



June 11, 2015

To: Prospective Bidders,

The College Hill Community Urban Redevelopment Corporation (“CHCURC”), a nonprofit in the City of Cincinnati, is currently administering a Façade Improvement Program for 17 buildings in the College Hill Business District. The façade work varies depending on the building, but includes new windows, doors, lighting, tuck-pointing, painting, awnings, and signs.

This letter provides notification that bids for these approximately 17 buildings and businesses will begin soon. CHCURC and the City of Cincinnati has an aspirational goal that 30% of the dollars spent for construction will be for work done by Small Business Enterprises (“SBEs”) certified as such with the City of Cincinnati.

Since this project is being funded in part with federal Community Development Block Grant money, all laborers shall be paid wages and provided working conditions in accordance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) – ie. paying applicable Federal Prevailing Wages. Additionally, the federal funds trigger a requirement that affirmative efforts be made to be inclusive of Section 3 Residents (ie. local residents at or below 80% of Area Median Income). In effect, this means that CHCURC and City encourage bidders who qualify as Section 3 Business Concerns. Bidders on this project **are not required** to be Section 3 Business Concerns, however we ask that all bidders review the attached Section 3 language and sign/return the Understanding Form.

Bidding information for each project will be made available via [www.chcurc.com](http://www.chcurc.com). Proposals shall be in accordance with the bidding documents. Bids received after the stated deadline will not be accepted. Bids received by facsimile or email will not be accepted. Proposals will be opened privately. Submitted bids shall not be withdrawn for a period of sixty days following the bid date. CHCURC and the business owner shall select the lowest and best bidder. CHCURC and the business owner reserve the right to reject any or all bids and to waive informalities in bidding.

Contractors wishing to submit a bid shall include their proposal for the project listed, as well as qualifications and three references.

1. Qualifications

- a. If a City of Cincinnati certified SBE, please provide evidence. **Being an SBE is not mandatory.**
- b. If registered with the City of Cincinnati as a Section 3 Business Concern, please provide evidence. **Being a Section 3 Business Concern is not mandatory.**

2. References

- a. Must submit three or more references for review.
- b. Each reference must have up to date phone or email
- c. CHCURC may check these references when determining the lowest and best bid.

## Request for Quote

To: Prospective Bidders

CHCURC requests quotes for Facade Improvements through the College Hill Façade Improvement Program.

Project Location: 6122 Hamilton (Enliven Nail Care & Massage)

### Description:

The business owner would like to replace doors, 1” thermal double pane windows, and black metal framing. Addition of tile under the window sills.

### Specifics:

ESTIMATION of work: Door with clear double pane windows 83” X 39”

Clear windows double paned 40” X 67” & 3 windows 32” X 67”

Tile along the bottom of window sill – Glass Tile & Tile

Painting or repair of rusted piping on South end of building

To include Repairs, Removal of Existing, Hauling Away, Installation, Caulking, Hardware.

Site Visit by Appointment. Please contact Matt Pleasant

[pleasams@gmail.com](mailto:pleasams@gmail.com) or (937) 974-5096

Bid Closing Date: July 30<sup>th</sup>, 2015

Bid Packets Opening Date: August 1<sup>st</sup>, 2015

Project Anticipated Start Date: August

Project Anticipated End Date:

### General Conditions

- Proposals are to include a detailed bid breakout per task
- Show Proof of Insurance
- The City of Cincinnati will be an additional insurance
- Understanding of Federal Prevailing Wage
- References are to be provided with bid submission
- Section 3 Understanding Form to be signed and returned with bid submission

# Bid Form

Bidder: \_\_\_\_\_

Bidder's Firm Name: \_\_\_\_\_

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

\_\_\_\_\_

Bidder's Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Ohio Contractors State License Board No: \_\_\_\_\_ Class Type: \_\_\_\_\_

City of Cincinnati SBE Certification: YES / NO If yes, must provide copy of certification with bid

Section 3 Business Certification: YES / NO If yes, must provide copy of certification with bid

## 1. Bid

1.1. Bidders shall include in their bid the cost of providing all labor, material, equipment, supervision, services, taxes, insurance, contingency, licenses, fees, overhead and profit, etc. necessary or incidentally required to complete the subcontract work including, but not limited to, the attached scope of work and clarifications and in accordance with the contract documents and specifications included with this bid package. Each line item shall include G.C.'s and Fee.

**1.2. It is understood that this Bid shall remain in effect, and may not be withdrawn, for a period of sixty (60) days from the date that bids are due to be received.**

1.3. References are to be provided with bid submission

## 2. Bid Detail

2.1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Project Anticipated Start Date:

4. Project Anticipated End Date:



## SECTION 3 CLAUSE PART 135.38

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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 1969, 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/developer 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 apprenticeships 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/developer 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/developer 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 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).



# CITY OF CINCINNATI

## SECTION 3 UNDERSTANDING

The U.S. Department of Housing and Urban Development (HUD) issued regulations that provide the directive to create job opportunities for low-income persons when HUD funds are expended on a construction project. These regulations are known as Section 3 Policy. The purpose of the Section 3 Policy is to ensure that the employment and other economic opportunities generated by Federal financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low- and very low-income persons.

Section 3 covered projects are construction, reconstruction, conversion or rehabilitation of housing, (including reduction and abatement of lead- based paint hazards, but excluding routine maintenance, repair and replacement) or other public construction which includes building and improvements assisted with HUD housing and community development assistance. Section 3 covered contracts do not include contracts for purchase of supplies and materials. However, whenever a contract for materials includes the installation of materials, the contract constitutes a Section 3 covered contract.

Contractors and their subcontracts must show compliance with the numerical goals set forth by the regulations. The numerical goals for new hires apply only to the number of new hires generated because of the financial assistance of the HUD programs. The numerical goals are not absolute numerical requirements. They are goals that each recipient and contractor should try to reach. The goals, if not met, do not trigger sanctions against the recipient or contractor. However, if challenged on the issue of compliance with Section 3, the recipient or contractor should be ready to demonstrate that they tried to reach these goals. The employment goal for employment is 30 percent of new hires annually.

In addition, contractors/developers and subcontractors are required to show compliance with the goal that at least 10% of any building trade activity that is subcontracted, and 3% of non-building trade activity (construction management, etc.) is awarded to eligible Section 3 business concerns.

Further information regarding these requirements may be found in the Federal Regulations at 24 CFR 135 and the City of Cincinnati Section 3 Plan.

**I certify that I have read the information above and understand the Section 3 requirements and numerical goals.**

Name of Contractor/Developer \_\_\_\_\_

\_\_\_\_\_  
Signature, Title Date





City of Cincinnati

SUBCONTRACTOR APPROVAL REQUEST
Statement of Intent to Utilize Firms

FORM 2004
Revised 6/24/15

Bid Reference No. 55X2015-131

THIS FORM MUST BE COMPLETED AND SUBMITTED TO CONTRACT OFFICER AFTER BID OPENING BUT PRIOR TO CONTRACT AWARD.

INFORMATION RECORDED HEREIN WILL BE INCORPORATED IN THE AWARDEES' CONTRACT

Form with fields: PROJECT NAME, CONTRACT NO., City Agency Administering Contract, Contact Person, Phone No., Requesting Contractor, Federal Tax ID, Address, Zip Code, Authorized Representative, Title, Prime Contractor (use only when GC is requesting a Sub), Federal Tax ID, Address, Zip Code, Prime Contractor E-Mail Address.

SUBCONTRACTOR

Form with fields: SUBCONTRACTOR, Federal Tax ID, Address, Zip Code, Authorized Representative, Title, Phone No., Email address, Is SBE certified by the City of Cincinnati?, YES NO, and a table with columns: DESCRIPTION OF WORK, SUBCONTRACT'S CONTRACT AMOUNT \$, % OF TOTAL CONTRACT PRICE, ESTIMATED START DATE, COMPLETION DATE.

SIGNATURES

Form with fields: SUBCONTRACTOR, DATE, Requesting Contractor, DATE, Prime Contractor, DATE, Specialist Initial, Contract Administering Agency, DATE.

