

REQUEST FOR PROPOSALS (RFP)

CDGB Project Number: CDBG-2021-01

CDGB Project Name: Aurora Housing Authority New Laundry Outlet Boxes



The Aurora Housing Authority™

1449 Jericho Circle

Aurora, IL 60506

REQUEST FOR PROPOSALS (RFP)

CDGB Project Number: CDBG-2021-01

CDGB Project Name: Aurora Housing Authority New Laundry Outlet Boxes

Install New Laundry Outlet Boxes

Indian trail

ISSUE DATE: January 11, 2022

Proposals must be submitted to the Aurora Housing Authority no later than

3:00 pm, on Tuesday, January 25, 2022 at

1449 Jericho Cr Aurora, IL 60506



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Attachments: Non-Collusive Affidavit

HUD FORM 5369 B (INSTRUCTION TO OFFERORS – NON-CONSTRUCTION)

HUD FORM 5369 C (CERTIFICATIONS TO REPRESENTATION TO OFFERORS – NON-CONSTRUCTION)

HUD FORM 5370 C (GENERAL CONDITIONS FOR CONSTRUCTION CONTRACTS – PUBLIC)

HUD FORM 4010 (FEDERAL LABOR STANDARDS PROVISIONS)



REQUEST FOR PROPOSAL

INSTALL NEW LAUNDRY OUTLET BOXES

The Aurora Housing Authority is seeking proposals from qualified contractors for: The installation of New Laundry Outlet Boxes and Stackable Washer Dryer Units in thirty five (35) units for nine (9) buildings located at 417 E Indian Trail Aurora, IL 60505. Aurora Housing Authority desires to install Laundry Outlet Boxes in each unit. This document outlines project requirements. Unless otherwise instructed, specifications do not purport to show all of the exact details of the work. They are intended to illustrate the character and extent of the performance desired under the proposed contract, and may be supplemented or revised at any time.

The selected contractor will be responsible for all aspects of the installation and associated design. This outline specification is intended to provide initial guidance on project requirements and highlight critical performance details. In no event shall the lack of details in this document be construed to undermine the requirements for a quality installation of the Laundry Outlet Boxes and Stackable Washer Dryer Units that meet all local and state codes and regulations.

INSTRUCTIONS FOR CONTRACTORS:

All proposals must be submitted with one (1) original and two (2) copies and one digital copy in the form of a flash drive. These must be in an envelope or package clearly marked “Installation of New Laundry Outlet Boxes – ATTN: Ralph Jordan”. Please note, because the award will not be based on Pricing alone, no Modifications, if any, will be provided at the pre-bid meeting.

There will be a pre-bid meeting, at 417 E Indian Trail apt D, Aurora, IL 60505 at 10:00 am on Tuesday, January 18, 2022. You or your representative(s) are required to attend this meeting if you intend to submit a proposal. The meeting is an opportunity for the Aurora Housing Authority to overview the project and objectives, and for participants to request additional information directly from Aurora Housing Authority staff managing or participating in the project. A brief tour of the roofs and site will be included.

Proposals must be submitted no later than 3:00 pm, on Tuesday, January 25, 2022 at 1449 Jericho Cr Aurora, IL 60506 in an envelope clearly marked “RFP – Installation of New Laundry Outlet Boxes – ATTN: Ralph Jordan”. Proposals must be submitted in the format stated and address the items in the proposal specifications. Bids will not be accepted after this time. This job mentioned will be performed as soon as possible.

Postmarks or other timestamps will not be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time.

All proposals are binding for sixty (60) days following the deadline for proposals, or until the effective date of any resulting contract, whichever occurs first.



The Aurora Housing Authority may reject any or all proposals on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim of cause of action by any unsuccessful participant against the Aurora Housing Authority.

The Aurora Housing Authority assumes no liability for the payment of cost and expenses incurred by any bidder in responding to this request for proposals. All proposals become the sole property of the Aurora Housing Authority. This request for proposal is not a contract and alone shall not be interpreted as such but rather serves as an instrument through which proposals are solicited.

While it is the expectation of the Aurora Housing Authority to award this contract in whole to a single successful contractor, the Aurora Housing Authority reserves the right, at its sole discretion, to award service engagement contracts to separate independent vendors as it deems appropriate based on qualifications, proposal, pricing, and other relevant criteria, or to elect not to award to any bidder.

The Aurora Housing Authority reserves the right to revise the scope and deliverables of one or more project segments (or segment tasks or activities) at its sole discretion prior to awarding any contract for that particular segment. In such a case these revisions shall be negotiated between the Aurora Housing Authority and the contractor to reconcile any changes on pricing and performance. Changes after awarding a contract shall be governed by the terms of that agreement.

A site plan will be provided by contractor request. Final terms and conditions will be negotiated between the Aurora Housing Authority and the selected finalist prior to the time of award.

The following is the solicitation schedule for the procurement:

	Date	Time
Pre-bid Meeting	Tuesday, January 18, 2022	10:00 am @ 417 E Indian Trail Apt D Aurora, IL 60505
Proposal Due	Tuesday, January 25, 2022	3:00 pm @ 1449 Jericho Cr Aurora, IL 60506
Award Date	TBD	TBD

All inquiries concerning this RFP, including but not limited to, request for clarifications, questions, and any change to the RFP, shall be submitted in writing, citing the RFP title, Page, Section, and Paragraph and submitted to the following RFP Soliciting Coordinator:

Ralph Jordan
ralphjordan@auroraha.org
1449 Jericho Cr
Aurora, IL 60506



Contractors are encouraged to submit questions via email, however, the Aurora Housing Authority assumes no liability for assuring accurate/complete email transmission/receipt and is not responsible to acknowledge receipt. Inquiries must be received by the Aurora Housing Authority's RFP Solicitation Coordinator (see above) no later than Friday, January 21, 2022 at 4:00 pm. Inquiries submitted later than this date shall not be considered properly submitted. The Aurora Housing Authority will consider all timely-received questions and requests for change and, if reasonable and appropriate, will issue an addendum to clarify or modify this RFP.

Contractors are required to submit the following documents with their proposals: Non-collusive Affidavit, HUD Form 5369 B, HUD Form 5369 C, and HUD Form 5370 C, HUD Form 4010.

INSURANCE REQUIREMENTS:

Prior to commencement with the project, the selected contractor will be required to provide proof of liability insurance as follows:

- General Liability: \$1,000,000 per occurrence; \$2,000,000 aggregate
- Automobile Liability: \$1,000,000 Combined Single Limit
- Professional Liability: \$2,000,000
- Worker's Compensation: Per State of Illinois Statute

The Aurora Housing Authority must be named as an additional insured for the stated project.

BID BOND:

Each Bid must be accompanied by a Bid Bond payable to the Owner for five percent (5%) of the total amount of the Bid. As soon as the Bid prices have been compared, the Owner will return the Bonds of all except the three lowest responsible Bidders. When the Agreement is executed, the bonds of the two remaining unsuccessful Bidders will be returned. The Bid Bond of the successful Bidder will be retained until the payment Bond and performance Bond have been executed and approved, after which it will be returned.

After proposals are received, they will be evaluated and marked according to applicable criteria. Interviews may be scheduled to meet and discuss proposed plans for the design and installation of New Laundry Outlet Boxes Units and Stackable Washer Dryer Units.

After all proposals are reviewed, evaluated and ranked, the Aurora Housing Authority will use the contract negotiation process to obtain the most highly qualified firm at a fair and reasonable price. The proposed agreement will include the final scope of work to be provided and all required responsibilities of the qualified, licensed contractor.

Each firm submitting a bid is affirming his/her commitment to comply with the laws of the State of Illinois Fair Employment Practices and with all rules and regulations of the U.S. Department of Housing and Urban Development for Equal Opportunity and Non-Discrimination Practices.



The contract will be awarded to the lowest responsive, responsible bidder not on HUD's list of ineligible contractor or the AHA Suspended and Debarred List.

WAGE RATE REQUIREMENTS:

In the employment and use of labor, the General Contractor and his Subcontractors shall conform to the Illinois Statutory requirements regarding labor and wages.

Prevailing Rate of Wages: All contractors for the work herein are subject to the provisions of the Illinois Prevailing Wages Act (820 ILCS 130/et seq.) providing for the payment of prevailing rate of wages to all Laborers, Workmen, and Mechanics engaged on the work such provisions shall be applicable to all the Subcontractors and material men as well as the General Contractor. The Owner may at any time inquire of the Contractor as to rates of wages being paid, and such information shall be promptly provided to the owner.

Future increases of wage rates and materials cost over the course of the contract time will not be originated from Owner.

The Aurora Housing Authority reserves the right to accept or reject any or all proposals or to waive any informality in bids when it is in the best interest of the Aurora Housing Authority. No proposal shall be withdrawn for a period of sixty (60) calendar days subsequent to the opening of proposals without the consent of the Aurora Housing Authority.

For Aurora Housing Authority

Ralph Jordan
Executive Director

Date



PROPOSAL REQUIREMENTS

Proposals shall provide sufficient information to allow the Aurora Housing Authority to evaluate your firm's experience and specific approach to the project. Proposals shall be organized in the following format:

Section 1 – A letter of interest: With design philosophy to fully complete all specific work in a timely manner. Include professional license and any special qualifications your firm may possess to execute this project;

Section 2 – Project Approach: Provide a detailed description of a specific approach to this project.

Section 3 – Relevant Experience: List at least three (3) similar services that have been performed in the past five years. Provide name and size of project, Owner and contact who approved Bidders work.

Section 4 – Design Solution: Briefly describe basic components and materials.

Section 5 – Description of knowledge of all local, State and Federal regulation related to the performance of specified work;

Section 6 - Cost Proposal: Provide a Lump Sum Fixed Fee Proposal for The Installation of New Laundry Outlet Boxes and Stackable Washer Dryer Units, and incidental cost for supervision, travel, etc. No separate expense reimbursements will be allowed. Include all-inclusive hourly billing rates for personnel who might be involved on the project for additional services;

Section 7 – Furnish to the Owner two (2) copies of the Manufacturer's Warranty in compliance with these specification;

Section 8 – MBE/WBE status/Section 3 status (Minority Business Enterprise/Women's Business Enterprise/Section 3 qualified).

Evaluation Criteria

- | | |
|--|-----------|
| 1. Proposed approach to the Project | 10 Points |
| 2. Contractor qualifications and current work load | 10Points |
| 3. Past experience in performing similar projects | 20Points |
| 4. Cost | 45 Points |
| 5. Interview | 10 Points |
| 6. MBE/WBE/Section 3/Affirmative Action Plan Status/Compliance | 5Points |

The selected short-listed firm will be invited to an interview to present their proposal, shortly after which a final selection will be made and a contract awarded.



PROJECT OVERVIEW

The Aurora Housing Authority is seeking proposals from qualified contractors to: Completely Install New Laundry Outlet Boxes and New Drain Pipe and New Dryer Vents and Stackable Washer Dryer Units. This project will include thirty five (35) units in (9) buildings on the Indian Trail Site, 417 E Indian Trail Aurora, IL 60505.

Bidder should be responsible for the following scope of services and shall be the Single Point of responsibility for the entire period of warranty.

SCOPE OF WORK

The Aurora Housing Authority is soliciting request for proposal (RFP's) from experienced contractors with proven experience, resources, and professional expertise to provide design, equipment and installation of a Laundry Outlet Boxes, New Drain Pipe, Dryer Vents and Stackable Washer Dryer Units, at the Indian Trail Site in thirty five (35) units in (9) buildings. The scope of work will include, but is not limited to, the following functions:

- Contractor is Responsible for all measurements to determine materials,
- The buildings will be occupied during construction. It will be the contractor's responsibility to coordinate work.
- The contractor must familiarize himself with the site, all details of work required, and existing conditions. The contractor must be a state licensed firm as a going entity for at least five (5) years, and produce a valid certificate of liability insurance, which must be on hand before work begins.
- Contractor acknowledges and agrees that public safety is of the outmost importance, and will constantly protect and preserve the safety of employees, tenants and the public during progress of work.
- Contractor will be responsible for all safety equipment, and educate their employees in the rules of safety.
- Contractor shall be aware of and comply with all City, County, State and Federal requirements regarding workplace safety.

Work Included:

- Work is limited to Indian Trail Site, thirty five (35) units in (9) Buildings,
- Contractor shall remove old cold and hot water laundry valves and install New Laundry Outlet Boxes.
- Contractor shall install a new Drain Pipes and Dryer Vents for each unit
- Contractor shall make any drywall repairs around Laundry Outlet Boxes
- Contractor shall install New Stackable Washer Dryer Units. (Procured by AHA)
- Submit specs for New Laundry Outlet Boxes and Dryer Vents.



- Contractor shall supply and provide all materials and labor for the successful completion of this project.
- Contractor shall provide all Laundry Outlet Box and Dryer Vents specs and compliance federal, State and local codes and regulations and approval by the AHA.
- Contractor shall keep work area neat at the end of each work day and contained through the duration of the job.
- Contractor is responsible for disposing of all construction debris to an approved disposal site.
- Any changes to project will need to be approved in writing with the AHA, and with the approval of a change order,

PROJECT REQUIREMENTS

Part 1- General Requirements

All work shall be in compliance with all applicable codes and regulations local and State. Manufacturer's Certification should ensure that said Laundry Outlet Boxes and Dryer Vent Units are appropriate for this particular installation. The contractor is responsible for obtaining any require city permits.

Part 2 – Submittals

Contractors will be required to submit product data for Laundry Outlet Boxes, Dryer Vents, and any other material required to complete job.

Quality Assurance

- All materials used shall be manufactured, supplied and approved by the AHA.
- Contractor should be licensed by the City of Aurora and State to install the specified Laundry Outlet Boxes Units and Dryer Vents.
- All materials shall be installed in accordance with the manufacturer's current written specifications and details. Deviations shall not be made without prior written approval from the AHA.
- Contractor should have not less than five (5) years of successful experience in installing of Laundry Outlet Boxes and Dryer Vent systems similar to the one required for this project. Contractor(s) or authorized subcontractors shall guarantee all installations to meet and pass assigned City Inspections at no additional cost to AHA.
- Contractor(s) should provide all permits required by City of Aurora for work under this RFP and any resulting Contracts.

- Contractor should provide a one (1) year warranty on all labor provided as a result of this RFP and any resulting Contracts. All warranty documents shall be delivered to AHA by the Contractor upon project completion.

Warranty

- Furnish to Aurora Housing Authority two (2) copies of the MATERIAL WARRANTY
- CONTRACTOR’S WARRANTY: A (5) five year Contractor’s Warranty is required. After manufacturer’s warranty inspection date. Contractor shall provide the Aurora Housing Authority with an agreement to perform any and all necessary repairs needed within 48 hours of being notified.
- Repairs that are needed by Aurora Housing Authority, which are not repaired within 48 hours of notifications may be temporarily repaired by the Owner without affecting the Warranty in any way. An emergency kit shall be provided to the Owner, which they can use for any emergency. This should not negate the Laundry Outlet Boxes and Dryer Vent’s contractor responsibility to repair defects (within 48 hours’ notice).

Acceptable Laundry Outlet Boxes and Dryer vents could be the following or equal:

- Quarter-turn F1960 PEX Laundry Outlet Box with Hammer Arrestor
- NOTE: Units have old cold and hot water valves
- AHA will consider your recommendation on what unit will more efficient and more cost effective. Be specific on your recommendations.
- Before completion of the works, and before issuing the certificate of completion, the bidder shall provide inbuilt documents including manuals and warranties as per scope of work, etc.;

Reserved Rights

- Award of contract shall be made to the submitter whose bid is determined to be the most responsible and advantageous to the Aurora Housing Authority, considering pricing, materials, and the evaluation factors set forth in the RFP. The RFP is not considered a commitment of any kind, for payment of cost incurred in the submission of this RFP or for any cost incurred prior to the execution of a formal contract with the Aurora Housing Authority. Aurora Housing Authority reserves the right to accept or reject any or all proposals.

END OF RFP



Attachment A

CONTRACTOR DEBARMENT REVIEW CERTIFICATION

MUST BE SUBMITTED WITH BID PROPOSAL



CONTRACTOR DEBARMENT REVIEW CERTIFICATION

CDGB Project Number: CDBG-2021-01

CDGB Project Name: Aurora Housing Authority New Laundry Outlet Boxes

All CDBG sub recipients are required to conduct debarment reviews on all services procure with CDBG funds by checking the System for Award Management (SAM) website, www.sam.org, to determine if a potential contractor is excluded from receiving Federal contracts. This review will be conducted by the Project’s Owner before any contract award is executed. The use of CDBG funds is prohibited for any contractor on the excluded (debarment) list.

This certification is required by the regulations implementing Executive Order 12546, Debarment and Suspension; 7CFR Part 3017.510, Participants responsibilities. The regulations were published as Part IV of the January 30, 1989 Federal Register (Pages 4722-4733).

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department of agency;
 - Have not within a three-year period preceding this proposal been convicted of or had a civil judgment against them for commission of fraud of a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes of commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local)
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective shall attach an explanation to this proposal.

Certified by:

Name & Title (Print): _____ Date: _____

Signature: _____ Date: _____

DUNS Number: _____



Attachment B

Bid Fee Sheet

MUST BE SUBMITTED WITH BID PROPOSAL



MUST BE SUBMITTED WITH BID PROPOSAL

BID FORM

CDGB Project Number: CDBG-2021-01

CDGB Project Name: Aurora Housing Authority New Laundry Outlet Boxes

CONTACT: _____

PHONE: _____ **E-MAIL:** _____

I have received the project specifications and attachments for the

Project Name: _____

I have review and signed the required attachments included in this bid packet.

In submitting this bid, I agree:

1. To accept the provisions of the Contract Documents.
2. To furnish Certificate of Insurance.
3. To accomplish the work in accordance with the contract Documents.
4. To enter into and execute a contract with the Project’s Owner if awarded on the basis of the Bid.
5. To provide full coordination and supervision of all subcontractors (if used) and suppliers.
6. To expedite work, manage payment requests and general administration of the project.
7. To provide supervision and responsibility for all safety on in and around the work site.
8. To have all project work completed no later than ____ / ____ / ____.

I/We propose to furnish and install as specified in the Information to Bidders at the following net delivery price: _____ Dollars (\$ _____)

Number of Days for completion of Project _____

AUTHORIZED SIGNATURE _____ DATE _____



BID FEE SHEET

Materials and Labor (as detailed in the Attachment A). Cost should be fully burdened.

- 401 E Indian Trail Building Aurora, IL 60505
Labor \$ _____
Material \$ _____
- 403 E Indian Trail Building, Aurora, IL 60505.
Labor \$ _____
Material \$ _____
- 405 E Indian Trail Building, IL 60505
Labor \$ _____
Material \$ _____
- 407 E Indian Trail Building, IL 60505
Labor \$ _____
Material \$ _____
- 409 E Indian Trail Building Aurora, IL 60505
Labor \$ _____
Material \$ _____

- 411 E Indian Trail Building Aurora, IL 60505
Labor \$ _____
Material \$ _____
- 413 E Indian Trail Building Aurora, IL 60505
Labor \$ _____
Material \$ _____
- 415 E Indian Trail Building Aurora, IL 60505
Labor \$ _____
Material \$ _____

- 417 E Indian Trail Building Aurora, IL 60505
Labor \$ _____
Material \$ _____



- **HUD Form Acknowledgements:** The HUD Forms reference bellow shall be acknowledged with a signature and date. These Forms can be found online. It is the responsibility of the Bidder to find, read and acknowledge these Forms as they be incorporated here as part of this solicitation and any resulting contract.

HUD 5369 _____ **Date** _____

HUD 5370-A _____ **Date** _____

HUD 5370 _____ **Date** _____

HUD 4010 _____ **Date** _____

- **Company Name/Contract Information**

Company Name: _____

Address: _____

Phone: _____

Email: _____

Authorize Agent Signature: _____

Authorize Agent Name (Printed): _____



Attachment C
Bid Bond Template

MUST BE SUBMITTED WITH BID PROPOSAL



BIDBOND

KNOW ALL MEN BY THESE PRESENTS, That we the undersigned, _____ as PRINCIPAL, and _____ as SURETY, are held and firmly bound unto Aurora Housing Authority, hereinafter called the "AHA", in the penal sum of _____ Dollars, lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has submitted the accompanying bid, dated _____, 2021, for _____.

NOW, THEREFORE, if the Principal shall not withdraw said bid within the period specified therein after the opening of the same, or, if no period be specified, within sixty (60) days after the said opening, and shall within the period specified therefore, or, if no period be specified within ten (10) days after the prescribed forms are presented to him for signature, enter into a written contract with the AHA in accordance with the bid as accepted, and give bond with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such contract; or in the event of the withdrawal of said bid within the period specified, or the failure to enter into such contract and give such bond within the time specified, if the Principal shall pay the AHA the difference between the amount specified in said bid and the amount for which the AHA may procure the required work or supplies or both, if the latter amount be in excess of the former, then the above obligation shall be void and of no effect, otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above-bounded parties have executed this instrument under their several seals the _____ day of _____, 2021, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body. In presence of:

_____ (SEAL)
_____ (Business address)

_____ (SEAL)
_____ (Business address)

Attachment D

Bidder's Certification

MUST BE SUBMITTED WITH BID PROPOSAL



BIDDER'S CERTIFICATION

CDGB Project Number: CDBG-2021-01

CDGB Project Name: Aurora Housing Authority New Laundry Outlet Boxes

I/We hereby certify that:

1. A complete set of bid papers, as intended, has been received, and that I/We will abide by the contents and/or information received and/or contained herein.
2. I/We have not entered into any collusion or other unethical practices with any person, firm, or employee of the Agency which would in any way be construed as unethical practice.
3. I/We comply with all current Federal, State and Local laws, statutes, rules, and regulations referencing equal opportunity employment practices including those contained in Public Act 87-1257 (effective July 1, 1993).
4. I/We have adopted a written sexual harassment policy which is in accordance with the requirements of Federal, State and local laws, regulations and policies and further certify that I/We are also in compliance with other requirements contained in 775 ILCS5/2-105 (A).
5. I/We operate a drug free environment and drug free environment and drugs are not allowed in the workplace or satellite locations as well as Agency sites in accordance with the Drug Free Workplace Act of January, 1992.
6. The Bidder is not barred from bidding on the Project, or entering into this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code, of any other offense of "bid rigging" or "bid rotating" of any state or the United States.
7. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

BIDDER (COMPANY NAME): _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PINT NAME/TITLE OC COMPANY OFFICIAL: _____

AUTHORIZED OFFICIAL SIGNATURE: _____

PHONE NUMBER: _____

DATE: _____



Attachment E
Section 3 Clause

MUST BE SUBMITTED WITH BID PROPOSAL



SECTION 3 CLAUSE

This affidavit must display an original signature and notary seal.

Business Name _____

Business Address: _____

City: _____ State: _____ Zip: _____ County: _____

Business Phone: _____ Fax Number: _____

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).

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

NOTARIZATION: (Only sign in the presence of a Notary Public)

Signature

Print Name

Title

Date

State of _____ County of _____ on this _____ day of _____ 20____,
before me appeared _____ acknowledging that he/she
has read and understands the Section 3 requirements and numerical goals set forth.

Notary Signature

Commission Expiration Notary Seal



Attachment F

Section 3 Business Self-Certification (Optional)

MUST BE SUBMITTED WITH BID PROPOSAL



SECTION 3 BUSINESS SELF-CERTIFICATION

Optional, only to be submitted by those Businesses seeking to be Section 3 Certified.

Business Name: _____
Business Address: _____
City: _____ State: _____ Zip: _____ County: _____
Business Phone: _____ Fax Number: _____
Email Address: _____
Contractor's License: Class ___ A ___ B ___ C ___ N/A License Number: _____
Business License Number: _____ Federal ID Number: _____
Type of Business: _____

Types of Section 3 Business Enterprises:

Please check "Yes" or "No". If you answer "Yes" to one or more of the following questions, you may designate your company as a Section 3 Business Enterprise.

- 1. Is fifty-one percent (51%) of your business owned by a Section 3 resident*; or
Yes No
2. Are at least thirty percent (30%) of your full time employees persons that are currently Section 3 residents*, or within three (3) years of the date of first employment with the business concern were Section 3 residents*; or
Yes No
3. Can you provide evidence, as required, of a commitment to subcontract in excess of twenty-five percent (25%) of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications in the above two paragraphs?
Yes No

Verification- The Company hereby agrees to provide, upon request, documents verifying the information provided on this form.

I declare and affirm, under penalty of law, that the statements made herein are true and accurate to the best of my knowledge. I understand that falsifying information and incomplete statements will disqualify certification status.

Signature of Business Owner or Authorized Representative _____ Date _____

*Section 3 resident is: 1) Resident of Public and Indian Housing; or 2) Resident of the AHA that meet the definition of Low and Very Low Income.

Attachment G

Small Business (SWMBE) Utilization Plan

MUST BE SUBMITTED WITH BID PROPOSAL



SMALL BUSINESS (SWMBE) UTILIZATION PLAN

Instructions: The Bidder shall include hereunder a plan to assist AHA in its goal to establish participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in AHA prime contracts and subcontracting opportunities. Contractors must make a good faith effort to subcontract with said companies. Opportunities to subcontract with said companies should be listed here. If compliance cannot be obtained, the Bidder is required to provide written documentation with the bid as to why he/she could not obtain such participation. Attach additional sheets if more space is needed

Small Business (SWMBE) Utilization Plan:



Attachment H

List of Past Performance/Experience/Client Information

MUST BE SUBMITTED WITH BID PROPOSAL



LIST OF PAST PERFORMANCE/EXPERIENCE INFORMATION

Instructions: The Bidders shall submit three (3) former or current clients, preferably other than SMHA, for whom the Bidder has performed similar or like services to those being proposed herein

List of Past Performance/Experience/Client Information

Client #1

Company Name: _____

Address: _____

Email: _____

Phone Number: _____

Contact Person: _____

Brief Description of Similar Work Performed: _____

Client #2

Company Name: _____

Address: _____

Email: _____

Phone Number: _____

Contact Person: _____

Brief Description of Similar Work Performed: _____

Client #3

Company Name: _____

Address: _____

Email: _____

Phone Number: _____

Contact Person: _____



Brief Description of Similar Work Performed: _____

Other Information (Optional): Bidder's may provide additional documentation to demonstrate their experience doing the types of work required by this Invitation for Bid:



Attachment I
List of Sub-Contractors/Joint Venture

MUST BE SUBMITTED WITH BID PROPOSAL



LIST OF SUB-CONTRACTORS.JOINT VENTURE

Subcontractors:

Will this project have sub-contractors? (Check One) _____ **Yes** _____ **No**

If “Yes”, proceed to. If “No”, proceed to

Instructions: Please list all sub-contractors (including contact information) that will be working on any projects resulting from this contract. Each subcontractor should provide: Contractor Profile Form. Attach additional pages if needed.

List of Subcontractors

Company Name: _____

Address: _____

Email: _____ Phone

Number: _____

Contact Person: _____

Documentation Attached: _____ Yes _____ No

Company Name: _____

Address: _____

Email: _____

Phone Number: _____ Contact

Person: _____

Documentation Attached: _____ Yes _____ No

Company Name: _____

Address: _____

Email: _____

Phone Number: _____

Contact Person: _____

Documentation Attached: _____ Yes _____ No



Company Name: _____

Address: _____

Email: _____

Phone Number: _____

Contact Person: _____

Documentation Attached: Yes No

Joint Venture

Will this project be a joint venture? (Check One) Yes No

If “Yes”, proceed to. If “No”, no additional information is needed for this tab.

Instructions: Please list all companies involved in the joint venture (including contact information). Each company should provide: Vendor Registration Forms & W-9, Contractor Profile Form, and Section 3 Paperwork. Attach additional pages if needed.

List of Joint Venture Companies

Company Name: _____

Address: _____

Email: _____

Phone Number: _____

Contact Person: _____

Documentation Attached:



Attachment J
Wage Decision



- **WAGE DECISION**

This is a federally-assisted project and Davis-Bacon (DBRA) requirements will be strictly enforced. CDBG Contract Provisions and Federal Labor Standards Provisions HUD-4010 will be incorporated into the successful bidder's contract. Contractors, including all subcontractors and apprentices, must be eligible to participate.

CDGB Project Number: CDBG-2021-01

CDGB Project Name: Aurora Housing Authority New Laundry Outlet Boxes

Wage Decision: Building

Applicability: Building and Residential

Modification: January 6, 2022

General Decision Number: 820ILCS130/4

Counties Covered: Du Page, Grundy, Kane, Kendall, Lake, McHenry, and Will Counties

Wage Rates: See Attachment K for applicable wage decision. This is a courtesy copy and is subject to change.

Wage Determinations are subject to change up to the lock-in date.

This Project will require weekly certified payroll logs. One original signed version of the certified payroll logs must be submitted by the contractor AND subcontractors and apprentices to the bidding agency. Additional Originals must also be retained by the contractor AND subcontractors. A copy of the certified payroll log form is included as an attachment and is also available at: <http://www.dol.gov/whd/forms/wh347.pdf>.



