select from.\*\*\*

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28	0030010017	235.00	SF	5	Improvement	\$	
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**Install Vinyl Plank Flooring**

Remove existing floor covering. Scrape and clean surface smooth and install vinyl "Plank" flooring as per manufacturers instructions and recommendations. Include vinyl/rubber mouldings and threshold strips needed to cover all exposed flooring edges and to create smooth transitions. TrafficMaster Allure or approved equal. Use self leveling compound as needed to provide a completely level floor.

- Include breakfast area, transition area to Living Room, Bathroom Hallway and Closet.

**Main Structure | Single Family | Kitchen**

General

\*\*\* Provide a minimum of 4 styles for selection \*\*\*

29	0030020007	65.00	LF	5	Improvement	\$	
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**Replace Vinyl Cove Base**

Remove all base trim and replace with new materials.

\*\*\* Provide a minimum of 4 colors that coordinate with Vinyl Plank Flooring options. \*\*\*

30	0130040042	1.00	EA	5	Improvement	\$	
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**Install Dishwasher**

Remove and dispose of existing unit. Install new dishwasher. Include all wiring, equipment, and materials for complete installation to code.

\*\*\*Install the specified unit below (or approved equal) to match Color/Style of Refrigerator and Range appliances selected under this scope. Coordinate with LHSC before procuring an installing.\*\*\*

Product: Amana ADB1400AGS, ADB1400AGW, or ADB1400AGB

31	0110040010	1.00	NO	5	Improvement	\$	
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**Install Range Hood**

Install one of the specified range hoods below (or approved equal) as determined by Color/Style of range.

\*\*\*Range Hood Color/Style to match Range. Coordinate with LHSC before procuring and installing.\*\*\*

Product: NuTone RL6230WH, RL6230SS, or RL6230BL

32	0010090015	1.00	EA	5	Improvement	\$	
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**Install Keyed Lockset & Deadbolt**

Install key in knob type lockset and deadbolt, keyed to match existing, in door to Garage.

**Total For Kitchen**

\$

**Main Structure | Single Family | 1st Floor Bath**

General

33	0010090001	1.00	EA	5	Improvement	\$	
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**Replace Interior Door**Remove and dispose of existing door. Install flush 1-3/8" hollow core door complete with **lockable** privacy style handle and spring style doorstop. Door and hardware finish to match existing. Include replacement of any damaged trim. Trim to match existing.

34	0130040008	1.00	EA	5	Improvement	\$	
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**Replace Vanity w/Sink**

Remove existing sink, countertop, and vanity and replace with new. Use American Standard, Aqualyn (or approved equal) drop-in sink. Include new washerless faucet of brass construction, trap, stopper and plumb appropriately so that the sink is in full working condition. Repair wall to "paint ready" condition prior to installation of new material. Provide laminate countertop

**Main Structure | Single Family | 1st Floor Bath****General**

with integrated backsplash and added side splash. Provide vanity cabinet to match selected kitchen cabinetry. Provide matching kick plate and trim as needed. Caulk back splashes at wall intersection with silicone sealant to match Sherwin Williams SW7008 Alabaster. Caulk back splashes to sink surface with clear silicon.

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35	0010080011	1.00	EA	5	Improvement	\$	
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**Install New Wall Mirror**

Provide new wall mounted mirror. Vanity width x 36". Mount to wall using mirror brackets and construction adhesive or according to manufacturer's recommendations.

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36	0130050021	1.00	EA	5	Improvement	\$	
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**Replace Medicine Cabinet**

Replace medicine cabinet. Coordinate install with surrounding accessories for proper functionality.

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37	0030010017	30.00	SF	5	Improvement	\$	
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**Install Vinyl Plank Flooring**

Scrape and clean surface smooth and install vinyl "Plank" flooring as per manufacturers recommendations. Include vinyl/rubber mouldings and threshold strips needed to cover all exposed flooring edges and to create smooth transitions. TrafficMaster Allure or approved equal. Use self leveling compound as needed to provide a completely level floor. Flooring to match kitchen.

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38	0130040024	1.00	EA	5	Improvement	\$	
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**Replace Toilet**

Remove old toilet and replace with new to code. Use American Standard, Cadet, or approved equal, 1.28 GPF. Provide new shut off supply valve and escutcheon plate.

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39	0030020007	20.00	LF	5	Improvement	\$	
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**Replace Vinyl Cove Base**

Remove all existing base trim and replace with new material.

\*\*\* Provide a minimum of 4 colors that coordinate with Vinyl Plank Flooring options. \*\*\*

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<b>Total For 1st Floor Bath</b>						\$	
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**Main Structure | Single Family | Front Entry****Floor**

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40	0030010017	16.00	SF	5	Improvement	\$	
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**Install Vinyl Plank Flooring**

Remove existing floor covering. Scrape and clean surface smooth and install vinyl "Plank" flooring as per manufacturers requirements and recommendations. Include vinyl/rubber mouldings and threshold strips needed to cover all exposed flooring edges and to create smooth transitions. TrafficMaster Allure or approved equal. Use self leveling compound as needed to provide a completely level floor.

- Include installation in adjacent closet.
- Include replacement of any damaged wall base.

**Main Structure | Single Family | Front Entry**

## Floor

- Wall Base to match existing.
- Flooring to match kitchen.

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41	0010090001	1.00	EA	5	Improvement	\$	
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**Replace Interior Door**

Remove and dispose of existing door. Install flush 1-3/8" hollow core door complete with passage style handle and spring style doorstop. Door and hardware finish to match existing. Include replacement of any damaged trim. Trim to match existing.

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42	0000010001	1.00	SF	7	Healthy Homes	\$	
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**Remediate Mold in Closet**

Provide Remediation for all mold and restoration services for all damaged areas. Provide mold remediation as needed using a certified and accredited remediation contractor. Provide inspections as required for remediation by local authority. Provide documentation for finalization of any required remediation inspections. Once all mold remediation is certified and completed, remove and replace all damaged materials. All wood, drywall and other damaged building materials shall be removed and legally dispose of.

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**Total For Front Entry**

\$

**Main Structure | Single Family | Living Room**

## General

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43	0030010008	300.00	SF	5	Improvement	\$	
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**Replace Carpet**

Prepare surface and install new carpet with backing and cushioning as per manufacturer's recommendation. Include vinyl/rubber mouldings and threshold strips needed to cover all exposed flooring edges and to create smooth transitions. Use self leveling compound as needed to provide a completely level floor.

Include replacement of any damaged wall base. Wall Base to match existing.

Provide six carpet samples for selection at pre-construction meeting. One carpet type will be used throughout the entire home. Basis-of-Design Product: Shaw/Philadelphia, "This Is It" (52E51) cut pile, nylon, or approved equal.

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44	0110070001	1.00	EA	1	Code violation	\$	
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**Install/Replace Combination Smoke/Carbon Monoxide**

Install/replace combination smoke/carbon monoxide detector to code and per manufacturers recommendations. Kidde or approved equal.

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**Total For Living Room**

\$

**Main Structure | Single Family | Stairway to 2nd. Fl**

## General

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45	0030010008	70.00	SF	5	Improvement	\$	
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**Replace Carpet**

Prepare surface and install new carpet with backing and cushioning as per manufacturer's recommendation. Include vinyl/rubber mouldings and threshold strips needed to cover all exposed flooring edges and to create smooth transitions. Use self leveling compound as needed to provide a completely level floor.

Include replacement of any damaged wall base. Wall Base to match existing.



**Main Structure | Single Family | Stairway to 2nd. Fl**

General

Provide six carpet samples for selection at pre-construction meeting. One carpet type will be used throughout the entire home.  
Basis-of-Design Product: Shaw/Philadelphia, "This Is It" (52E51) cut pile, nylon, or approved equal.

46	0010040009	20.00	LF	5	Improvement	\$	
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**Repair Handrail**

Remove and Repaint Handrail and reinstall. Remove handrail from wall and remove hardware. Fill any damaged areas, sand and prepare for paint. Paint with semi gloss enamel paint matching wall paint. Use one coat primer and two finish coats. Re-attach hardware and remount in same location. Ensure proper anchoring to wall by mounting at wall stud locations. Fasten securely to wall studs.

Total For Stairway to 2nd. Fl						\$	
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**Main Structure | Single Family | 2nd Floor Hallway**

General

47	0030010008	85.00	SF	5	Improvement	\$	
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**Replace Carpet**

Prepare surface and install new carpet with backing and cushioning as per manufacturer's recommendation. Include vinyl/rubber mouldings and threshold strips needed to cover all exposed flooring edges and to create smooth transitions. Use self leveling compound as needed to provide a completely level floor.

Include replacement of any damaged wall base. Wall Base to match existing.

Provide six carpet samples for selection at pre-construction meeting. One carpet type will be used throughout the entire home.  
Basis-of-Design Product: Shaw/Philadelphia, "This Is It" (52E51) cut pile, nylon, or approved equal.

48	0110070001	1.00	EA	1	Code violation	\$	
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**Install/Replace Combination Smoke/Carbon Monoxide**

Install/replace combination smoke/carbon monoxide detector to code and per manufacturers recommendations. Kidde or approved equal.

Total For 2nd Floor Hallway						\$	
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**Main Structure | Single Family | 2nd Floor Bedroom - East**

General

49	0030010008	140.00	SF	5	Improvement	\$	
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**Replace Carpet**

Prepare surface and install new carpet with backing and cushioning as per manufacturer's recommendation. Include vinyl/rubber mouldings and threshold strips needed to cover all exposed flooring edges and to create smooth transitions. Use self leveling compound as needed to provide a completely level floor.

Include Closet.

Include replacement of any damaged wall base. Wall Base to match existing.

Provide six carpet samples for selection at pre-construction meeting. One carpet type will be used throughout the entire home.  
Basis-of-Design Product: Shaw/Philadelphia, "This Is It" (52E51) cut pile, nylon, or approved equal.

50	0010090001	1.00	EA	5	Improvement	\$	
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**Main Structure | Single Family | 2nd Floor Bedroom - East**

General

**Replace Interior Door**

Remove and dispose of existing door. Install flush 1-3/8" hollow core door complete with **lockable** privacy style handle and spring style doorstop. Door and hardware finish to match existing. Include replacement of any damaged trim. Trim to match existing.

al For 2nd Floor Bedroom - East

\$

**Main Structure | Single Family | 2nd Floor Bedroom - North**

General

51 0030010008 160.00 SF 1 Code violation

\$

**Replace Carpet**

Prepare surface and install new carpet with backing and cushioning as per manufacturer's recommendation. Include vinyl/rubber mouldings and threshold strips needed to cover all exposed flooring edges and to create smooth transitions. Use self leveling compound as needed to provide a completely level floor.

Include Closet.

Include replacement of any damaged wall base. Wall Base to match existing.

Provide six carpet samples for selection at pre-construction meeting. One carpet type will be used throughout the entire home. Basis-of-Design Product: Shaw/Philadelphia, "This Is It" (52E51) cut pile, nylon, or approved equal.

52 0010090001 1.00 EA 5 Improvement

\$

**Replace Interior Door**

Remove and dispose of existing door. Install flush 1-3/8" hollow core door complete with **lockable** privacy style handle and spring style doorstop. Door and hardware finish to match existing. Include replacement of any damaged trim. Trim to match existing.

53 0000010001 1.00 SF 7 Healthy Homes

\$

**Remediate Mold in Closet**

Provide Remediation for all mold and restoration services for all damaged areas. Provide mold remediation as needed using a certified and accredited remediation contractor. Provide inspections as required for remediation by local authority. Provide documentation for finalization of any required remediation inspections. Once all mold remediation is certified and completed, remove and replace all damaged materials. All wood, drywall and other damaged building materials shall be removed and legally dispose of.

I For 2nd Floor Bedroom - North

\$

**Main Structure | Single Family | 2nd Floor Bedroom - West**

General

54 0030010008 110.00 SF 5 Improvement

\$

**Replace Carpet**

Prepare surface and install new carpet with backing and cushioning as per manufacturer's recommendation. Include vinyl/rubber mouldings and threshold strips needed to cover all exposed flooring edges and to create smooth transitions. Use self leveling compound as needed to provide a completely level floor.

Include Closet.

Include replacement of any damaged wall base. Wall Base to match existing.

Provide six carpet samples for selection at pre-construction meeting. One carpet type will be used throughout the entire home.

**Main Structure | Single Family | 2nd Floor Bedroom - West**

## General

Basis-of-Design Product: Shaw/Philadelphia, "This Is It" (52E51) cut pile, nylon, or approved equal.

55	0010090001	1.00	EA	5	Improvement	\$	
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**Replace Interior Door**

Remove and dispose of existing door. Install flush 1-3/8" hollow core door complete with **lockable** privacy style handle and spring style doorstop. Door and hardware finish to match existing. Include replacement of any damaged trim. Trim to match existing.

**2nd Floor Bedroom - West**

\$

**Main Structure | Single Family | 2nd Floor Bedroom - South Master**

## General

56	0030010008	160.00	SF	1	Code violation	\$	
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**Replace Carpet**

Prepare surface and install new carpet with backing and cushioning as per manufacturer's recommendation. Include vinyl/rubber mouldings and threshold strips needed to cover all exposed flooring edges and to create smooth transitions. Use self leveling compound as needed to provide a completely level floor.

Include Closet.

Include replacement of any damaged wall base. Wall Base to match existing.

Provide six carpet samples for selection at pre-construction meeting. One carpet type will be used throughout the entire home.

Basis-of-Design Product: Shaw/Philadelphia, "This Is It" (52E51) cut pile, nylon, or approved equal.

57	0010090001	1.00	EA	5	Improvement	\$	
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**Replace Interior Door**

Remove and dispose of existing door. Install flush 1-3/8" hollow core door complete with **lockable** privacy style handle and spring style doorstop. Door and hardware finish to match existing. Include replacement of any damaged trim. Trim to match existing.

58	0010090001	2.00	EA	5	Improvement	\$	
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**Replace Interior Door - Closet**

Remove and dispose of existing door. Install flush 1-3/8" hollow core door complete with handles and spring style doorstops. Door and hardware finish to match existing. Include replacement of any damaged trim. Trim to match existing.

**2nd Floor Bedroom - South Master**

\$

**Main Structure | Single Family | 2nd Floor Bath**

## General

59	0010090001	1.00	EA	5	Improvement	\$	
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**Replace Interior Door**

Remove and dispose of existing door. Install flush 1-3/8" hollow core door complete with **lockable** privacy style handle and spring style doorstop. Door and hardware finish to match existing. Include replacement of any damaged trim. Trim to match existing.

**Main Structure | Single Family | 2nd Floor Bath**

## General

60	0130040014	1.00	EA	5	Improvement	\$	
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**Replace Fiberglass Tub/Shower Combination**

Remove and dispose of existing tub/shower unit and install new fiberglass tub/shower unit, scald-proof tub/shower valve system, waste/overflow kit and shower curtain rod. Include any necessary framing and drywall repair, caulking and **access panel** as needed. Install Aquatic A2 Composite Bath Tub and compatible tub surround system. Tub surround shall be a minimum of 60" from top of tub and cover all 3 sides and must prevent leaking and mildew growth at joints and seams. Ensure all plumbing and fixtures are in full working condition.

61	0130040007	1.00	EA	5	Improvement	\$	
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**Install Vanity w/Sink**

Remove existing sink, countertop, and vanity and replace with new. Use American Standard, Aqualyn (or approved equal) drop-in sink. Include new washerless faucet of brass construction, trap, stopper and plumb appropriately so that the sink is in full working condition. Repair wall to "paint ready" condition prior to installation of new material. Provide laminate countertop with integrated backsplash and added side splash. Provide vanity cabinet to match selected kitchen cabinetry. Provide matching kick plate and trim as needed. Caulk back splashes at wall intersection with silicone sealant to match Sherwin Williams SW7008 Alabaster. Caulk back splashes to sink surface with clear silicon.

62	0030010017	40.00	SF	5	Improvement	\$	
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**Install Vinyl Plank Flooring**

Scrape and clean surface smooth and install vinyl "Plank" flooring as per manufacturers recommendations. Include vinyl/rubber mouldings and threshold strips needed to cover all exposed flooring edges and to create smooth transitions. TrafficMaster Allure or approved equal. Use self leveling compound as needed to provide a completely level floor.

Flooring to match kitchen.

63	0030020006	20.00	LF	5	Improvement	\$	
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**Install Vinyl Cove Base**

Remove all existing base trim and replace with new material.

\*\*\* Provide a minimum of 4 colors that coordinate with Vinyl Plank Flooring options. \*\*\*

64	0130040024	1.00	EA	5	Improvement	\$	
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**Replace Toilet**

Remove old toilet and replace with new to code. Use American Standard, Cadet, or approved equal, 1.28 GPF. Provide new shut off supply valve and escutcheon plate.

65	0010080011	1.00	EA	5	Improvement	\$	
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**Install New Wall Mirror**

Provide new wall mounted mirror. Vanity width x 36". Mount to wall using mirror brackets and construction adhesive or according to manufacturer's recommendations.

66	0130050021	1.00	EA	5	Improvement	\$	
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**Replace Medicine Cabinet**

Replace medicine cabinet. Coordinate install with surrounding accessories for proper functionality.

Total For 2nd Floor Bath

\$

**Main Structure | Single Family | Garage**

General

67	0100010005	300.00	SF	5	Improvement	\$
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**Paint Floor & Steps**

Paint concrete floor, surrounding foundation wall, and wood steps, using paint with **non-slip additive**.

Prime as required by manufacturer for finish coat.

Product: Sherwin-Williams, ArmorSeal Tread-Plex, Interior/Exterior Acrylic Floor Coating, semi-gloss finish, color LAZY GRAY (SW6254), or equal, applied according to manufacturer's installation instructions & recommendations.

68	0100010018	960.00	SF	5	Improvement	\$
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**Prepare Walls and Paint Room Complete**

Prepare and patch walls, ceiling, doors and trim for painting. Paint (and prime if required) entire room to a uniform consistency with a minimum of one coat of quality paint in accordance with manufacturer's recommendations. Patch and smooth all damaged areas on walls. For larger areas, removed damaged or affected area and replace with new material of the same composition.

- Apply texturing where required to match existing: Clean and prepare walls accordingly and apply texture according to manufacturer's installation instructions.

- Paint color shall be Sherwin Williams SW7008 Alabaster, Satin (or equal).

Total For Garage

\$

**Main Structure | Single Family | House**

General

69	0060010012	1.00	LS	4	Energy conservat	\$
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**Insulate Attic**

Install additional blown in cellulose insulation in attic. Provide a minimum of 12 inches o f insulation over entire floor. Ensure all attic venting is not impeded and is functioning properly.

70	0100010018	1.00	LS	5	Improvement	\$
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**Prepare Walls and Paint Interior Complete**

Prepare and patch walls, ceiling, windows, doors and all trim for painting. Paint (and prime if required) entire room to a uniform consistency with a minimum of two coats of quality paint in accordance with manufacturer's recommendations. Patch and smooth all damaged areas on walls. For larger areas, removed damaged or affected area and replace with new material of the same composition.

- Apply texturing where required to match existing: Clean and prepare walls accordingly and apply texture according to manufacturer's installation instructions.

- Paint color shall be Sherwin Williams SW7008 Alabaster, Satin (or equal). Ceilings shall be painted flat white ceiling paint.

71	0110030013	1.00	LS	5	Improvement	\$
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**Repair House Wiring/Equipment**

Test all electrical circuits, outlets, switches and devices for functionality. Replace as needed. Replace any discolored or off color devices as needed. All outlets switches and cover plates shall be white. Install new cover plates on all switches and receptacles. Install new front Door Bell system. Replace exterior front porch and exterior front garage light with Hampton Bay Model WB0323 (or equal). Replace exterior back door wall light with Hampton Bay Model BPM1691-WHT (or equal).

Replace all interior ceiling lights with Hampton Bay Model FZP8012A/ORB (or equal). Replace Half bath vanity light with Hampton Bay Model EGM1392A-3/ORB (or equal). Replace full bath vanity light with Hampton Bay Model

EGM1393A-4/ORB (or equal). Replace all bath fans with Broan Model 671 and ensure proper air flow through exhaust line.

**Main Structure | Single Family | House****General**

Clean exhaust line as needed. Rewire all basement lights to be turned on at wall switch. Provide/Replace 60w equivalent soft white LED bulbs for all light fixtures and ensure bulbs are in all light sockets. Ensure all lighting, switches and receptacles are working properly and wired to code. Replace existing electrical panel.

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72	0110030001	1.00	EA	5	Improvement	\$	
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**Install New Electrical Circuit**

Install new electrical circuit complete with breaker at panel and lockable exterior rated disconnect at condensing unit location, to code. Coordinate circuit size, wire routing, and wire termination/disconnect location with HVAC Contractor.

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73	0120010001	1.00	EA	4	Energy conservat	\$	
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**Install 90% Efficiency Power Vented Furnace**

Remove and dispose of old unit and install a new, properly sized, Power Vented 90+% AFUE, ENERGY STAR rated furnace and digital thermostat, including any needed ductwork, wiring and/or disconnects, to code. Provide coordination and additional materials and components required for the addition of the air conditioning system.

- Replace any missing, deteriorated, or damaged registers and diffusers throughout the home with new to match existing.
- Inspect exposed ductwork and seal any joints or other leaks in supply or return ducts.
- Adjust air flow dampers and returns to ensure proper, and balanced air flow throughout all areas of the house.
- Include all tools, equipment, labor and coordination to provide a fully operational, code compliant system.

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74	0120050002	1.00	EA	5	Improvement	\$	
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**Install Central Air Conditioning System**

Provide new central air conditioning system sized and installed to code by a licensed HVAC contractor. Include all tools, wiring, equipment, materials, labor and coordination needed to provide a complete, code compliant, operational system. Include lockable steel security cage bolted to concrete pad foundation (included in site work) using tamperproof concrete anchors.

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75	0130020013	1.00	LS	7	Healthy Homes	\$	
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**Provide Sewer Cleanout**

Provide complete professional cleaning of main sewer line in home. Remove all roots and obstructions from sewer line to ensure free flow of sewage into city main sewage lines.

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76	0010080019	1.00	ALL	7	Healthy Homes	\$	
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**Clean House -**

Any debris caused by renovation work shall be cleaned and removed at the end of each work day. All work areas shall be left broom cleaned at the end of each work day. Perform final cleaning once all reconstruction work is complete.

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77	0000000001	1.00	NA	5	Improvement	\$	
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**Appliance Allowance****Provide Allowance of \$877.00 for Appliances.**

Provide an allowance of \$877.00 for purchase of standard Specified LHSC Refrigerator and Range.

- Refrigerator: GE Model GTE16DTHWW
- Range: Frigidaire model FFGF3012TW

**NOTE:** Allow for optional upgrade. Coordinate with LHSC and home buyer to purchase appliances of home buyer's choosing.

Main Structure | Single Family | House

General

Any added costs for purchasing and/or installing the appliances over the \$877.00 allowance will be paid by the home buyer to the contractor at time of purchase of appliances.

**NOTE:** Coordinate color/finish of specified Range Hood and Dishwasher included in base scope with home buyer's selection of refrigerator and range.

78	0000000002	1.00	ea	1	Code violation	\$	
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Performance

All work is to comply with current, applicable, Local and State Building codes and regulations, including IBC and OSHA. Performance Manual guidelines and or local building, electrical and plumbing codes with inspections and permits when applicable.

All products and devices shall be installed according to manufacturers recommendations, Unless Otherwise Noted.

All work to be done in a quality and workmanlike manner.

All work to include any items or components required for a complete and functional system. Incidental items not mentioned in the specifications or listed in REHABSPEC that can reasonably and legitimately be inferred to belong to the work described or be necessary, in good practice to provide a complete system shall be furnished and installed as though called out in every detail.

79	0000000000	1.00	ALL	1	Code violation	\$	
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Permits and Fees

Contractor to provide all permits and fees required to complete the job to local codes and regulations, including IBC, OSHA, and County Codes. Base this pricing only on permits you are obtaining. If no permits are needed this item is -0-.

**NOTE: Permits must be obtained prior to the start of work for that particular trade per the Toledo Municipal Code. Final inspections must be documented before payment can be approved.**

80	0000000000	1.00	ALL	1	Code violation	\$	
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Utility Management

Provide Utility Management: Turn on/off power/water/gas as needed in the construction process. All utilities shall be managed and paid by the contractor during the construction process. Coordinate utility turnover with LHSC at completion of construction.

Total For House \$

Job Total \$

**Lucas Housing Services Corporation**  
**546 Vance**

**STARTING/COMPLETION INFORMATION**

(mandatory form to be completed and returned)

JOB NAME/CONTRACTOR NAME: \_\_\_\_\_ / \_\_\_\_\_

ESTIMATED STARTING DATE: \_\_\_\_\_

ESTIMATED COMPLETION DATE: \_\_\_\_\_

TOTAL CALENDAR DAYS: \_\_\_\_\_





Lucas Housing Services Corp.  
201 Belmont Ave.  
Toledo, OH 43604  
419-259-9465  
Procurement@lucasmha.org

## CONTRACTOR /VENDOR REGISTRATION FORM Vendor Profile Application Form

**Thank you for your interest in doing business with the Lucas Housing Services Corporation. Please complete the registration form in its entirety and attach the following:**

- ☐ Most recent W-9 form
- ☐ A valid Certificate of Insurance with a General Liability amount of a minimum of \$1 million (when issued work)
- ☐ A valid Ohio Bureau of Worker's compensation Coverage Certificate (BWC) if applicable (when issued work)

<b>Registration Type</b> <input type="checkbox"/> Initial <input type="checkbox"/> Name/Address Change	
Company Name:	
Company Address:	
Mailing Address if different than above:	
Telephone Number including area code:	Fax Number including area code:
Email Address:	Email Address for Purchase Orders:
Type of Firm: <input type="checkbox"/> Service <input type="checkbox"/> Construction <input type="checkbox"/> Distributor <input type="checkbox"/> Other _____	
<b>Organizational Information:</b>	
Type of Ownership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	Tax Identification Number:  1099 Required: Y/N?
President/Owner/Partner:	Telephone Number & Email Address:

Bidding/Quote Contact (Name & Title):	Telephone Number & Email Address:
<b>Primary Goods &amp; Services provided:</b>	
<b>Are you licensed in the City of Toledo? What kind of license? Please provide a copy.</b>	
<b>Do you use subcontractors?</b> <b>If so, when?</b>	
<b>Additional Information:</b>	
Minority/Women/Disadvantaged Business Enterprise /EDGE Status  <input type="checkbox"/> NA <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DBE <input type="checkbox"/> EDGE  Please attach your firm's most recent certification letter(s).  If MBE, what type (African American/Black, Hispanic, Asian, Native American ):	

NON-COLLUSIVE

**AFFIDAVIT**

State of \_\_\_\_\_ )

County of \_\_\_\_\_)

\_\_\_\_\_, being  
first duly sworn, deposes and says:

That he/she is the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder 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 affiant, or of that of any other bidder, or to secure any advantage against the Lucas Housing Services Corporation or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_.

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

My Commission expires\_\_\_\_\_.

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

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

[illegible]

**LUCAS HOUSING SERVICES CORPORATION**

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I attest that the above information is true and correct.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

(STATE OF OHIO

\_\_\_\_\_  
COUNTY)

I, the undersigned authority, A Notary Public in and for said County in said State, hereby certify that,  
\_\_\_\_\_, whose name as \_\_\_\_\_ of \_\_\_\_\_ is  
signed to the foregoing conveyance and who is known to me, acknowledged before me on this day, that being informed of the  
contents of the foregoing conveyance, he/she in his/her capacity as \_\_\_\_\_, and with  
full authority, executed the same voluntarily for and as the act of said Business entity.

Given under my hand and official seal, this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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

My commission Expires

\_\_\_\_\_

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

**Representations, Certifications,  
and Other Statements of Bidders**  
**Public and Indian Housing Programs**

# Representations, Certifications, and Other Statements of Bidders

## Public and Indian Housing Programs

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### 1. Certificate of Independent Price Determination

#### (a) The bidder certifies that--

(1) The prices in this bid have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to (i) those prices, (ii) the intention to submit a bid, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid have not been and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a competitive proposal solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit a bid for the purpose of restricting competition.

(b) Each signature on the bid is considered to be a certification by the signatory that the signatory--

(1) Is the person in the bidder's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

[insert full name of person(s) in the bidder's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder deletes or modifies subparagraph (a)2 above, the bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

[ ] [Contracting Officer check if following paragraph is applicable]

(d) Non-collusive affidavit. (applicable to contracts for construction and equipment exceeding \$50,000)

(1) Each bidder shall execute, in the form provided by the PHA/IHA, an affidavit to the effect that he/she has not colluded with any other person, firm or corporation in regard to any bid submitted in response to this solicitation. If the successful bidder did not submit the affidavit with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the affidavit by that date may render the bid nonresponsive. No contract award will be made without a properly executed affidavit.

(2) A fully executed "Non-collusive Affidavit" [ ] is, [ ] is not included with the bid.

### 2. Contingent Fee Representation and Agreement

#### (a) Definitions. As used in this provision:

"Bona fide employee" means a person, employed by a bidder and subject to the bidder's supervision and control as to time, place, and manner of performance, who neither exerts, nor proposes to exert improper influence to solicit or obtain contracts nor holds out as being able to obtain any contract(s) through improper influence.

"Improper influence" means any influence that induces or tends to induce a PHA/IHA employee or officer to give consideration or to act regarding a PHA/IHA contract on any basis other than the merits of the matter.

(b) The bidder represents and certifies as part of its bid that, except for full-time bona fide employees working solely for the bidder, the bidder:

(1) [ ] has, [ ] has not employed or retained any person or company to solicit or obtain this contract; and

(2) [ ] has, [ ] has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(c) If the answer to either (a)(1) or (a)(2) above is affirmative, the bidder shall make an immediate and full written disclosure to the PHA/IHA Contracting Officer.

(d) Any misrepresentation by the bidder shall give the PHA/IHA the right to (1) terminate the contract; (2) at its discretion, deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

### 3. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (applicable to contracts exceeding \$100,000)

(a) The definitions and prohibitions contained in Section 1352 of title 31, United States Code, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The bidder, by signing its bid, hereby certifies to the best of his or her knowledge and belief as of December 23, 1989 that:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of a contract resulting from this solicitation;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the bidder shall complete and submit, with its bid, OMB standard form LLL, "Disclosure of Lobbying Activities;" and

(3) He or she will include the language of this certification in all subcontracts at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(d) Indian tribes (except those chartered by States) and Indian organizations as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B) are exempt from the requirements of this provision.

#### 4. Organizational Conflicts of Interest Certification

The bidder certifies that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed under this proposed contract and the bidder's organizational, financial, contractual, or other interests may, without some restriction on future activities:

(a) Result in an unfair competitive advantage to the bidder; or,  
(b) Impair the bidder's objectivity in performing the contract work.  
[ ] In the absence of any actual or apparent conflict, I hereby certify that to the best of my knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement.

#### 5. Bidder's Certification of Eligibility

(a) By the submission of this bid, the bidder certifies that to the best of its knowledge and belief, neither it, nor any person or firm which has an interest in the bidder's firm, nor any of the bidder's subcontractors, is ineligible to:

(1) Be awarded contracts by any agency of the United States Government, HUD, or the State in which this contract is to be performed; or,

(2) Participate in HUD programs pursuant to 24 CFR Part 24.

(b) The certification in paragraph (a) above is a material representation of fact upon which reliance was placed when making award. If it is later determined that the bidder knowingly rendered an erroneous certification, the contract may be terminated for default, and the bidder may be debarred or suspended from participation in HUD programs and other Federal contract programs.

#### 6. Minimum Bid Acceptance Period

(a) "Acceptance period," as used in this provision, means the number of calendar days available to the PHA/IHA for awarding a contract from the date specified in this solicitation for receipt of bids.

(b) This provision supersedes any language pertaining to the acceptance period that may appear elsewhere in this solicitation.

(c) The PHA/IHA requires a minimum acceptance period of [Contracting Officer insert time period] calendar days.

(d) In the space provided immediately below, bidders may specify a longer acceptance period than the PHA's/IHA's minimum requirement. The bidder allows the following acceptance period: calendar days.

(e) A bid allowing less than the PHA's/IHA's minimum acceptance period will be rejected.

(f) The bidder agrees to execute all that it has undertaken to do, in compliance with its bid, if that bid is accepted in writing within (1) the acceptance period stated in paragraph (c) above or (2) any longer acceptance period stated in paragraph (d) above.

#### 7. Small, Minority, Women-Owned Business Concern Representation

The bidder represents and certifies as part of its bid/ offer that it --

(a) [ ] is, [ ] is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) [ ] is, [ ] is not a women-owned business enterprise. "Women-owned business enterprise," as used in this provision, means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) [ ] is, [ ] is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least 51 percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

(Check the block applicable to you)

[ ] Black Americans	[ ] Asian Pacific Americans
[ ] Hispanic Americans	[ ] Asian Indian Americans
[ ] Native Americans	[ ] Hasidic Jewish Americans

#### 8. Indian-Owned Economic Enterprise and Indian Organization Representation (applicable only if this solicitation is for a contract to be performed on a project for an Indian Housing Authority)

The bidder represents and certifies that it:

(a) [ ] is, [ ] is not an Indian-owned economic enterprise. "Economic enterprise," as used in this provision, means any commercial, industrial, or business activity established or organized for the purpose of profit, which is at least 51 percent Indian owned. "Indian," as used in this provision, means any person who is a member of any tribe, band, group, pueblo, or community which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs and any "Native" as defined in the Alaska Native Claims Settlement Act.

(b) [ ] is, [ ] is not an Indian organization. "Indian organization," as used in this provision, means the governing body of any Indian tribe or entity established or recognized by such governing body. Indian "tribe" means any Indian tribe, band, group, pueblo, or



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

**9. Certification of Eligibility Under the Davis-Bacon Act** (applicable to construction contracts exceeding \$2,000)

(a) By the submission of this bid, the bidder certifies that neither it nor any person or firm who has an interest in the bidder's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(b) No part of the contract resulting from this solicitation shall be subcontracted to any person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(c) The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.

**10. Certification of Nonsegregated Facilities** (applicable to contracts exceeding \$10,000)

(a) The bidder's attention is called to the clause entitled **Equal Employment Opportunity** of the General Conditions of the Contract for Construction.

(b) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(c) By the submission of this bid, the bidder certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Employment Opportunity clause in the contract.

(d) The bidder further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) prior to entering into subcontracts which exceed \$10,000 and are not exempt from the requirements of the Equal Employment Opportunity clause, it will:

(1) Obtain identical certifications from the proposed subcontractors;

(2) Retain the certifications in its files; and

(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

**Notice to Prospective Subcontractors of Requirement for Certifications of Nonsegregated Facilities**

A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Employment Opportunity clause of the prime contract. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

**Note:** The penalty for making false statements in bids is prescribed in 18 U.S.C. 1001.

**11. Clean Air and Water Certification** (applicable to contracts exceeding \$100,000)

The bidder certifies that:

(a) Any facility to be used in the performance of this contract [ ] is, [ ] is not listed on the Environmental Protection Agency List of Violating Facilities:

(b) The bidder will immediately notify the PHA/IHA Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the bidder proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and,

(c) The bidder will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

**12. Previous Participation Certificate** (applicable to construction and equipment contracts exceeding \$50,000)

(a) The bidder shall complete and submit with his/her bid the Form HUD-2530, "Previous Participation Certificate." If the successful bidder does not submit the certificate with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the certificate by that date may render the bid nonresponsive. No contract award will be made without a properly executed certificate.

(b) A fully executed "Previous Participation Certificate" [ ] is, [ ] is not included with the bid.

**13. Bidder's Signature**

The bidder hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Company Address)

**Lucas Housing Services  
Corporation**

**SUBCONTRACTOR LIST**

PROJECT NAME \_\_\_\_\_ DATE \_\_\_\_\_

PRIME CONTRACTOR \_\_\_\_\_

SUBCONTRACTOR	ADDRESS	PHONE	TRADE	MINORITY	CONTRACT AMOUNT

\*DESIGNATE MINORITY GROUP HERE: BLACK, HISPANIC, ASIAN, AMERICAN INDIAN, WOMEN-OWNED. THE GOAL OF LHSC FOR MINORITY PARTICIPATION IS 35%

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

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

# Instructions to Bidders for Contracts

## Public and Indian Housing Programs

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### 1. Bid Preparation and Submission

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

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

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

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

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

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

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

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

### 2. Explanations and Interpretations to Prospective Bidders

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

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

### 3. Amendments to Invitations for Bids

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

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

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

### 4. Responsibility of Prospective Contractor

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

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

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

## 5. Late Submissions, Modifications, and Withdrawal of Bids

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

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

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

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

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

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

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

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

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

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

## 6. Bid Opening

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

## 7. Service of Protest

(a) Definitions. As used in this provision:

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

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

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

Anthony Ross

Manager of Modernization

201 Belmont

Toledo, OH 43604

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

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

## 8. Contract Award

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

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

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

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

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

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

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

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

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

**10. Assurance of Completion**

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

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

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

[ ] (3) a 20 percent cash escrow;

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

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

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

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

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

**11. Preconstruction Conference** (applicable to construction contracts)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Supplementary Instructions to Bidders**

The following supplements *HUD 5369 Instructions to Bidders*. Where a portion of the Instructions to Bidders is clarified or modified or deleted by these supplementary instructions the unaltered portions of the Instructions to Bidders shall remain in effect as though set forth in full.

### **General**

Bidders shall insert *Lucas Housing Services Corporation* at all references to Public Housing Agency/ Indian Housing Authority (PHA/IHA).

### **1. Bid Preparation & Submission**

Sealed Bids to be received on time at 435 Nebraska Ave shall be required. Bids are not required to be submitted electronically and may not be received by fax or email to the Project Representative.

### **5. Late Submissions, Modifications and Withdrawal of Bids**

Bidder shall delete this requirement excepting clauses f & g.

### **6. Bid Opening**

A public bid opening shall be held for this procurement on June 5, 2019 at 3:00 pm ET.

### **9 Bid Guarantee**

This section does not apply to this project.

### **10. Assurance of Completion**

This section does not apply to this project.

### **12. Indian Preference Requirements**

This section does not apply to this project.



# General Conditions for Construction Contracts - Public Housing Programs

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0157 (exp. 3/31/2020)

**Applicability. This form is applicable to any construction/development contract greater than \$150,000.**

This form includes those clauses required by OMB's common rule on grantee procurement, implemented at HUD in 2 CFR 200, and those requirements set forth in Section 3 of the Housing and Urban Development Act of 1968 and its amendment by the Housing and Community Development Act of 1992, implemented by HUD at 24 CFR Part 135. The form is required for construction contracts awarded by Public Housing Agencies (PHAs).

The form is used by Housing Authorities in solicitations to provide necessary contract clauses. If the form were not used, HAs would be unable to enforce their contracts.

Public reporting burden for this collection of information is estimated to average 1.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Responses to the collection of information are required to obtain a benefit or to retain a benefit.

The information requested does not lend itself to confidentiality.

HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB number.

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## 1. Definitions

- (a) "Architect" means the person or other entity engaged by the PHA to perform architectural, engineering, design, and other services related to the work as provided for in the contract. When a PHA uses an engineer to act in this capacity, the terms "architect" and "engineer" shall be synonymous. The Architect shall serve as a technical representative of the Contracting Officer. The Architect's authority is as set forth elsewhere in this contract.
- (b) "Contract" means the contract entered into between the PHA and the Contractor. It includes the forms of Bid, the Bid Bond, the Performance and Payment Bond or Bonds or other assurance of completion, the Certifications, Representations, and Other Statements of Bidders (form HUD-5370), these General Conditions of the Contract for Construction (form HUD-5370), the applicable wage rate determinations from the U.S. Department of Labor, any special conditions included elsewhere in the contract, the specifications, and drawings. It includes all formal changes to any of those documents by addendum, change order, or other modification.
- (c) "Contracting Officer" means the person delegated the authority by the PHA to enter into, administer, and/or terminate this contract and designated as such in writing to the Contractor. The term includes any successor Contracting Officer and any duly authorized representative of the Contracting Officer also designated in writing. The Contracting Officer shall be deemed the authorized agent of the PHA in all dealings with the Contractor.
- (d) "Contractor" means the person or other entity entering into the contract with the PHA to perform all of the work required under the contract.
- (e) "Drawings" means the drawings enumerated in the schedule of drawings contained in the Specifications and as described in the contract clause entitled Specifications and Drawings for Construction herein.
- (f) "HUD" means the United States of America acting through the Department of Housing and Urban Development including the Secretary, or any other person designated to act on its behalf. HUD has agreed, subject to the provisions of an Annual Contributions Contract (ACC), to provide financial assistance to the PHA, which includes assistance in financing the work to be performed under this contract. As defined elsewhere in these General Conditions or the contract documents, the determination of HUD may be required to authorize changes in the work or for release of funds to the PHA for payment to the Contractor. Notwithstanding HUD's role, nothing in this contract shall be construed to create any contractual relationship between the Contractor and HUD.
- (g) "Project" means the entire project, whether construction or rehabilitation, the work for which is provided for in whole or in part under this contract.
- (h) "PHA" means the Public Housing Agency organized under applicable state laws which is a party to this contract.
- (i) "Specifications" means the written description of the technical requirements for construction and includes the criteria and tests for determining whether the requirements are met.
- (l) "Work" means materials, workmanship, and manufacture and fabrication of components.
- (a) The Contractor shall furnish all necessary labor, materials, tools, equipment, and transportation necessary for performance of the work. The Contractor shall also furnish all necessary water, heat, light, and power not made available to the Contractor by the PHA pursuant to the clause entitled Availability and Use of Utility Services herein.
- (b) The Contractor shall perform on the site, and with its own organization, work equivalent to at least [ ] (12 percent unless otherwise indicated) of the total amount of work to be performed under the order. This percentage may be reduced by a supplemental agreement to this order if, during performing the work, the Contractor requests a reduction and the Contracting Officer determines that the reduction would be to the advantage of the PHA.
- (c) At all times during performance of this contract and until the work is completed and accepted, the Contractor shall directly superintend the work or assign and have on the work site a competent superintendent who is satisfactory to the Contracting Officer and has authority to act for the Contractor.
- (d) The Contractor shall be responsible for all damages to persons or property that occur as a result of the Contractor's fault or negligence, and shall take proper safety and health precautions to protect the work, the workers, the public, and the property of others. The Contractor shall hold and save the PHA, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance. The Contractor shall also be responsible for all materials delivered and work performed until completion and acceptance of the entire work, except for any completed unit of work which may have been accepted under the contract.
- (e) The Contractor shall lay out the work from base lines and bench marks indicated on the drawings and be responsible for all lines, levels, and measurements of all work executed under the contract. The Contractor shall verify the figures before laying out the work and will be held responsible for any error resulting from its failure to do so.
- (f) The Contractor shall confine all operations (including storage of materials) on PHA premises to areas authorized or approved by the Contracting Officer.
- (g) The Contractor shall at all times keep the work area, including storage areas, free from accumulations of waste materials. After completing the work and before final inspection, the Contractor shall (1) remove from the premises all scaffolding, equipment, tools, and materials (including rejected materials) that are not the property of the PHA and all rubbish caused by its work; (2) leave the work area in a clean, neat, and orderly condition satisfactory to the Contracting Officer; (3) perform all specified tests; and, (4) deliver the installation in complete and operating condition.
- (h) The Contractor's responsibility will terminate when all work has been completed, the final inspection made, and the work accepted by the Contracting Officer. The Contractor will then be released from further obligation except as required by the warranties specified elsewhere in the contract.

## 3. Architect's Duties, Responsibilities, and Authority

- (a) The Architect for this contract, and any successor, shall be designated in writing by the Contracting Officer.

## 2. Contractor's Responsibility for Work

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- (b) The Architect shall serve as the Contracting Officer's technical representative with respect to architectural, engineering, and design matters related to the work performed under the contract. The Architect may provide direction on contract performance. Such direction shall be within the scope of the contract and may not be of a nature which: (1) institutes additional work outside the scope of the contract; (2) constitutes a change as defined in the Changes clause herein; (3) causes an increase or decrease in the cost of the contract; (4) alters the Construction Progress Schedule; or (5) changes any of the other express terms or conditions of the contract.
- (c) The Architect's duties and responsibilities may include but shall not be limited to:
- (1) Making periodic visits to the work site, and on the basis of his/her on-site inspections, issuing written reports to the PHA which shall include all observed deficiencies. The Architect shall file a copy of the report with the Contractor's designated representative at the site;
  - (2) Making modifications in drawings and technical specifications and assisting the Contracting Officer in the preparation of change orders and other contract modifications for issuance by the Contracting Officer;
  - (3) Reviewing and making recommendations with respect to - (i) the Contractor's construction progress schedules; (ii) the Contractor's shop and detailed drawings; (iii) the machinery, mechanical and other equipment and materials or other articles proposed for use by the Contractor; and, (iv) the Contractor's price breakdown and progress payment estimates; and,
  - (4) Assisting in inspections, signing Certificates of Completion, and making recommendations with respect to acceptance of work completed under the contract.

#### **4. Other Contracts**

The PHA may undertake or award other contracts for additional work at or near the site of the work under this contract. The Contractor shall fully cooperate with the other contractors and with PHA employees and shall carefully adapt scheduling and performing the work under this contract to accommodate the additional work, heeding any direction that may be provided by the Contracting Officer. The Contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or by PHA employees

#### **Construction Requirements**

##### **5. Pre-construction Conference and Notice to Proceed**

- (a) Within ten calendar days of contract execution, and prior to the commencement of work, the Contractor shall attend a preconstruction conference with representatives of the PHA, its Architect, and other interested parties convened by the PHA. The conference will serve to acquaint the participants with the general plan of the construction operation and all other requirements of the contract. The PHA will provide the Contractor with the date, time, and place of the conference.
- (b) The contractor shall begin work upon receipt of a written Notice to Proceed from the Contracting Officer or designee. The Contractor shall not begin work prior to receiving such notice.

##### **6. Construction Progress Schedule**

- (a) The Contractor shall, within five days after the work commences on the contract or another period of time determined by the Contracting Officer, prepare and submit to the Contracting Officer for approval three copies of a practicable schedule showing the order in which the Contractor proposes to perform the work, and the dates on which the Contractor contemplates starting and completing the several salient features of the work (including acquiring labor, materials, and equipment). The schedule shall be in the form of a progress chart of suitable scale to indicate appropriately the percentage of work scheduled for completion by any given date during the period. If the Contractor fails to submit a schedule within the time prescribed, the Contracting Officer may withhold approval of progress payments or take other remedies under the contract until the Contractor submits the required schedule.
- (b) The Contractor shall enter the actual progress on the chart as required by the Contracting Officer, and immediately deliver three copies of the annotated schedule to the Contracting Officer. If the Contracting Officer determines, upon the basis of inspection conducted pursuant to the clause entitled Inspection and Acceptance of Construction, herein that the Contractor is not meeting the approved schedule, the Contractor shall take steps necessary to improve its progress, including those that may be required by the Contracting Officer, without additional cost to the PHA. In this circumstance, the Contracting Officer may require the Contractor to increase the number of shifts, overtime operations, days of work, and/or the amount of construction plant, and to submit for approval any supplementary schedule or schedules in chart form as the Contracting Officer deems necessary to demonstrate how the approved rate of progress will be regained.
- (c) Failure of the Contractor to comply with the requirements of the Contracting Officer under this clause shall be grounds for a determination by the Contracting Officer that the Contractor is not prosecuting the work with sufficient diligence to ensure completion within the time specified in the Contract. Upon making this determination, the Contracting Officer may terminate the Contractor's right to proceed with the work, or any separable part of it, in accordance with the Default clause of this contract.

##### **7. Site Investigation and Conditions Affecting the Work**

- (a) The Contractor acknowledges that it has taken steps reasonably necessary to ascertain the nature and location of the work, and that it has investigated and satisfied itself as to the general and local conditions which can affect the work or its cost, including but not limited to, (1) conditions bearing upon transportation, disposal, handling, and storage of materials; (2) the availability of labor, water, electric power, and roads; (3) uncertainties of weather, river stages, tides, or similar physical conditions at the site; (4) the conformation and conditions of the ground; and (5) the character of equipment and facilities needed preliminary to and during work performance. The Contractor also acknowledges that it has satisfied itself as to the character, quality, and quantity of surface and subsurface materials or obstacles to be encountered insofar as this information is

reasonably ascertainable from an inspection of the site, including all exploratory work done by the PHA, as well as from the drawings and specifications made a part of this contract. Any failure of the Contractor to take the actions described and acknowledged in this paragraph will not relieve the Contractor from responsibility for estimating properly the difficulty and cost of successfully performing the work, or for proceeding to successfully perform the work without additional expense to the PHA.

- (b) The PHA assumes no responsibility for any conclusions or interpretations made by the Contractor based on the information made available by the PHA. Nor does the PHA assume responsibility for any understanding reached or representation made concerning conditions which can affect the work by any of its officers or agents before the execution of this contract, unless that understanding or representation is expressly stated in this contract.

## 8. Differing Site Conditions

- (a) The Contractor shall promptly, and before the conditions are disturbed, give a written notice to the Contracting Officer of (1) subsurface or latent physical conditions at the site which differ materially from those indicated in this contract, or (2) unknown physical conditions at the site(s), of an unusual nature, which differ materially from those ordinarily encountered and generally recognized as inhering in work of the character provided for in the contract.
- (b) The Contracting Officer shall investigate the site conditions promptly after receiving the notice. Work shall not proceed at the affected site, except at the Contractor's risk, until the Contracting Officer has provided written instructions to the Contractor. If the conditions do materially so differ and cause an increase or decrease in the Contractor's cost of, or the time required for, performing any part of the work under this contract, whether or not changed as a result of the conditions, the Contractor shall file a claim in writing to the PHA within ten days after receipt of such instructions and, in any event, before proceeding with the work. An equitable adjustment in the contract price, the delivery schedule, or both shall be made under this clause and the contract modified in writing accordingly.
- (c) No request by the Contractor for an equitable adjustment to the contract under this clause shall be allowed, unless the Contractor has given the written notice required; provided, that the time prescribed in (a) above for giving written notice may be extended by the Contracting Officer.
- (d) No request by the Contractor for an equitable adjustment to the contract for differing site conditions shall be allowed if made after final payment under this contract.

## 9. Specifications and Drawings for Construction

- (a) The Contractor shall keep on the work site a copy of the drawings and specifications and shall at all times give the Contracting Officer access thereto. Anything mentioned in the specifications and not shown on the drawings, or shown on the drawings and not mentioned in the specifications, shall be of like effect as if shown or mentioned in both. In case of difference between drawings and specifications, the specifications shall govern. In case of discrepancy in the figures, in the drawings, or in the specifications, the matter shall be

promptly submitted to the Contracting Officer, who shall promptly make a determination in writing. Any adjustment by the Contractor without such a determination shall be at its own risk and expense. The Contracting Officer shall furnish from time to time such detailed drawings and other information as considered necessary, unless otherwise provided.

- (b) Wherever in the specifications or upon the drawings the words "directed", "required", "ordered", "designated", "prescribed", or words of like import are used, it shall be understood that the "direction", "requirement", "order", "designation", or "prescription", of the Contracting Officer is intended and similarly the words "approved", "acceptable", "satisfactory", or words of like import shall mean "approved by", or "acceptable to", or "satisfactory to" the Contracting Officer, unless otherwise expressly stated.
- (c) Where "as shown" "as indicated", "as detailed", or of similar import are used, it shall be understood that the reference is made to the drawings accompanying this contract unless stated otherwise. The word "provided" as used herein shall be understood to mean "provide complete in place" that is "furnished and installed".
- (d) "Shop drawings" means drawings, submitted to the PHA by the Contractor, subcontractor, or any lower tier subcontractor, showing in detail (1) the proposed fabrication and assembly of structural elements and (2) the installation (i.e., form, fit, and attachment details) of materials of equipment. It includes drawings, diagrams, layouts, schematics, descriptive literature, illustrations, schedules, performance and test data, and similar materials furnished by the Contractor to explain in detail specific portions of the work required by the contract. The PHA may duplicate, use, and disclose in any manner and for any purpose shop drawings delivered under this contract.
- (e) If this contract requires shop drawings, the Contractor shall coordinate all such drawings, and review them for accuracy, completeness, and compliance with other contract requirements and shall indicate its approval thereon as evidence of such coordination and review. Shop drawings submitted to the Contracting Officer without evidence of the Contractor's approval may be returned for resubmission. The Contracting Officer will indicate an approval or disapproval of the shop drawings and if not approved as submitted shall indicate the PHA's reasons therefore. Any work done before such approval shall be at the Contractor's risk. Approval by the Contracting Officer shall not relieve the Contractor from responsibility for any errors or omissions in such drawings, nor from responsibility for complying with the requirements of this contract, except with respect to variations described and approved in accordance with (f) below.
- (f) If shop drawings show variations from the contract requirements, the Contractor shall describe such variations in writing, separate from the drawings, at the time of submission. If the Architect approves any such variation and the Contracting Officer concurs, the Contracting Officer shall issue an appropriate modification to the contract, except that, if the variation is minor or does not involve a change in price or in time of performance, a modification need not be issued.
- (g) It shall be the responsibility of the Contractor to make timely requests of the PHA for such large scale and full size drawings, color schemes, and other additional information, not already in his possession, which shall be

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required in the planning and production of the work. Such requests may be submitted as the need arises, but each such request shall be filed in ample time to permit appropriate action to be taken by all parties involved so as to avoid delay.

- (h) The Contractor shall submit to the Contracting Officer for approval four copies (unless otherwise indicated) of all shop drawings as called for under the various headings of these specifications. Three sets (unless otherwise indicated) of all shop drawings, will be retained by the PHA and one set will be returned to the Contractor. As required by the Contracting Officer, the Contractor, upon completing the work under this contract, shall furnish a complete set of all shop drawings as finally approved. These drawings shall show all changes and revisions made up to the time the work is completed and accepted.
- (i) This clause shall be included in all subcontracts at any tier. It shall be the responsibility of the Contractor to ensure that all shop drawings prepared by subcontractors are submitted to the Contracting Officer.

#### 10. As-Built Drawings

- (a) "As-built drawings," as used in this clause, means drawings submitted by the Contractor or subcontractor at any tier to show the construction of a particular structure or work as actually completed under the contract. "As-built drawings" shall be synonymous with "Record drawings."
- (b) As required by the Contracting Officer, the Contractor shall provide the Contracting Officer accurate information to be used in the preparation of permanent as-built drawings. For this purpose, the Contractor shall record on one set of contract drawings all changes from the installations originally indicated, and record final locations of underground lines by depth from finish grade and by accurate horizontal offset distances to permanent surface improvements such as buildings, curbs, or edges of walks.
- (c) This clause shall be included in all subcontracts at any tier. It shall be the responsibility of the Contractor to ensure that all as-built drawings prepared by subcontractors are submitted to the Contracting Officer.

#### 11. Material and Workmanship

- (a) All equipment, material, and articles furnished under this contract shall be new and of the most suitable grade for the purpose intended, unless otherwise specifically provided in this contract. References in the contract to equipment, material, articles, or patented processes by trade name, make, or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. The Contractor may, at its option, use any equipment, material, article, or process that, in the judgment of, and as approved by the Contracting Officer, is equal to that named in the specifications, unless otherwise specifically provided in this contract.
- (b) Approval of equipment and materials.
  - (1) The Contractor shall obtain the Contracting Officer's approval of the machinery and mechanical and other equipment to be incorporated into the work. When requesting approval, the Contractor shall furnish to the Contracting Officer the name of the manufacturer, the model number, and other information concerning the performance, capacity, nature, and rating of the

machinery and mechanical and other equipment. When required by this contract or by the Contracting Officer, the Contractor shall also obtain the Contracting Officer's approval of the material or articles which the Contractor contemplates incorporating into the work. When requesting approval, the Contractor shall provide full information concerning the material or articles. Machinery, equipment, material, and articles that do not have the required approval shall be installed or used at the risk of subsequent rejection.

- (2) When required by the specifications or the Contracting Officer, the Contractor shall submit appropriately marked samples (and certificates related to them) for approval at the Contractor's expense, with all shipping charges prepaid. The Contractor shall label, or otherwise properly mark on the container, the material or product represented, its place of origin, the name of the producer, the Contractor's name, and the identification of the construction project for which the material or product is intended to be used.
- (3) Certificates shall be submitted in triplicate, describing each sample submitted for approval and certifying that the material, equipment or accessory complies with contract requirements. The certificates shall include the name and brand of the product, name of manufacturer, and the location where produced.
- (4) Approval of a sample shall not constitute a waiver of the PHA right to demand full compliance with contract requirements. Materials, equipment and accessories may be rejected for cause even though samples have been approved.
- (5) Wherever materials are required to comply with recognized standards or specifications, such specifications shall be accepted as establishing the technical qualities and testing methods, but shall not govern the number of tests required to be made nor modify other contract requirements. The Contracting Officer may require laboratory test reports on items submitted for approval or may approve materials on the basis of data submitted in certificates with samples. Check tests will be made on materials delivered for use only as frequently as the Contracting Officer determines necessary to insure compliance of materials with the specifications. The Contractor will assume all costs of retesting materials which fail to meet contract requirements and/or testing materials offered in substitution for those found deficient.
- (6) After approval, samples will be kept in the Project office until completion of work. They may be built into the work after a substantial quantity of the materials they represent has been built in and accepted.
- (c) Requirements concerning lead-based paint. The Contractor shall comply with the requirements concerning lead-based paint contained in the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) as implemented by 24 CFR Part 35.

#### 12. Permits and Codes

- (a) The Contractor shall give all notices and comply with all applicable laws, ordinances, codes, rules and regulations. Notwithstanding the requirement of the Contractor to comply with the drawings and specifications in the contract, all work installed shall comply with all applicable codes and regulations as amended by any

waivers. Before installing the work, the Contractor shall examine the drawings and the specifications for compliance with applicable codes and regulations bearing on the work and shall immediately report any discrepancy it may discover to the Contracting Officer. Where the requirements of the drawings and specifications fail to comply with the applicable code or regulation, the Contracting Officer shall modify the contract by change order pursuant to the clause entitled Changes herein to conform to the code or regulation.

- (b) The Contractor shall secure and pay for all permits, fees, and licenses necessary for the proper execution and completion of the work. Where the PHA can arrange for the issuance of all or part of these permits, fees and licenses, without cost to the Contractor, the contract amount shall be reduced accordingly.

### 13. Health, Safety, and Accident Prevention

- (a) In performing this contract, the Contractor shall:
  - (1) Ensure that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his/her health and/or safety as determined under construction safety and health standards promulgated by the Secretary of Labor by regulation;
  - (2) Protect the lives, health, and safety of other persons;
  - (3) Prevent damage to property, materials, supplies, and equipment; and,
  - (4) Avoid work interruptions.
- (b) For these purposes, the Contractor shall:
  - (1) Comply with regulations and standards issued by the Secretary of Labor at 29 CFR Part 1926. Failure to comply may result in imposition of sanctions pursuant to the Contract Work Hours and Safety Standards Act (Public Law 91-54, 83 Stat. 96), 40 U.S.C. 3701 et seq.; and
  - (2) Include the terms of this clause in every subcontract so that such terms will be binding on each subcontractor.
- (c) The Contractor shall maintain an accurate record of exposure data on all accidents incident to work performed under this contract resulting in death, traumatic injury, occupational disease, or damage to property, materials, supplies, or equipment, and shall report this data in the manner prescribed by 29 CFR Part 1904.
- (d) The Contracting Officer shall notify the Contractor of any noncompliance with these requirements and of the corrective action required. This notice, when delivered to the Contractor or the Contractor's representative at the site of the work, shall be deemed sufficient notice of the noncompliance and corrective action required. After receiving the notice, the Contractor shall immediately take corrective action. If the Contractor fails or refuses to take corrective action promptly, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. The Contractor shall not base any claim or request for equitable adjustment for additional time or money on any stop order issued under these circumstances.
- (e) The Contractor shall be responsible for its subcontractors' compliance with the provisions of this clause. The Contractor shall take such action with respect to any subcontract as the PHA, the Secretary of Housing and Urban Development, or the Secretary of Labor shall direct as a means of enforcing such provisions.

### 14. Temporary Heating

The Contractor shall provide and pay for temporary heating, covering, and enclosures necessary to properly protect all work and materials against damage by dampness and cold, to dry out the work, and to facilitate the completion of the work. Any permanent heating equipment used shall be turned over to the PHA in the condition and at the time required by the specifications.

### 15. Availability and Use of Utility Services

- (a) The PHA shall make all reasonably required amounts of utilities available to the Contractor from existing outlets and supplies, as specified in the contract. Unless otherwise provided in the contract, the amount of each utility service consumed shall be charged to or paid for by the Contractor at prevailing rates charged to the PHA or, where the utility is produced by the PHA, at reasonable rates determined by the Contracting Officer. The Contractor shall carefully conserve any utilities furnished without charge.
- (b) The Contractor, at its expense and in a manner satisfactory to the Contracting Officer, shall install and maintain all necessary temporary connections and distribution lines, and all meters required to measure the amount of each utility used for the purpose of determining charges. Before final acceptance of the work by the PHA, the Contractor shall remove all the temporary connections, distribution lines, meters, and associated paraphernalia.

### 16. Protection of Existing Vegetation, Structures, Equipment, Utilities, and Improvements

- (a) The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site, which are not to be removed under this contract, and which do not unreasonably interfere with the work required under this contract.
- (b) The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during performance of this contract, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the Contracting Officer.
- (c) The Contractor shall protect from damage all existing improvements and utilities (1) at or near the work site and (2) on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. Prior to disturbing the ground at the construction site, the Contractor shall ensure that all underground utility lines are clearly marked.
- (d) The Contractor shall shore up, brace, underpin, secure, and protect as necessary all foundations and other parts of existing structures adjacent to, adjoining, and in the vicinity of the site, which may be affected by the excavations or other operations connected with the construction of the project.
- (e) Any equipment temporarily removed as a result of work under this contract shall be protected, cleaned, and replaced in the same condition as at the time of award of this contract.

- (f) New work which connects to existing work shall correspond in all respects with that to which it connects and/or be similar to existing work unless otherwise required by the specifications.
- (g) No structural members shall be altered or in any way weakened without the written authorization of the Contracting Officer, unless such work is clearly specified in the plans or specifications.
- (h) If the removal of the existing work exposes discolored or unfinished surfaces, or work out of alignment, such surfaces shall be refinished, or the material replaced as necessary to make the continuous work uniform and harmonious. This, however, shall not be construed to require the refinishing or reconstruction of dissimilar finishes previously exposed, or finished surfaces in good condition, but in different planes or on different levels when brought together by the removal of intervening work, unless such refinishing or reconstruction is specified in the plans or specifications.
- (i) The Contractor shall give all required notices to any adjoining or adjacent property owner or other party before the commencement of any work.
- (j) The Contractor shall indemnify and save harmless the PHA from any damages on account of settlement or the loss of lateral support of adjoining property, any damages from changes in topography affecting drainage, and from all loss or expense and all damages for which the PHA may become liable in consequence of such injury or damage to adjoining and adjacent structures and their premises.
- (k) The Contractor shall repair any damage to vegetation, structures, equipment, utilities, or improvements, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contracting Officer may have the necessary work performed and charge the cost to the Contractor.

#### **17. Temporary Buildings and Transportation of Materials**

- (a) Temporary buildings (e.g., storage sheds, shops, offices, sanitary facilities) and utilities may be erected by the Contractor only with the approval of the Contracting Officer and shall be built with labor and materials furnished by the Contractor without expense to the PHA. The temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at its expense upon completion of the work. With the written consent of the Contracting Officer, the buildings and utilities may be abandoned and need not be removed.
- (b) The Contractor shall, as directed by the Contracting Officer, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the Contracting Officer. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any federal, state, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.

#### **18. Clean Air and Water**

The contractor shall comply with the Clean Air Act, as amended, 42 USC 7401 et seq., the Federal Water Pollution Control Water Act, as amended, 33 U.S.C. 1251 et seq., and standards issued pursuant thereto in the facilities in which this contract is to be performed.

#### **19. Energy Efficiency**

The Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under the contract is performed.

#### **20. Inspection and Acceptance of Construction**

- (a) Definitions. As used in this clause -
  - (1) "Acceptance" means the act of an authorized representative of the PHA by which the PHA approves and assumes ownership of the work performed under this contract. Acceptance may be partial or complete.
  - (2) "Inspection" means examining and testing the work performed under the contract (including, when appropriate, raw materials, equipment, components, and intermediate assemblies) to determine whether it conforms to contract requirements.
  - (3) "Testing" means that element of inspection that determines the properties or elements, including functional operation of materials, equipment, or their components, by the application of established scientific principles and procedures.
- (b) The Contractor shall maintain an adequate inspection system and perform such inspections as will ensure that the work performed under the contract conforms to contract requirements. All work is subject to PHA inspection and test at all places and at all reasonable times before acceptance to ensure strict compliance with the terms of the contract.
- (c) PHA inspections and tests are for the sole benefit of the PHA and do not: (1) relieve the Contractor of responsibility for providing adequate quality control measures; (2) relieve the Contractor of responsibility for loss or damage of the material before acceptance; (3) constitute or imply acceptance; or, (4) affect the continuing rights of the PHA after acceptance of the completed work under paragraph (j) below.
- (d) The presence or absence of the PHA inspector does not relieve the Contractor from any contract requirement, nor is the inspector authorized to change any term or condition of the specifications without the Contracting Officer's written authorization. All instructions and approvals with respect to the work shall be given to the Contractor by the Contracting Officer.
- (e) The Contractor shall promptly furnish, without additional charge, all facilities, labor, and material reasonably needed for performing such safe and convenient inspections and tests as may be required by the Contracting Officer. The PHA may charge to the Contractor any additional cost of inspection or test when work is not ready at the time specified by the Contractor for inspection or test, or when prior rejection makes reinspection or retest necessary. The PHA shall perform all inspections and tests in a manner that will not unnecessarily delay the work. Special, full size, and performance tests shall be performed as described in the contract.

- (f) The PHA may conduct routine inspections of the construction site on a daily basis.
- (g) The Contractor shall, without charge, replace or correct work found by the PHA not to conform to contract requirements, unless the PHA decides that it is in its interest to accept the work with an appropriate adjustment in contract price. The Contractor shall promptly segregate and remove rejected material from the premises.
- (h) If the Contractor does not promptly replace or correct rejected work, the PHA may (1) by contract or otherwise, replace or correct the work and charge the cost to the Contractor, or (2) terminate for default the Contractor's right to proceed.
- (i) If any work requiring inspection is covered up without approval of the PHA, it must, if requested by the Contracting Officer, be uncovered at the expense of the Contractor. If at any time before final acceptance of the entire work, the PHA considers it necessary or advisable, to examine work already completed by removing or tearing it out, the Contractor, shall on request, promptly furnish all necessary facilities, labor, and material. If such work is found to be defective or nonconforming in any material respect due to the fault of the Contractor or its subcontractors, the Contractor shall defray all the expenses of the examination and of satisfactory reconstruction. If, however, such work is found to meet the requirements of the contract, the Contracting Officer shall make an equitable adjustment to cover the cost of the examination and reconstruction, including, if completion of the work was thereby delayed, an extension of time.
- (j) The Contractor shall notify the Contracting Officer, in writing, as to the date when in its opinion all or a designated portion of the work will be substantially completed and ready for inspection. If the Architect determines that the state of preparedness is as represented, the PHA will promptly arrange for the inspection. Unless otherwise specified in the contract, the PHA shall accept, as soon as practicable after completion and inspection, all work required by the contract or that portion of the work the Contracting Officer determines and designates can be accepted separately. Acceptance shall be final and conclusive except for latent defects, fraud, gross mistakes amounting to fraud, or the PHA's right under any warranty or guarantee.

## 21. Use and Possession Prior to Completion

- (a) The PHA shall have the right to take possession of or use any completed or partially completed part of the work. Before taking possession of or using any work, the Contracting Officer shall furnish the Contractor a list of items of work remaining to be performed or corrected on those portions of the work that the PHA intends to take possession of or use. However, failure of the Contracting Officer to list any item of work shall not relieve the Contractor of responsibility for complying with the terms of the contract. The PHA's possession or use shall not be deemed an acceptance of any work under the contract.
- (b) While the PHA has such possession or use, the Contractor shall be relieved of the responsibility for (1) the loss of or damage to the work resulting from the PHA's possession or use, notwithstanding the terms of the clause entitled Permits and Codes herein; (2) all maintenance costs on the areas occupied; and, (3) furnishing heat, light, power, and water used in the areas

occupied without proper remuneration therefore. If prior possession or use by the PHA delays the progress of the work or causes additional expense to the Contractor, an equitable adjustment shall be made in the contract price or the time of completion, and the contract shall be modified in writing accordingly.

## 22. Warranty of Title

The Contractor warrants good title to all materials, supplies, and equipment incorporated in the work and agrees to deliver the premises together with all improvements thereon free from any claims, liens or charges, and agrees further that neither it nor any other person, firm or corporation shall have any right to a lien upon the premises or anything appurtenant thereto.

## 23. Warranty of Construction

- (a) In addition to any other warranties in this contract, the Contractor warrants, except as provided in paragraph (j) of this clause, that work performed under this contract conforms to the contract requirements and is free of any defect in equipment, material, or workmanship performed by the Contractor or any subcontractor or supplier at any tier. This warranty shall continue for a period of \_\_\_\_\_ (one year unless otherwise indicated) from the date of final acceptance of the work. If the PHA takes possession of any part of the work before final acceptance, this warranty shall continue for a period of (one year unless otherwise indicated) from the date that the PHA takes possession.
- (b) The Contractor shall remedy, at the Contractor's expense, any failure to conform, or any defect. In addition, the Contractor shall remedy, at the Contractor's expense, any damage to PHA-owned or controlled real or personal property when the damage is the result of—
  - (1) The Contractor's failure to conform to contract requirements; or
  - (2) Any defects of equipment, material, workmanship or design furnished by the Contractor.
- (c) The Contractor shall restore any work damaged in fulfilling the terms and conditions of this clause. The Contractor's warranty with respect to work repaired or replaced will run for (one year unless otherwise indicated) from the date of repair or replacement.
- (d) The Contracting Officer shall notify the Contractor, in writing, within a reasonable time after the discovery of any failure, defect or damage.
- (e) If the Contractor fails to remedy any failure, defect, or damage within a reasonable time after receipt of notice, the PHA shall have the right to replace, repair or otherwise remedy the failure, defect, or damage at the Contractor's expense.
- (f) With respect to all warranties, express or implied, from subcontractors, manufacturers, or suppliers for work performed and materials furnished under this contract, the Contractor shall:
  - (1) Obtain all warranties that would be given in normal commercial practice;
  - (2) Require all warranties to be executed in writing, for the benefit of the PHA; and,
  - (3) Enforce all warranties for the benefit of the PHA.
- (g) In the event the Contractor's warranty under paragraph (a) of this clause has expired, the PHA may bring suit at its own expense to enforce a subcontractor's, manufacturer's or supplier's warranty.



- (h) Unless a defect is caused by the negligence of the Contractor or subcontractor or supplier at any tier, the Contractor shall not be liable for the repair of any defect of material or design furnished by the PHA nor for the repair of any damage that results from any defect in PHA furnished material or design.
- (i) Notwithstanding any provisions herein to the contrary, the establishment of the time periods in paragraphs (a) and (c) above relate only to the specific obligation of the Contractor to correct the work, and have no relationship to the time within which its obligation to comply with the contract may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to its obligation other than specifically to correct the work.
- (j) This warranty shall not limit the PHA's rights under the Inspection and Acceptance of Construction clause of this contract with respect to latent defects, gross mistakes or fraud.

#### 24. Prohibition Against Liens

The Contractor is prohibited from placing a lien on the PHA's property. This prohibition shall apply to all subcontractors at any tier and all materials suppliers.

#### Administrative Requirements

#### 25. Contract Period

this contract within \_\_\_\_\_ calendar days of the effective date of the contract, or within the time schedule established in the notice to proceed issued by the Contracting Officer.

#### 26. Order of Provisions

In the event of a conflict between these General Conditions and the Specifications, the General Conditions shall prevail. In the event of a conflict between the contract and any applicable state or local law or regulation, the state or local law or regulation shall prevail; provided that such state or local law or regulation does not conflict with, or is less restrictive than applicable federal law, regulation, or Executive Order. In the event of such a conflict, applicable federal law, regulation, and Executive Order shall prevail.

#### 27. Payments

- (a) The PHA shall pay the Contractor the price as provided in this contract.
- (b) The PHA shall make progress payments approximately every 30 days as the work proceeds, on estimates of work accomplished which meets the standards of quality established under the contract, as approved by the Contracting Officer. The PHA may, subject to written determination and approval of the Contracting Officer, make more frequent payments to contractors which are qualified small businesses.
- (c) Before the first progress payment under this contract, the Contractor shall furnish, in such detail as requested by the Contracting Officer, a breakdown of the total contract price showing the amount included therein for each principal category of the work, which shall substantiate the payment amount requested in order to provide a

basis for determining progress payments. The breakdown shall be approved by the Contracting Officer and must be acceptable to HUD. If the contract covers more than one project, the Contractor shall furnish a separate breakdown for each. The values and quantities employed in making up this breakdown are for determining the amount of progress payments and shall not be construed as a basis for additions to or deductions from the contract price. The Contractor shall prorate its overhead and profit over the construction period of the contract.

- (d) The Contractor shall submit, on forms provided by the PHA, periodic estimates showing the value of the work performed during each period based upon the approved

submitted not later than \_\_\_\_\_ days in advance of the date set for payment and are subject to correction and revision as required. The estimates must be approved by the Contracting Officer with the concurrence of the Architect prior to payment. If the contract covers more than one project, the Contractor shall furnish a separate progress payment estimate for each.

- (e) Along with each request for progress payments and the required estimates, the Contractor shall furnish the following certification, or payment shall not be made: I hereby certify, to the best of my knowledge and belief, that:

- (1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract;
- (2) Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds of the payment covered by this certification, in accordance with subcontract agreements; and,
- (3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract.

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

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

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

- (f) Except as otherwise provided in State law, the PHA shall retain ten (10) percent of the amount of progress payments until completion and acceptance of all work under the contract; except, that if upon completion of 50 percent of the work, the Contracting Officer, after consulting with the Architect, determines that the Contractor's performance and progress are satisfactory, the PHA may make the remaining payments in full for the work subsequently completed. If the Contracting Officer subsequently determines that the Contractor's performance and progress are unsatisfactory, the PHA shall reinstate the ten (10) percent (or other percentage as provided in State law) retainage until such time as the Contracting Officer determines that performance and progress are satisfactory.
- (g) The Contracting Officer may authorize material delivered on the site and preparatory work done to be taken into consideration when computing progress payments.

Material delivered to the Contractor at locations other than the site may also be taken into consideration if the Contractor furnishes satisfactory evidence that (1) it has acquired title to such material; (2) the material is properly stored in a bonded warehouse, storage yard, or similar suitable place as may be approved by the Contracting Officer; (3) the material is insured to cover its full value; and (4) the material will be used to perform this contract. Before any progress payment which includes delivered material is made, the Contractor shall furnish such documentation as the Contracting Officer may require to assure the protection of the PHA's interest in such materials. The Contractor shall remain responsible for such stored material notwithstanding the transfer of title to the PHA.

- (h) All material and work covered by progress payments made shall, at the time of payment become the sole property of the PHA, but this shall not be construed as (1) relieving the Contractor from the sole responsibility for all material and work upon which payments have been made or the restoration of any damaged work; or, (2) waiving the right of the PHA to require the fulfillment of all of the terms of the contract. In the event the work of the Contractor has been damaged by other contractors or persons other than employees of the PHA in the course of their employment, the Contractor shall restore such damaged work without cost to the PHA and to seek redress for its damage only from those who directly caused it.
- (i) The PHA shall make the final payment due the Contractor under this contract after (1) completion and final acceptance of all work; and (2) presentation of release of all claims against the PHA arising by virtue of this contract, other than claims, in stated amounts, that the Contractor has specifically excepted from the operation of the release. Each such exception shall embrace no more than one claim, the basis and scope of which shall be clearly defined. The amounts for such excepted claims shall not be included in the request for final payment. A release may also be required of the assignee if the Contractor's claim to amounts payable under this contract has been assigned.
- (j) Prior to making any payment, the Contracting Officer may require the Contractor to furnish receipts or other evidence of payment from all persons performing work and supplying material to the Contractor, if the Contracting Officer determines such evidence is necessary to substantiate claimed costs.
- (k) The PHA shall not; (1) determine or adjust any claims for payment or disputes arising there under between the Contractor and its subcontractors or material suppliers; or, (2) withhold any moneys for the protection of the subcontractors or material suppliers. The failure or refusal of the PHA to withhold moneys from the Contractor shall in no wise impair the obligations of any surety or sureties under any bonds furnished under this contract.

## 28. Contract Modifications

- (a) Only the Contracting Officer has authority to modify any term or condition of this contract. Any contract modification shall be authorized in writing.
- (b) The Contracting Officer may modify the contract unilaterally (1) pursuant to a specific authorization stated in a contract clause (e.g., Changes); or (2) for administrative matters which do not change the rights or

responsibilities of the parties (e.g., change in the PHA address). All other contract modifications shall be in the form of supplemental agreements signed by the Contractor and the Contracting Officer.

- (c) When a proposed modification requires the approval of HUD prior to its issuance (e.g., a change order that exceeds the PHA's approved threshold), such modification shall not be effective until the required approval is received by the PHA.

## 29. Changes

- (a) The Contracting Officer may, at any time, without notice to the sureties, by written order designated or indicated to be a change order, make changes in the work within the general scope of the contract including changes:
  - (1) In the specifications (including drawings and designs);
  - (2) In the method or manner of performance of the work;
  - (3) PHA-furnished facilities, equipment, materials, services, or site; or,
  - (4) Directing the acceleration in the performance of the work.
- (b) Any other written order or oral order (which, as used in this paragraph (b), includes direction, instruction, interpretation, or determination) from the Contracting Officer that causes a change shall be treated as a change order under this clause; provided, that the Contractor gives the Contracting Officer written notice stating (1) the date, circumstances and source of the order and (2) that the Contractor regards the order as a change order.
- (c) Except as provided in this clause, no order, statement or conduct of the Contracting Officer shall be treated as a change under this clause or entitle the Contractor to an equitable adjustment.
- (d) If any change under this clause causes an increase or decrease in the Contractor's cost of, or the time required for the performance of any part of the work under this contract, whether or not changed by any such order, the Contracting Officer shall make an equitable adjustment and modify the contract in writing. However, except for a adjustment based on defective specifications, no proposal for any change under paragraph (b) above shall be allowed for any costs incurred more than 20 days (5 days for oral orders) before the Contractor gives written notice as required. In the case of defective specifications for which the PHA is responsible, the equitable adjustment shall include any increased cost reasonably incurred by the Contractor in attempting to comply with the defective specifications.
- (e) The Contractor must assert its right to an adjustment under this clause within 30 days after (1) receipt of a written change order under paragraph (a) of this clause, or (2) the furnishing of a written notice under paragraph (b) of this clause, by submitting a written statement describing the general nature and the amount of the proposal. If the facts justify it, the Contracting Officer may extend the period for submission. The proposal may be included in the notice required under paragraph (b) above. No proposal by the Contractor for an equitable adjustment shall be allowed if asserted after final payment under this contract.
- (f) The Contractor's written proposal for equitable adjustment shall be submitted in the form of a lump sum proposal supported with an itemized breakdown of all increases and decreases in the contract in at least the following details:

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- (1) Direct Costs. Materials (list individual items, the quantity and unit cost of each, and the aggregate cost); Transportation and delivery costs associated with materials; Labor breakdowns by hours or unit costs (identified with specific work to be performed); Construction equipment exclusively necessary for the change; Costs of preparation and/ or revision to shop drawings resulting from the change; Worker's Compensation and Public Liability Insurance; Employment taxes under FICA and FUTA; and, Bond Costs when size of change warrants revision.
- (2) Indirect Costs. Indirect costs may include overhead, general and administrative expenses, and fringe benefits not normally treated as direct costs.
- (3) Profit. The amount of profit shall be negotiated and may vary according to the nature, extent, and complexity of the work required by the change. The allowability of the direct and indirect costs shall be determined in accordance with the Contract Cost Principles and Procedures for Commercial Firms in Part 31 of the Federal Acquisition Regulation (48 CFR 1-31), as implemented by HUD Handbook 2210.18, in effect on the date of this contract. The Contractor shall not be allowed a profit on the profit received by any subcontractor. Equitable adjustments for deleted work shall include a credit for profit and may include a credit for indirect costs. On proposals covering both increases and decreases in the amount of the contract, the application of indirect costs and profit shall be on the net-change in direct costs for the Contractor or subcontractor performing the work.
- (g) The Contractor shall include in the proposal its request for time extension (if any), and shall include sufficient information and dates to demonstrate whether and to what extent the change will delay the completion of the contract in its entirety.
- (h) The Contracting Officer shall act on proposals within 30 days after their receipt, or notify the Contractor of the date when such action will be taken.
- (i) Failure to reach an agreement on any proposal shall be a dispute under the clause entitled Disputes herein. Nothing in this clause, however, shall excuse the Contractor from proceeding with the contract as changed.
- (j) Except in an emergency endangering life or property, no change shall be made by the Contractor without a prior order from the Contracting Officer.

### 30. Suspension of Work

- (a) The Contracting Officer may order the Contractor in writing to suspend, delay, or interrupt all or any part of the work of this contract for the period of time that the Contracting Officer determines appropriate for the convenience of the PHA.
- (b) If the performance of all or any part of the work is, for an unreasonable period of time, suspended, delayed, or interrupted (1) by an act of the Contracting Officer in the administration of this contract, or (2) by the Contracting Officer's failure to act within the time specified (or within a reasonable time if not specified) in this contract an adjustment shall be made for any increase in the cost of performance of the contract (excluding profit) necessarily caused by such unreasonable suspension, delay, or interruption and the contract modified in writing accordingly. However, no adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have

been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor or for which any equitable adjustment is provided for or excluded under any other provision of this contract.

- (c) A claim under this clause shall not be allowed (1) for any costs incurred more than 20 days before the Contractor shall have notified the Contracting Officer in writing of the act or failure to act involved (but this requirement shall not apply as to a claim resulting from a suspension order); and, (2) unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the contract.

### 31. Disputes

- (a) "Claim," as used in this clause, means a written demand or written assertion by one of the contracting parties seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to the contract. A claim arising under the contract, unlike a claim relating to the contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant. A voucher, invoice, or other routine request for payment that is not in dispute when submitted is not a claim. The submission may be converted to a claim by complying with the requirements of this clause, if it is disputed either as to liability or amount or is not acted upon in a reasonable time.
- (b) Except for disputes arising under the clauses entitled Labor Standards - Davis Bacon and Related Acts, herein, all disputes arising under or relating to this contract, including any claims for damages for the alleged breach thereof which are not disposed of by agreement, shall be resolved under this clause.
- (c) All claims by the Contractor shall be made in writing and submitted to the Contracting Officer for a written decision. A claim by the PHA against the Contractor shall be subject to a written decision by the Contracting Officer.
- (d) The Contracting Officer shall, within 60 (unless otherwise indicated) days after receipt of the request, decide the claim or notify the Contractor of the date by which the decision will be made.
- (e) The Contracting Officer's decision shall be final unless the Contractor (1) appeals in writing to a higher level in the PHA in accordance with the PHA's policy and procedures, (2) refers the appeal to an independent mediator or arbitrator, or (3) files suit in a court of competent jurisdiction. Such appeal must be made within (30 unless otherwise indicated) days after receipt of the Contracting Officer's decision.
- (f) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under or relating to the contract, and comply with any decision of the Contracting Officer.

### 32. Default

- (a) If the Contractor refuses or fails to prosecute the work, or any separable part thereof, with the diligence that will insure its completion within the time specified in this contract, or any extension thereof, or fails to complete said work within this time, the Contracting Officer may, by written notice to the Contractor, terminate the right to

proceed with the work (or separable part of the work) that has been delayed. In this event, the PHA may take over the work and complete it, by contract or otherwise, and may take possession of and use any materials, equipment, and plant on the work site necessary for completing the work. The Contractor and its sureties shall be liable for any damage to the PHA resulting from the Contractor's refusal or failure to complete the work within the specified time, whether or not the Contractor's right to proceed with the work is terminated. This liability includes any increased costs incurred by the PHA in completing the work.

- (b) The Contractor's right to proceed shall not be terminated or the Contractor charged with damages under this clause if—
- (1) The delay in completing the work arises from unforeseeable causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include (i) acts of God, or of the public enemy, (ii) acts of the PHA or other governmental entity in either its sovereign or contractual capacity, (iii) acts of another contractor in the performance of a contract with the PHA, (iv) fires, (v) floods, (vi) epidemics, (vii) quarantine restrictions, (viii) strikes, (ix) freight embargoes, (x) unusually severe weather, or (xi) delays of subcontractors or suppliers at any tier arising from unforeseeable causes beyond the control and without the fault or negligence of both the Contractor and the subcontractors or suppliers; and
  - (2) The Contractor, within days (10 days unless otherwise indicated) from the beginning of such delay (unless extended by the Contracting Officer) notifies the Contracting Officer in writing of the causes of delay. The Contracting Officer shall ascertain the facts and the extent of the delay. If, in the judgment of the Contracting Officer, the findings of fact warrant such action, time for completing the work shall be extended by written modification to the contract. The findings of the Contracting Officer shall be reduced to a written decision which shall be subject to the provisions of the Disputes clause of this contract.
- (c) If, after termination of the Contractor's right to proceed, it is determined that the Contractor was not in default, or that the delay was excusable, the rights and obligations of the parties will be the same as if the termination had been for convenience of the PHA.

### 33. Liquidated Damages

- (a) If the Contractor fails to complete the work within the time specified in the contract, or any extension, as specified in the clause entitled Default of this contract, the Contractor shall pay to the PHA as liquidated damages, the sum of \$ 150.00 [Contracting Officer insert amount] for each day of delay. If different completion dates are specified in the contract for separate parts or stages of the work, the amount of liquidated damages shall be assessed on those parts or stages which are delayed. To the extent that the Contractor's delay or nonperformance is excused under another clause in this contract, liquidated damages shall not be due the PHA. The Contractor remains liable for damages caused other than by delay.
- (b) If the PHA terminates the Contractor's right to proceed, the resulting damage will consist of liquidated damages until such reasonable time as may be required for final

completion of the work together with any increased costs occasioned the PHA in completing the work.

- (c) If the PHA does not terminate the Contractor's right to proceed, the resulting damage will consist of liquidated damages until the work is completed or accepted.

### 34. Termination for Convenience

- (a) The Contracting Officer may terminate this contract in whole, or in part, whenever the Contracting Officer determines that such termination is in the best interest of the PHA. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which the performance of the work under the contract is terminated, and the date upon which such termination becomes effective.
- (b) If the performance of the work is terminated, either in whole or in part, the PHA shall be liable to the Contractor for reasonable and proper costs resulting from such termination upon the receipt by the PHA of a properly presented claim setting out in detail: (1) the total cost of the work performed to date of termination less the total amount of contract payments made to the Contractor; (2) the cost (including reasonable profit) of settling and paying claims under subcontracts and material orders for work performed and materials and supplies delivered to the site, payment for which has not been made by the PHA to the Contractor or by the Contractor to the subcontractor or supplier; (3) the cost of preserving and protecting the work already performed until the PHA or assignee takes possession thereof or assumes responsibility therefore; (4) the actual or estimated cost of legal and accounting services reasonably necessary to prepare and present the termination claim to the PHA; and (5) an amount constituting a reasonable profit on the value of the work performed by the Contractor.
- (c) The Contracting Officer will act on the Contractor's claim within days (60 days unless otherwise indicated) of receipt of the Contractor's claim.
- (d) Any disputes with regard to this clause are expressly made subject to the provisions of the Disputes clause of this contract.

### 35. Assignment of Contract

The Contractor shall not assign or transfer any interest in this contract; except that claims for monies due or to become due from the PHA under the contract may be assigned to a bank, trust company, or other financial institution. Such assignments of claims shall only be made with the written concurrence of the Contracting Officer. If the Contractor is a partnership, this contract shall inure to the benefit of the surviving or remaining member(s) of such partnership as approved by the Contracting Officer.

### 36. Insurance

- (a) Before commencing work, the Contractor and each subcontractor shall furnish the PHA with certificates of insurance showing the following insurance is in force and will insure all operations under the Contract:
- (1) Workers' Compensation, in accordance with state or Territorial Workers' Compensation laws.
  - (2) Commercial General Liability with a combined single limit for bodily injury and property damage of not less than \$ 1 million [Contracting Officer insert amount]

per occurrence to protect the Contractor and each subcontractor against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under (3) below. If the Contractor has a "claims made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five years following the completion date of the Contract.

- (3) Automobile Liability on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$ 500,000 [Contracting Officer insert amount] per occurrence.
- (b) Before commencing work, the Contractor shall furnish the PHA with a certificate of insurance evidencing that Builder's Risk (fire and extended coverage) Insurance on all work in place and/or materials stored at the building site(s), including foundations and building equipment, is in force. The Builder's Risk Insurance shall be for the benefit of the Contractor and the PHA as their interests may appear and each shall be named in the policy or policies as an insured. The Contractor in installing equipment supplied by the PHA shall carry insurance on such equipment from the time the Contractor takes possession thereof until the Contract work is accepted by the PHA. The Builder's Risk Insurance need not be carried on excavations, piers, footings, or foundations until such time as work on the superstructure is started. It need not be carried on landscape work. Policies shall furnish coverage at all times for the full cash value of all completed construction, as well as materials in place and/or stored at the site(s), whether or not partial payment has been made by the PHA. The Contractor may terminate this insurance on buildings as of the date taken over for occupancy by the PHA. The Contractor is not required to carry Builder's Risk Insurance for modernization work which does not involve structural alterations or additions and where the PHA's existing fire and extended coverage policy can be endorsed to include such work.
- (c) All insurance shall be carried with companies which are financially responsible and admitted to do business in the State in which the project is located. If any such insurance is due to expire during the construction period, the Contractor (including subcontractors, as applicable) shall not permit the coverage to lapse and shall furnish evidence of coverage to the Contracting Officer. All certificates of insurance, as evidence of coverage, shall provide that no coverage may be canceled or non-renewed by the insurance company until at least 30 days prior written notice has been given to the Contracting Officer.

### 37. Subcontracts

- (a) Definitions. As used in this contract -
- (1) "Subcontract" means any contract, purchase order, or other purchase agreement, including modifications and change orders to the foregoing, entered into by a subcontractor to furnish supplies, materials, equipment, and services for the performance of the prime contract or a subcontract.

(2) "Subcontractor" means any supplier, vendor, or firm that furnishes supplies, materials, equipment, or services to or for the Contractor or another subcontractor.

- (b) The Contractor shall not enter into any subcontract with any subcontractor who has been temporarily denied participation in a HUD program or who has been suspended or debarred from participating in contracting programs by any agency of the United States Government or of the state in which the work under this contract is to be performed.
- (c) The Contractor shall be as fully responsible for the acts or omissions of its subcontractors, and of persons either directly or indirectly employed by them as for the acts or omissions of persons directly employed by the Contractor.
- (d) The Contractor shall insert appropriate clauses in all subcontracts to bind subcontractors to the terms and conditions of this contract insofar as they are applicable to the work of subcontractors.
- (e) Nothing contained in this contract shall create any contractual relationship between any subcontractor and the PHA or between the subcontractor and HUD.

### 38. Subcontracting with Small and Minority Firms, Women's Business Enterprise, and Labor Surplus Area Firms

The Contractor shall take the following steps to ensure that, whenever possible, subcontracts are awarded to small business firms, minority firms, women's business enterprises, and labor surplus area firms:

- (a) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (b) Ensuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
- (c) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
- (d) Establishing delivery schedules, where the requirements of the contract permit, which encourage participation by small and minority businesses and women's business enterprises; and
- (e) Using the services and assistance of the U.S. Small Business Administration, the Minority Business Development Agency of the U.S. Department of Commerce, and State and local governmental small business agencies.

### 39. Equal Employment Opportunity

During the performance of this contract, the Contractor agrees as follows:

- (a) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap.
- (b) The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, (1) employment, (2) upgrading, (3) demotion, (4) transfer, (5) recruitment or recruitment advertising, (6) layoff or termination, (7) rates of pay or other forms of compensation, and (8) selection for training, including apprenticeship.

- (c) The Contractor shall post in conspicuous places available to employees and applicants for employment the notices to be provided by the Contracting Officer that explain this clause.
- (d) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
- (e) The Contractor shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice to be provided by the Contracting Officer advising the labor union or workers' representative of the Contractor's commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.
- (f) The Contractor shall comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor.
- (g) The Contractor shall furnish all information and reports required by Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto. The Contractor shall permit access to its books, records, and accounts by the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (h) In the event of a determination that the Contractor is not in compliance with this clause or any rule, regulation, or order of the Secretary of Labor, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further Government contracts, or Federally assisted construction contracts under the procedures authorized in Executive Order 11246, as amended. In addition, sanctions may be imposed and remedies invoked against the Contractor as provided in Executive Order 11246, as amended, the rules, regulations, and orders of the Secretary of Labor, or as otherwise provided by law.
- (i) The Contractor shall include the terms and conditions of this clause in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued under Executive Order 11246, as amended, so that these terms and conditions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontract or purchase order as the Secretary of Housing and Urban Development or the Secretary of Labor may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided that if the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.
- (j) Compliance with the requirements of this clause shall be to the maximum extent consistent with, but not in derogation of, compliance with section 7(b) of the Indian Self-Determination and Education Assistance Act and the Indian Preference clause of this contract.

**40. Employment, Training, and Contracting Opportunities for Low-Income Persons, Section 3 of the Housing and Urban Development Act of 1968.**

- (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 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 a 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 (i) 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 Enterprises. 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).

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#### 41. Interest of Members of Congress

No member of or delegate to the Congress of the United States of America shall be admitted to any share or part of this contract or to any benefit that may arise therefrom.

#### 42. Interest of Members, Officers, or Employees and Former Members, Officers, or Employees

No member, officer, or employee of the PHA, no member of the governing body of the locality in which the project is situated, no member of the governing body of the locality in which the PHA was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

#### 43. Limitations on Payments made to Influence Certain Federal Financial Transactions

- (a) The Contractor agrees to comply with Section 1352 of Title 31, United States Code which prohibits the use of Federal appropriated funds to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract; the making of any Federal grant; the making of any Federal loan; the entering into of any cooperative agreement; or the modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) The Contractor further agrees to comply with the requirement of the Act to furnish a disclosure (OMB Standard Form LLL, Disclosure of Lobbying Activities) if any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal contract, grant, loan, or cooperative agreement.

#### 44. Royalties and Patents

The Contractor shall pay all royalties and license fees. It shall defend all suits or claims for infringement of any patent rights and shall save the PHA harmless from loss on account thereof; except that the PHA shall be responsible for all such loss when a particular design, process or the product of a particular manufacturer or manufacturers is specified and the Contractor has no reason to believe that the specified design, process, or product is an infringement. If, however, the Contractor has reason to believe that any design, process or product specified is an infringement of a patent, the Contractor shall promptly notify the Contracting Officer. Failure to give such notice shall make the Contractor responsible for resultant loss.

#### 45. Examination and Retention of Contractor's Records

- (a) The PHA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until 3 years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.
- (b) The Contractor agrees to include in first-tier subcontracts under this contract a clause substantially the same as paragraph (a) above. "Subcontract," as used in this clause, excludes purchase orders not exceeding \$10,000.
- (c) The periods of access and examination in paragraphs (a) and (b) above for records relating to (1) appeals under the Disputes clause of this contract, (2) litigation or settlement of claims arising from the performance of this contract, or (3) costs and expenses of this contract to which the PHA, HUD, or Comptroller General or any of their duly authorized representatives has taken exception shall continue until disposition of such appeals, litigation, claims, or exceptions.

#### 46. Labor Standards - Davis-Bacon and Related Acts

If the total amount of this contract exceeds \$2,000, the Federal labor standards set forth in the clause below shall apply to the development or construction work to be performed under the contract.

- (a) Minimum Wages.
  - (1) All laborers and mechanics employed under this contract in the development or construction of the project(s) involved will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the Contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under Section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a)(1)(iv); also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the regular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits in the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein; provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR 5.5(a)(1)(ii) and the Davis-Bacon poster (WH-1321) shall

be posted at all times by the Contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

- (2) (i) Any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate and fringe benefits therefor only when all the following criteria have been met: (A) The work to be performed by the classification requested is not performed by a classification in the wage determination; and (B) The classification is utilized in the area by the construction industry; and (C) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.
- (ii) If the Contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and HUD or its designee agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by HUD or its designee to the Administrator of the Wage and Hour Division, Employee Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary.
- (iii) In the event the Contractor, the laborers or mechanics to be employed in the classification or their representatives, and HUD or its designee do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), HUD or its designee shall refer the questions, including the views of all interested parties and the recommendation of HUD or its designee, to the Administrator of the Wage and Hour Division for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary.
- (iv) The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs (a)(2)(ii) or (iii) of this clause shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in classification.
- (3) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the Contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.
- (4) If the Contractor does not make payments to a trustee or other third person, the Contractor may consider as part of the wages of any laborer or mechanic the

amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program; provided, that the Secretary of Labor has found, upon the written request of the Contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the Contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

- (b) Withholding of funds. HUD or its designee shall, upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the Contractor under this contract or any other Federal contract with the same prime Contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime Contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the Contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working in the construction or development of the project, all or part of the wages required by the contract, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased. HUD or its designee may, after written notice to the Contractor, disburse such amounts withheld for and on account of the Contractor or subcontractor to the respective employees to whom they are due.
- (c) Payrolls and basic records.
- (1) Payrolls and basic records relating thereto shall be maintained by the Contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working in the construction or development of the project. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made, and actual wages paid. Whenever the Secretary of Labor has found, under 29 CFR 5.5(a)(1)(iv), that the wages of any laborer or mechanic include the amount of costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the Contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.



- (2) (i) The Contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the Contracting Officer for transmission to HUD or its designee. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under subparagraph (c)(1) of this clause. This information may be submitted in any form desired. Optional Form WH-347 (Federal Stock Number 029-005-00014-1) is available for this purpose and may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. The Contractor is responsible for the submission of copies of payrolls by all subcontractors. (Approved by the Office of Management and Budget under OMB Control Number 1214-0149.)
- (ii) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the Contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:
- (A) That the payroll for the payroll period contains the information required to be maintained under paragraph (c) (1) of this clause and that such information is correct and complete;
- (B) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR Part 3; and
- (C) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.
- (iii) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirements for submission of the "Statement of Compliance" required by subparagraph (c)(2)(ii) of this clause.
- (iv) The falsification of any of the above certifications may subject the Contractor or subcontractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 3729 of Title 31 of the United States Code.
- (3) The Contractor or subcontractor shall make the records required under subparagraph (c)(1) available for inspection, copying, or transcription by authorized representatives of HUD or its designee, the Contracting Officer, or the Department of Labor and shall permit such representatives to interview employees during working hours on the job. If the Contractor or subcontractor fails to submit the required records or to make them available, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to

make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

- (d) (1) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship and Training, Employer and Labor Services (OATELS), or with a State Apprenticeship Agency recognized by OATELS, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by OATELS or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the Contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated in this paragraph, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the Contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator of the Wage and Hour Division determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event OATELS, or a State Apprenticeship Agency recognized by OATELS, withdraws approval of an apprenticeship program, the Contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.
- (2) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under

- the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed in the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate in the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate in the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate in the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the Contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.
- (3) Equal employment opportunity. The utilization of apprentices, trainees, and journeymen under this clause shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.
- (e) Compliance with Copeland Act requirements. The Contractor shall comply with the requirements of 29 CFR Part 3, which are hereby incorporated by reference in this contract.
- (f) Contract termination; debarment. A breach of this contract clause may be grounds for termination of the contract and for debarment as a Contractor and a subcontractor as provided in 29 CFR 5.12.
- (g) Compliance with Davis-Bacon and related Act requirements. All rulings and interpretations of the Davis-Bacon and related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this contract.
- (h) Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this clause shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the Contractor (or any of its subcontractors) and the PHA, HUD, the U.S. Department of Labor, or the employees or their representatives.
- (i) Certification of eligibility.
- (1) By entering into this contract, the Contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the Contractor's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).
- (2) No part of this contract shall be subcontracted to any person or firm ineligible for award of a United States Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).
- (3) The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.
- (j) Contract Work Hours and Safety Standards Act. As used in this paragraph, the terms "laborers" and "mechanics" include watchmen and guards.
- (1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics, including watchmen and guards, shall require or permit any such laborer or mechanic in any workweek in which the individual is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.
- (2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the provisions set forth in subparagraph (j)(1) of this clause, the Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic (including watchmen and guards) employed in violation of the provisions set forth in subparagraph (j)(1) of this clause, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by provisions set forth in subparagraph (j)(1) of this clause.
- (3) Withholding for unpaid wages and liquidated damages. HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such contract or any Federal contract with the same prime Contractor, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the provisions set forth in subparagraph (j)(2) of this clause.
- (k) Subcontracts. The Contractor or subcontractor shall insert in any subcontracts all the provisions contained in this clause, and such other clauses as HUD or its designee may by appropriate instructions require, and also a clause requiring the subcontractors to include these provisions in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all these provisions.

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#### 47. Non-Federal Prevailing Wage Rates

- (a) Any prevailing wage rate (including basic hourly rate and any fringe benefits), determined under State or tribal law to be prevailing, with respect to any employee in any trade or position employed under the contract, is inapplicable to the contract and shall not be enforced against the Contractor or any subcontractor, with respect to employees engaged under the contract whenever such non-Federal prevailing wage rate exceeds:
  - (1) The applicable wage rate determined by the Secretary of Labor pursuant to the Davis-Bacon Act (40 U.S.C. 3141 et seq.) to be prevailing in the locality with respect to such trade;
- (b) An applicable apprentice wage rate based thereon specified in an apprenticeship program registered with the U.S. Department of Labor (DOL) or a DOL-recognized State Apprenticeship Agency; or
- (c) An applicable trainee wage rate based thereon specified in a DOL-certified trainee program.

#### 48. Procurement of Recovered Materials.

- (a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.
- (b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

## **Supplementary General Conditions**

The following supplements and clarifies *HUD 5370 General Conditions for Construction Contracts*. Where a portion of the Instructions to Bidders is modified or deleted by these supplementary instructions the unaltered portions of the Instructions to Bidders shall remain in effect as though set forth in full.

### **General**

Bidders shall insert *Lucas Housing Services Corporation* at all references to Public Housing Agency/ Indian Housing Authority (PHA/IHA)

## **2. Contractor's Responsibility for Work**

Bidders shall delete clause (b) in its entirety.

Contractor shall properly dispose of all construction waste at an approved off- site location.

## **6. Construction Progress Schedule**

Contractor and Project Representative shall agree upon the Construction Schedule before the work commences.

## **9. Specifications and Drawings for Construction**

All manufacturers and products listed are done as a basis of design and quality. Requests for approvals of other manufacturers and products shall be reviewed by the Project Representative for compliance with requirements.

All products and materials shall be installed according to the manufacturer's instructions and requirements including all accessories, underlayment and finishing that may be required for a complete installation.

Prior to commencement of work submittals shall be given to the Project Representative for review of materials and installation conformance with requirements. Submittals shall include, but are not limited to; manufacturers cut sheets, shop drawings indicating sizes, handing and installation details, color samples and finish options. Selections shall be made from the manufacturer's standard color range.

## **12. Permits and Codes**

A City of Toledo Home Remodelers License shall be required to obtain building permits for this project. Contractor shall verify with the City requirements for other permits including sidewalk, electrical, mechanical and plumbing.

## **13. Health, Safety and Accident Prevention**

The Lucas Housing Services Corporation has not performed any testing of the existing materials on this property and is therefore not aware of any hazardous materials that may or may not be present. Contractor shall halt work and immediately report to the Project Representative should any suspicious materials be discovered.

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The contractor shall not at any point during construction leave the unit unsecured, securable or unegressable.

### **15. Availability and Use of Utility Services**

In occupied units the Contractor shall work with the resident for use of utilities during construction. Refer to scope of work for any additional utility information.

### **16. Protection of Existing Vegetation, Structures, Equipment, Utilities and Improvements.**

Contractor shall not be allowed to drive or park on lawns. Dumpsters shall not be allowed on lawn areas.

### **23. Warranty of Construction**

All warranties made under this contract shall be transferable from the Lucas Housing Services Corporation to the new property owner.

**Under no circumstances will the Contractor enter into an agreement with the Owner to furnish materials that are not in the scope, that would delay the Substantial Completion Date.**

**Any change orders must be approved by Lucas Housing Services Corporation, and you must receive documentation (signed change order or purchase order) prior to commencing work on a change order.**

### **38. Subcontracting with Small and Minority Firms, Women's Business Enterprise and Labor Surplus Area firms**

The contractor shall indicate, in the space provided on the bid form, the percentage of Minority participation they commit to for this project.

### **40. Employment, Training and Contracting Opportunities for Low-Income Persons, Section 3 of the Housing and Urban Development Act of 1968**

This section will not apply to this project.

### **46. Labor Standards – Davis Bacon and Related Acts**

This section will not apply to this project.

### **47. Non-Federal Prevailing Wage Rates**

This section will not apply to this project.

# LUCAS HOUSING SERVICES CORPORATION

546 Vance

## SUBCONTRACTOR SUBMITTAL

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

DESCRIPTION OF WORK: \_\_\_\_\_

SUBCONTRACT AMOUNT: \_\_\_\_\_ (\$ \_\_\_\_\_)

Prior to the commencement of work, this document shall be completed and signed by an Officer of the Prime Contracting Firm and each Sub-Contracting Firm, participating in the project. This document will be kept on file at Lucas Housing Services Corporation (LHSC). LHSC will utilize this information to verify bona-fide Subcontractors.

GENERAL (PRIME) CONTRACTOR: \_\_\_\_\_

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

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

SUB-CONTRACTOR: \_\_\_\_\_

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

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

BUSINESS PHONE NO.: \_\_\_\_\_

FEDERAL TAX ID. NO.: \_\_\_\_\_ or SOCIAL SECURITY NO.: \_\_\_\_\_

If the subcontractor possesses licenses, please list type of license and issuing authority:

The Sub-Contracting Firm is (please circle one): Individual Sole Proprietor Partnership LLC Corp

Is Sub-contractor an M. B. E., W.B.E., or S.B.C? ☐ Yes ☐ No If so, which one: \_\_\_\_\_

The Sub-contractor has read and understood the following sections of the Contract Documents (Attached), and understands that they will be required to comply with same:

Construction Schedule: \_\_\_\_\_ ☐ Yes ☐ No

General Conditions (HUD-5370 or 5370-EZ): \_\_\_\_\_ ☐ Yes ☐ No

Supplementary Conditions: \_\_\_\_\_ ☐ Yes ☐ No

Lead-Based Paint Ban: \_\_\_\_\_ ☐ Yes ☐ No

Non-Smoking Policy: \_\_\_\_\_ ☐ Yes ☐ No

Technical Specifications/ Drawings \_\_\_\_\_ ☐ Yes ☐ No

### GENERAL (Prime)

Signature: \_\_\_\_\_

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

Title \_\_\_\_\_

Date \_\_\_\_\_

### SUB-CONTRACTOR

Signature: \_\_\_\_\_

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

Title \_\_\_\_\_

Date \_\_\_\_\_

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## LUCAS HOUSING SERVICES CORPORATION

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### Contractor's Release & Certification

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

\_\_\_\_\_

\_\_\_\_\_

Project: \_\_\_\_\_

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

I, \_\_\_\_\_, of the above-noted firm hereby certify that the statements listed below, in connection with the above contract are true and complete:

1. The project noted above has been completed in accordance with the construction Contract Documents including any Change Orders applicable, except items noted in paragraph 7 below. There was/were Change Order(s).
2. The total amount due and owed in connection with the above stated Contract is \$\_\_\_\_\_.
3. The approximate total amount of unsettled claims relative to the above stated Contract is \$\_\_\_\_\_.
4. The Lucas Housing Services Corporation is released of all claims incidental to or as a consequence of this Contract, other than those items listed in paragraph 3 above and 7 below.
5. All wages paid to laborers or mechanics under this contract, were consistent with the wage rate requirements of the Contract, and there are no outstanding claims for unpaid wages by any laborers or mechanics employed under this Contract.
6. All guarantees and/or warranties in connection with labor, material and equipment furnished under this Contract, have been assigned and transmitted to the Lucas Housing Services Corporation, in accordance with paragraph 35 (Warranty of Construction) of the General Conditions of the Contract for Construction – Public Housing Programs. All warranties unless otherwise extended by equipment or material manufacturers, shall remain in effect for a period of not less than one year from date of final acceptances.

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## LUCAS HOUSING SERVICES CORPORATION

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7. The following items are unsettled claims incidental to the above noted contract:

<u>Claim Item</u>	<u>Amount Claimed</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Title)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

(SEAL)

Owner Concurrence: Lucas Housing Services Corporation

\_\_\_\_\_  
Contracting Officer

\_\_\_\_\_  
Date

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