

**GENESEE COUNTY LAND BANK INVITATION FOR BIDS**  
**713 N. GRAND TRAVERSE**  
***Bid # LB: 10-011***

**BIDS ARE DUE: WEDNESDAY, AUGUST 25, 2010 BEFORE**  
**3:00 P.M. AND WILL BE OPENED AT 3:30 P.M.**

The General Contractor selected must demonstrate the financial ability to complete the project within 120 days of the receipt of the Authorization to Proceed. **The Sealed Bid must include the following:**

1. Copy of a Valid State of Michigan Builders License
2. Copy of Lead Abatement Contractor Certification, or if subcontracted, please provide Name and Lead Abatement Contractor Certification of Lead Abatement Contractor.
3. Copies of E.P.A. Renovator and Firm Certifications
4. H.U.D. Section 3 Certification **(There will be a informational meeting held at the Genesee County Land Bank on Monday, August 16, 2010 at 8:30 a.m.)**
5. Insurance Certificate including:
  - a. Worker's Compensation
  - b. General Liability of \$1,000,000 for Bodily Injury and Property Damage
  - c. Genesee County Land Bank named as a Certificate Holder
6. Bid Bond and Performance Bond Required
7. Executed Disbarment Form **(Attached)**
8. Executed Authorization Form **(Attached)**
9. Typed or Inked Contractor Bid Form and Specifications **(Attached)**
10. Current Profit and Loss Statement
11. Letters of Lines of Credit with Lenders, Suppliers, and/or sub-contractors
12. Examples of Prior Experience with Renovations of Historic Homes
13. References from Renovations of Historic Homes

The **mandatory** walk-through will be **Thursday, August 12, 2010.** Attendance at all walk-through inspections is required for the submission and consideration of any bids. The home will be available at the following time:

**713 N. GRAND TRAVERSE: 9:00 a.m. – 11:00 a.m.**

Please submit bids to the Genesee County Land Bank located at 452 S. Saginaw Street Flint, MI 48502, 2<sup>nd</sup> Floor before **3:00 p.m. on WEDNESDAY, AUGUST 25, 2010**. The bid opening will be held at the Genesee County Land Bank at 3:30 p.m. and is open to the public.

These properties are being developed with Federal Funds. The contractor selected must meet the most current Federal Davis-Bacon Wage Determination, Federal Labor Standards and Provisions, Equal Opportunity Clause (Executive Order 11246), and Section 3 requirements. These are outlined in the following ***attachments***:

- a. Most Current Federal Davis-Bacon Wage Determination
- b. Federal labor Standards Provisions
- c. Equal Opportunity Clause
- d. Section 3 Clause
- e. HUD Contract and Subcontract Activity

If the contractor does not have Section 3 Certification at time of bid submission, the contractor must submit a letter stating compliance with Section 3 Certification will be achieved within 10 days of receiving contract award. Please contact Tracy Atkinson from the City of Flint (810-766-7426 x. 3059 or [tatkinson@cityofflint.com](mailto:tatkinson@cityofflint.com)) for information regarding company Section 3 Certification. Lorie Dumond (810-232-2510 or [lorie.dumond@mcc.edu](mailto:lorie.dumond@mcc.edu)) at Mott Community College Workforce Development can provide assistance with employee and laborer Section 3 Certifications. The following documents are ***attached*** in order to help meet the Section 3 requirements:

- a. The Applicability of Section 3 of the Housing and Urban Development Act of 1968 to Neighborhood Stabilization Program Funding
- b. City of Flint – Section 3 Plan Addendum
- c. Certification for Business Concerns Seeking Section 3 Preference in Contracting and Demonstration of Capability
- d. Resident Employment Opportunity Data

**Selection Criteria:** Bids more than 10% lower or 15% higher than the cost estimate will be disqualified. All Bids will be reviewed by the Genesee County Land Bank and the final selection will be approved by the Genesee County Land Bank. A two phase approach will be used as criteria to evaluate the bids:

Phase I: At the bid opening the two lowest qualified bidders in the acceptable range will be selected to proceed to Phase II.

Phase II: The two lowest qualified bidders chosen from Phase I will be further evaluated based on:

- a. References and prior experience from renovations of Historic homes
- b. A line item review of the bids will be evaluated with the bidder and Land Bank to ensure affordability of the project
- c. Financial capability, including resources to begin and complete the project
- d. Acceptance of projected time frame

**THE GENESEE COUNTY LAND BANK IS AN EQUAL  
OPPORTUNITY EMPLOYER**

**PROCUREMENT/SUSPENSION/DEBARMENT**

I **HAVE NOT BEEN** BARRED OR SUSPENDED FROM WORKING ON  
FEDERAL CONTRACTS.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
**CONTRACTOR NAME**

\_\_\_\_\_  
**DATE SIGNED**

**THE GENESEE COUNTY LAND BANK IS AN EQUAL HOUSING EMPLOYER**

### **CREDIT AUTHORIZATION**

In submitting this bid to the Genesee County Land Bank, a copy of a consumer report prepared by a consumer reporting agency (also known as a credit report) will be obtained as a part of a routine background check.

Information from the report will not be used in violation of any federal or state equal opportunity law or regulation.

Signing this form constitutes written authorization to seek a consumer credit report from a consumer reporting agency.

**The undersigned hereby authorizes a credit report be released to The Genesee County Land Bank.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tax ID or Social Security No.

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Signature

## CONTRACTOR BID FORM

PROPERTY

713 N GRAND TRAVERSE

CONTRACTOR

OWNER: GENESEE COUNTY LAND BANK

452 S. SAGINAW STREET 2ND FLOOR FLINT, MI 48502

CONTACT

PERSON KYLE STOTTMEISTER 810-257-3088 EXT. 533

SPEC. WRITER JOHN SHAW 810-691-6217

BID SUBMISSION

DEADLINE DATE WEDNESDAY, AUGUST 25, 2010 BEFORE 3:00 P.M.

TOTAL BID OFFER AS PER  
CONTRACT SCHEDULE A

CONTRACTOR SIGNATURE

DATE

ADDRESS

PHONE

WORKERS COMP

INSURANCE EXPIRES DATE:

LIABILITY

INSURANCE EXPIRES DATE

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NOTE: BID PACKAGE INCLUDES ONE (1) SET OF SPECIFICATIONS ONE COPY MUST BE  
COMPLETED AND RETURNED WITH THIS BID FORM THAT MUST BE LINE PRICED  
IN CLEARLY LEGIBLE NUMBERS (INK OR TYPEWRITTEN)

# SPECS BY LOCATION/TRADE

8/5/2010

Work Write-up/Re-Bid: \_\_\_\_\_

Case Number: \_\_\_\_\_

Walk-Through Date: \_\_\_\_\_

Construction Specialist: \_\_\_\_\_

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

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

Initial: \_\_\_\_\_

Address: 713 N Grand Traverse Street

Unit: Unit 01

Location: 1 - General Requirements

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 1 General Requirements</b>					
120	<b>REMOVE CONSTRUCTION DEBRIS</b> Remove from site all construction materials, tools and debris. Sweep clean all exterior work areas. Vacuum all interior work areas, removing all visible dust, stains, labels and tags. Clean all windows referenced in specifications. Estimate 3-30 yard dumpsters	5.00	RM	_____	_____
140	<b>CONTRACTOR TO VERIFY UTILITIES CAN BE TURNED ON SAFELY</b> Prior to turning on gas, electric, and water, the contractor shall visually inspect systems for cracks, leaks, or faulty connections. After turning on utilities, contractor shall immediately check to make sure the water & gas are not leaking.	1.00	GR	_____	_____
36	<b>BUILDING PERMIT REQUIRED</b> The contractor is responsible for submitting this owner-prepared work write up to the building department, applying for, paying for and receiving a building permit prior to starting any work.	1.00	EA	_____	_____
37	<b>ELECTRICAL PERMIT REQUIRED</b> Prior to the start of work, the contractor shall create any documentation necessary to apply for, pay for and receive an electrical permit on behalf of the owner.	1.00	EA	_____	_____
38	<b>PLUMBING PERMIT REQUIRED</b> Prior to the start of work, the contractor shall: create a riser diagram, septic layout and all other documentation needed to apply for, pay for and receive a plumbing permit on behalf of the owner.	1.00	EA	_____	_____
39	<b>HVAC PERMIT REQUIRED</b> Prior to the start of the heating/cooling work, the contractor shall create a heating distribution layout and perform heat/cooling loss calculations and all other documentation needed to apply for, pay for and receive an HVAC permit on behalf of the owner.	1.00	EA	_____	_____
93	<b>BID AND PERFORMANCE BOND REQUIRED</b> Bid bond required in order to submit a bid. Prior to commencing work, contractor shall provide owner with a bond written on the AIA form for 100% of the contract, callable in the event of either non- performance or non-payment.	1.00	EA	_____	_____
<b>Trade: 9 Environmental Rehab</b>					
2070	<b>ASBESTOS ABATEMENT</b> Secure & isolate room, provide protective floor coverings when not removing floor tile. Pre-treat surface with wetting agent.	1.00	AL	_____	_____

Address: 713 N Grand Traverse Street

Unit: Unit 01

Location: 1 - General Requirements

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 9	Environmental Rehab				

clearly identified disposal drums &amp; HEPA vacuum entire area.

Vinyl in bathroom, pipes in basement, shingles

**9007 CLEAN TO LEAD CLEARANCE**

1,927.00 SF

Prior to final acceptance of the lead hazard reduction work and all rehabilitation work, the property shall be visually inspected for any remaining paint chips, dust and debris and lead dust wipe samples shall be obtained from floors, windows sills and window troughs. The contractor shall re-clean (Using the HEPA/wash/HEPA method) all applicable components and surfaces and pay for all additional clearance dust sampling if any dust sample results exceedd the thresholds of 40 ug/SF for floors, 250 ug/Sf for window sills and 400 ug/SF for window troughs.

Certificate of clearance shall be presented with payment request. NSP will pay for the first clearance only.

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

Location Total: \_\_\_\_\_

Location: 2 - Interior

Approx. Wall SF: 0

Ceiling/Floor SF: 1,462

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 5	Demolition & Disposal				

**805 CLEAN-OUT BUILDING**

1.00 EA

Remove all furniture, furnishings, rubbish and debris from building and yard. Legally dispose in land fill.

Trade: 10 Carpentry

**2887 WINDOW--WOOD DBL HNG/DBL GLZ**

17.00 EA

Dispose of window unit and install a wood, double hung, double glazed, one-over-one window and jamb complete with full screen, snap-in mullion, hardware, weatherstripping, interior stool, apron, casing, and outside casing. Prime before installing. Repair all walls disturbed by removal and installation. Clean glass. In bathroom, use obscure, tempered glass. Windows should be flashed with self adhesive butyl flashing (Grace or approved equivalent)

Dispose using state guidelines for lead abatement. Windows should be Crestline or approved equivalent. Glass should be thermo pane and low E. Gap around windows should be sealed with minimal expanding foam.

**2995 WINDOW--REGLAZE**

3.00 EA

Remove windows from openings and transport to a restorer (such as Materials Unlimited in Ypsilanti (734)-483-6980). Windows will be stripped of all lead based materials. Jamb liners will be installed on the double hung units and beveled glass will be replaced where broken and reglazed. Where damaged use existing windows for pattern. Windows will be



Address: 713 N Grand Traverse Street		Unit: Unit 01			
Location: 2 - Interior		Approx. Wall SF: 0		Ceiling/Floor SF: 1,462	
Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 10	Carpentry				
	rehung and protected until completion of job.				
	Front living room window, stairwell window, dining room window				
3185	DOOR--PREHUNG FIBERGLASS ENTRANCE	1.00	EA		
	Dispose of door and frame. Install a 2' 8" Pella, fir grained, prehung fiberglass, insulated, 2 panel, 3/4 light, entrance door and jamb including interior and exterior casing, spring metal weatherstripping, interlocking threshold, one entrance and one mortised deadbolt keyed alike(Schlage, brass). Use gel stain to finish door - color by agency.				
	Install minimal expanding foam to insulate door.				
3345	DOOR--6 PANEL MAHOGANY GRAIN DOOR	3.00	EA		
	Install a Therma-Tru, 6 panel, mahogany grain, fiberglass, pre-hung entry door with weather strip and threshold. Include Schlage lock and dead bolt keyed alike with front door. Use minimal expanding foam to insulate door.				
	Include Carriage House				
3360	DOOR--PREHUNG PASSAGE	5.00	EA		
	Install a 1-3/8" prehung, oak, 4 panel, door and split jamb including casing both sides, 2 butt hinges and a privacy lockset.				
	Replace missing or damaged doors				
4025	TRIM ALLOWANCE--INTERIOR	1,927.00	SF		
	Carefully remove all trim and store in basement during contruction (base, window and door casing). Resinstall after stripping all finish. Restain with product such as Minwax, seal with polyeurethane. Include stairs and risers. All closets will have chrome plated, steel closet rod and wood shelf. Linen closets will have 5 plywood shelves. Door hardware will be Shlage brass passage sets w/ privacy sets on bedrooms and bathrooms				
	Replace damaged or missing doors with solid oak. Stain to match.				
Trade: 16	Conservation				
5095	INSULATION	1,927.00	EA		
	Blow R-15 cellulose insulation in closed wall cavities. R-49 cellulose blown insulation in attic after installing baffles				
	Include firestop where necessary				
Trade: 17	Drywall & Plaster				
5270	DRYWALL	7,708.00	SF		
	Hang, tape and 3 coat finish drywall. Apply a 3/8 bead of adhesive to each framing member and screw or nail 8"on center. Run boards with long dimension horizontal. Wet sand ready for paint.				

<b>Address: 713 N Grand Traverse Street</b>			<b>Unit: Unit 01</b>		
<b>Location: 2 - Interior</b>		Approx. Wall SF: 0		Ceiling/Floor SF: 1,462	
<b>Spec #</b>	<b>Spec</b>	<b>Quantity</b>	<b>Units</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>Trade: 17</b>	<b>Drywall &amp; Plaster</b>				
	Remove loose or damaged plaster. Remove minimal amounts of walls and ceiling materials as necessary to gain access for plumbing, heating, and electrical Drywall entire interior. 1/2" on walls and ceilings. 5/8" on ceiling of addition. Green board in bathrooms.				
<b>Trade: 19</b>	<b>Paint &amp; Wallpaper</b>				
<b>5566</b>	<b>PREP &amp; PAINT HOUSE (INTERIOR)</b> Remove/cover all hardware, fixtures not to be painted. Wet scrape loose, cracked, peeling, blistered surfaces. Feather edges & dull gloss surfaces with sandpaper. Clean all surfaces. Spot prime and top coat trim, ceiling, walls, doors & windows with owner's choice of premixed latex. Include any closets. Use Behr or approved equivalent. Eggshell finish. 2 coats. Color must be approved by the agency. Prime with Kilz or equal prior to painting.	1,927.00	SF		
<b>Trade: 20</b>	<b>Floor Coverings</b>				
<b>5930</b>	<b>UNDERLAY &amp; VINYL SHEET GOODS</b> Install 1/4" underlayment, using 7d screw shank or cement coated nails, or narrow crown staples, 6" on center allowing a 1/4" gap at wall. Install 070" thick, backed vinyl sheet goods w/ minimum seams, per manufact. recommendations. Caulk edges of vinyl w/clear silicone caulk to create positive seal. Install metal edge strips in openings & shoe molding. \$20 material allowance for vinyl. Kitchen, bathrooms, laundry room, mud room. Flooring will be Armstrong Solarium sheet vinyl	330.00	SF		
<b>5960</b>	<b>REMOVE FLOOR COVERING TO SUBFLOOR</b> Remove floor covering to subfloor, remove all staples/nails, inspect subfloor for water/mold damage. Remove all transitions.	500.00	SF		
<b>5970</b>	<b>CARPET AND PAD</b> Install FHA approved, nylon, plush carpet over a 1/2" medium density rebound pad w/ a minimum of seams. Stretch carpet to eliminate puckers, scallops & ripples. Include tackless strips, metal edge strips, and mending tape to cover entire floor including closets. On stairs, fasten carpet and pad at top and bottom of each riser. Carpet and pad material allowance \$25/sy. Owner's choice of in stockcolor and pattern. Living Room, Dining Room, halls, stairs (runner), and bedrooms. Colors and textures to be determined by the agency	180.00	SY		
<b>Trade: 23</b>	<b>Electric</b>				
<b>7730</b>	<b>LIGHT FIXTURE--ALLOWANCE</b> Buy outlets and fixtures per the plan. The agency will select the fixtures. Allow \$40 per light fixture, \$100 per fan. Throughout house, bar lights in bathrooms, ceiling fans in bedrooms	1.00	EA		

<b>Address:</b> 713 N Grand Traverse Street	<b>Unit:</b> Unit 01
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<b>Location:</b> 2 - Interior	Approx. Wall SF: 0	Ceiling/Floor SF: 1,462
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Spec #	Spec	Quantity	Units	Unit Price	Total Price
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<b>Trade:</b> 23	<b>Electric</b>				
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7810	<b>SMOKE DETECTOR--HARD WIRED</b> Install a UL approved, ceiling mounted smoke and heat detector permanently wired into a receptacle box.	6.00	EA	_____	_____
8120	<b>REWIRE HOUSE</b> Replace all wiring, devices, motor and fixtures reusing as much as possible and within the existing service capacity. Rewire the house to conform to the current edition of the National Electric Code.  Replace existing electrical service with a residential, 200 amp, single phase, 3 wire electric service. Include a main disconnect, 22 circuit panel board, meter socket, weather head, service cable, and ground rod and cable. Seal exterior service penetration.  See drawing for placement of outlets, switches, and finish fixtures	1,927.00	SF	_____	_____

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

Location Total: \_\_\_\_\_

<b>Location:</b> 3 - Stairway	Approx. Wall SF: 256	Ceiling/Floor SF: 63
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Spec #	Spec	Quantity	Units	Unit Price	Total Price
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<b>Trade:</b> 10	<b>Carpentry</b>				
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2525	<b>HAND RAIL WITH BALUSTERS</b> Install oak handrail and 6" square newel post, and oak turned balusters 4" on center. Stain to match other wood	15.00	LF	_____	_____
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Bidder: \_\_\_\_\_

Location Total: \_\_\_\_\_

<b>Location:</b> 4 - Kitchen	Approx. Wall SF: 376	Ceiling/Floor SF: 138
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Spec #	Spec	Quantity	Units	Unit Price	Total Price
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<b>Trade:</b> 5	<b>Demolition &amp; Disposal</b>				
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710	<b>DEMO NON BEARING PARTITION</b> Remove partition including plaster/drywall, lath, framing members, fixtures, wiring, and mechanical runs. Dispose of in code legal dump.  Remove chase from NE corner. Use space to run plumbing and electrical to the second floor.	1.00	EA	_____	_____
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<b>Trade:</b> 10	<b>Carpentry</b>				
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3715	<b>CABINET--WOOD BASE</b> Replace base cabinets. Install base cabinet with doors of solid oak or maple stiles and veneered plywood panels. Frame with solid oak or maple stiles, 1/2" veneered plywood sides and metal or plastic corner bracing. Drawers shall be made of wood	18.00	LF	_____	_____
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<b>Address:</b> 713 N Grand Traverse Street	<b>Unit:</b> Unit 01
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<b>Location:</b> 4 - Kitchen	Approx. Wall SF: 376	Ceiling/Floor SF: 138
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Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade:</b> 10	<b>Carpentry</b>				

or composition material. Owner's choice of two in-stock designs.  
Aristokraft Grayson Saddle finish per print layout. Include island

<b>3725</b>	<b>CABINET--WOOD WALL</b>	14.00	LF	_____	_____
	Replace wall cabinets. Field measure and screw to studs, level and plumb, kitchen wall cabinet. Door to have solid wood stiles and plywood panels. Frame to have solid wood stiles, 1/2" plywood sides, metal or plastic corner bracing. Aristokraft Grayson Saddle finish per print layout				

<b>3750</b>	<b>COUNTER TOP--PLASTIC LAMINATE</b>	18.00	LF	_____	_____
	Dispose of counter top. Field measure and manufacture a plastic laminate counter top, glued to particle board designed for this purpose. Provide cutout for sink. Owner's choice of in-stock color and texture. Include full back and side splash.				

<b>Trade:</b> 22	<b>Plumbing</b>				
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<b>6835</b>	<b>SINK--DOUBLE BOWL COMPLETE--GCI</b>	1.00	EA	_____	_____
	Install a 22 gauge 33" x 22" x 8" double bowl, stainless steel, self rimming kitchen sink including a steel, metal body faucet, rated at 2.0 GPM or less, with a 15 year drip- free warranty, grease trap, supply lines, full port ball type shut-off valves & escutcheon plates on all supply & drain lines. NOTE: All copper is to be soldered & all PVC fittings glued.				

<b>Trade:</b> 23	<b>Electric</b>				
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<b>7575</b>	<b>20 AMP CIRCUIT--RECEPTACLE</b>	2.00	EA	_____	_____
	Install 20 amp, duplex receptacle with a matching plastic cover plate on a separate circuit with an individual over protection device. Fish wire and repair all tear out. Add to countertop wall. GFCI protected				

<b>7630</b>	<b>RANGE CIRCUIT--50 AMP</b>	1.00	EA	_____	_____
	Install 220 volt, 50 amp, surface mounted range receptacle on an individual circuit. Fish wire and repair all tear out.				

<b>7840</b>	<b>RANGE HOOD--RECIRCULATING</b>	1.00	EA	_____	_____
	Install a 30", recirculating, enameled metal range hood with light, charcoal filter, and washable grease filter. Owner's choice of color.				

**Bidder:** \_\_\_\_\_ **Location Total:** \_\_\_\_\_

<b>Location:</b> 5 - Mud Room	Approx. Wall SF: 192	Ceiling/Floor SF: 36
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Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade:</b> 10	<b>Carpentry</b>				

<b>Address:</b> 713 N Grand Traverse Street	<b>Unit:</b> Unit 01
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<b>Location:</b> 5 - Mud Room	Approx. Wall SF: 192	Ceiling/Floor SF: 36
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Spec #	Spec	Quantity	Units	Unit Price	Total Price
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<b>Trade:</b> 10	<b>Carpentry</b>				
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4160	<b>CLOSET--FRAME NEW CLOSET IN FOYER</b>	1.00	EA		
	Construct a coat closet along wall. Hang, tape and 3 coat finish 1/2" gypsum to both sides of the 2"x 3" framing. Hang a 3'x 6'8" 6 panel, oak, bifold door including overhead track and hardware. Install a 1"x 12" plywood shelf, 1-3/8" hanger rod and 1"x 4" interior base. Match exterior base to room. Prep and prime ready to paint. See print.				

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

Location Total: \_\_\_\_\_

<b>Location:</b> 7 - Living Room	Approx. Wall SF: 592	Ceiling/Floor SF: 322
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Spec #	Spec	Quantity	Units	Unit Price	Total Price
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<b>Trade:</b> 5	<b>Demolition &amp; Disposal</b>				
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711	<b>REMOVE BEARING WALL</b>	1.00	LF		
	Remove the wall dividing the two small bedrooms on the main floor. Remove old fireplace. Reframe closet to match print. Remove extraneous doors. Install microlam support beam as needed.  Remove wall between the two rooms that will comprise the living room. Save the trim and reuse.				
746	<b>DEMO CHIMNEY</b>	1.00	EA		
	Remove surplus masronry chimney by hand. After securing site and removing all potentially damaged vehicles, chisel bricks at mortar line to disassemble the chimney. Remove completely to basement. Patch roof and all floors with appropriate material.				

<b>Trade:</b> 19	<b>Paint &amp; Wallpaper</b>				
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5545	<b>REFURBISH POCKET DOORS</b>	1.00	EA		
	Remove original pocket doors. Repair tracks. Remove stain down to original wood and restain wood door on both sides. Let dry. Varnish 2 coats with clear polyurethane varnish, Lightly sand with fine grit sandpaper between coats to dull gloss, and tack rag surfaces.  Clean and reuse original hardware where possible				

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

Location Total: \_\_\_\_\_

<b>Location:</b> 8 - Foyer	Approx. Wall SF: 480	Ceiling/Floor SF: 224
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Spec #	Spec	Quantity	Units	Unit Price	Total Price
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<b>Trade:</b> 10	<b>Carpentry</b>				
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2455	<b>REPLACE FIRE DAMAGED FRAMING</b>	1.00	LF		
	Remove and replace fire damaged framin in walls and ceiling of foyer. Prepare for new drywall.				

<b>Address:</b> 713 N Grand Traverse Street	<b>Unit:</b> Unit 01
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<b>Location:</b> 8 - Foyer	Approx. Wall SF: 480	Ceiling/Floor SF: 224
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Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade:</b> 10	<b>Carpentry</b>				

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

**Location Total:** \_\_\_\_\_

<b>Location:</b> 9 - 1/2 Bathroom	Approx. Wall SF: 176	Ceiling/Floor SF: 24
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Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade:</b> 10	<b>Carpentry</b>				

<b>3385</b>	<b>DOOR--POCKET</b> Reframe and install a 30" solid oak pocket door, including an overhead track, all hardware and casing on both sides. See print. Stain to match.	1.00	EA	_____	_____
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<b>3810</b>	<b>TOWEL BARS &amp; TOILET PAPER HOLDER</b> Install a 30" chrome plated steel towel bar, screwed securely to studs. Chrome Toilet paper holder American Standard Williamsburg or approved equal	1.00	EA	_____	_____
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<b>3832</b>	<b>BATH MIRROR</b> Install one plate glass 30x36 mirror over vanity, appropriately secured	1.00	SF	_____	_____
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<b>Trade:</b> 22	<b>Plumbing</b>
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<b>6901</b>	<b>VANITY--30" COMPLETE</b> Install a 30" vanity complete with plywood cabinet, cultured marble top, dual control, brass bodied, single lever faucet, supply risers, shut-off valves and all required waste connectors to complete the installation. Aristokraft Grayson vanity with saddle finish. Simulated marble tops with Kohler Coralie 8" center chrome faucets	1.00	EA	_____	_____
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<b>7010</b>	<b>COMMODO--REPLACE--1.6 GPF--GCI</b> Install a 2 piece, close coupled, white, vitreous china, commode with a maximum water usage per flush of 1.6 Gallons. Include plastic or pressed wood white seat, supply pipe, shut-off valve, flap valve and wax seal. Kohler Wellington elongated, with matching seat	1.00	EA	_____	_____
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<b>Trade:</b> 23	<b>Electric</b>
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<b>7590</b>	<b>RECEPTACLE--GFCI BATH</b> Install a flush mounted, ground fault circuit interrupted duplex receptacle adjacent to lavatory using copper romex. Fish wire and repair all tear out.	1.00	EA	_____	_____
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<b>7818</b>	<b>FIXTURE--LIGHT, VENT</b> Install a single bulb light fixture with an exterior ducted vent fan with damper capable of 60 cfm, controlled by 2 manufacturer-supplied switches, using #14 copper Romex. Fish all wire and repair tear out.	1.00	EA	_____	_____
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<b>Address:</b> 713 N Grand Traverse Street	<b>Unit:</b> Unit 01
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<b>Location:</b> 9 - 1/2 Bathroom	Approx. Wall SF: 176	Ceiling/Floor SF: 24
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Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade:</b> 23	<b>Electric</b>				

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

Location Total: \_\_\_\_\_

<b>Location:</b> 10 - Upstairs Bathroom	Approx. Wall SF: 280	Ceiling/Floor SF: 77
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Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade:</b> 10	<b>Carpentry</b>				

<b>3810</b>	<b>TOWEL BARS &amp; TOILET PAPER HOLDER</b> Install two 30" chrome plated steel towel bar, screwed securely to studs. Chrome Toilet paper holder American Standard Williamsburg or approved equal	1.00	EA	_____	_____
<b>3832</b>	<b>BATH MIRROR</b> Install one plate glass 60x36 mirror over vanities, appropriately secured	1.00	SF	_____	_____
<b>4160</b>	<b>CLOSET--FRAME NEW CLOSET IN BATHROOM</b> Construct a closet in bathrom (see print). Hang, tape and 3 coat finish 1/2" gypsum to both sides of the 2"x 3" framing. Hang a 3'x 6'8" 6 panel, solid oak, bifold door including overhead track and hardware. Install a 1"x 12" plywood shelf, 1-3/8" hanger rod and 1"x 4" interior base. Match exterior base to room. Prep and prime ready to paint.	1.00	EA	_____	_____

<b>Trade:</b> 22	<b>Plumbing</b>
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<b>6901</b>	<b>VANITY--36" COMPLETE</b> Install a 36" vanity complete with plywood cabinet, cultured marble top, dual control, brass bodied, single lever faucet, supply risers, shut-off valves and all required waste connectors to complete the installation. Aristokraft Grayson vanity with saddle finish. Simulated marble tops with Kohler Coralais 8" center chrome faucets	2.00	EA	_____	_____
<b>6958</b>	<b>BATHTUB/SHOWER--5' FIBERGLASS--Sterling</b> Install a 5', 4 piece, Kohler Sterling™, 60" x 30" x 72" Product #: 61030126 Tub/Shower - Complete Unit - <a href="http://www.sterlingplumbing.com/home.str1">http://www.sterlingplumbing.com/home.str1</a> - fiberglass tub and shower unit complete with pop up drain and overflow, PVC waste, single lever shower diverter, shower rod and Kohler Forte chrome tub valve - & a shower head with a maximum 2.0 GPM flow rate.	1.00	EA	_____	_____
<b>7010</b>	<b>COMMODE--REPLACE--1.6 GPF--GCI</b> Install a 2 piece, close coupled, white, vitreous china, commode with a maximum water usage per flush of 1.6 Gallons. Include plastic or pressed wood white seat, supply pipe, shut-off valve, flap valve and wax seal. Kohler Wellington elongated, with matching seat	1.00	EA	_____	_____

<b>Address:</b> 713 N Grand Traverse Street	<b>Unit:</b> Unit 01
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<b>Location:</b> 10 - Upstairs Bathroom	Approx. Wall SF: 280	Ceiling/Floor SF: 77
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Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade:</b> 23	<b>Electric</b>				
7590	<b>RECEPTACLE--GFCI BATH</b> Install a flush mounted, ground fault circuit interrupted duplex receptacle adjacent to lavatory using copper romex. Fish wire and repair all tear out.	1.00	EA	_____	_____
7818	<b>FIXTURE--LIGHT, VENT</b> Install a single bulb light fixture with an exterior ducted vent fan with damper capable of 60 cfm, controlled by 2 manufacturer-supplied switches.	1.00	EA	_____	_____
<b>Bidder:</b> _____	<b>Location Total:</b> _____				

<b>Location:</b> 11 - Master Bedroom	Approx. Wall SF: 592	Ceiling/Floor SF: 300
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Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade:</b> 5	<b>Demolition &amp; Disposal</b>				
711	<b>REMOVE BEARING WALL</b> Shore up structure with a 6" steel beam or 2"x12" flitch plate beam supported by 2"x4"- 12" OC with a double 2"x4" sole plate. Remove wall to make master bedroom. Install 9 1/2" micro laminated beam to carry roof framing. Remove damaged framing, finish materials and trim. Save and reuse base trim.	1.00	LF	_____	_____
<b>Trade:</b> 10	<b>Carpentry</b>				
2455	<b>REFRAME NORTH WINDOW</b> Reframe window to meet egress requirements	1.00	EA	_____	_____
<b>Bidder:</b> _____	<b>Location Total:</b> _____				

<b>Location:</b> 12 - North Bedroom	Approx. Wall SF: 288	Ceiling/Floor SF: 81
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Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade:</b> 10	<b>Carpentry</b>				
2455	<b>REFRAME WINDOW</b> Reframe window in the NW corner to meet egress requirements.	1.00	DY	_____	_____
4160	<b>CLOSET--FRAME NEW CLOSET IN BEDROOM</b> Construct a 28" deep by 4' wide closet in bedroom along wall. Hang, tape and 3 coat finish 1/2" gypsum to both sides of the 2"x 3" framing. Hang a 3'x 6'8" 6 panel, solid oak, bifold door including overhead track and hardware. Install a 1"x 12" plywood shelf, 1-3/8" hanger rod and 1"x 4" interior base. Match exterior base to room. Prep and prime ready to paint. See print.	1.00	EA	_____	_____



Address: 713 N Grand Traverse Street

Unit: Unit 01

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

Location Total: \_\_\_\_\_

Location: 13 - South Bedroom

Approx. Wall SF: 288

Ceiling/Floor SF: 81

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 10 Carpentry

4160 CLOSET--FRAME NEW CLOSET IN BEDROOM

1.00 EA

Close entrance into hallway and reframe door for bifolds. Hang, tape and 3 coat finish 1/2" gypsum to both sides of the 2"x 3" framing. Hang a 5'x 6'8" 6 panel, solid oak, bifold door including overhead track and hardware. Install a 1"x 12" plywood shelf, 1-3/8" hanger rod and 1"x 4" interior base. Match exterior base to room. Prep and prime ready to paint.

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

Location Total: \_\_\_\_\_

Location: 14 - Laundry

Approx. Wall SF: 192

Ceiling/Floor SF: 36

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 10 Carpentry

2455 PARTITION--2"X4" NON BEARING

1.00 LF

Move door to laundry room. Reuse if possible. See print.

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

Location Total: \_\_\_\_\_

Location: 15 - Basement

Approx. Wall SF: 952

Ceiling/Floor SF: 1,120

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 6 Concrete &amp; Paving

865 FOOTING IN BASEMENT

1.00 RM

Excavate and pour new 36" x 36" x 12" stanchion pads no more than 8' OC to support new stanchions and triple 9 1/2" micro lam beam. See Print.

Trade: 7 Masonry

1105 FOUNDATON--PARGET

1.00 EA

Remove all loose broken and deteriorated material. Parget foundation wall with 3/8" coat of waterproof cement. Match existing finish as closely as possible. Seal gopher holes and repair "Michigan" basement area

1195 REMOVE COAL CHUTE

1.00 EA

Old coal chute will be sealed and the material will match the existing foundation walls.

Trade: 10 Carpentry

2455 HANDRAIL ON BASEMENT STAIRS

12.00 LF

Address: 713 N Grand Traverse Street			Unit: Unit 01		
Location: 15 - Basement		Approx. Wall SF: 952		Ceiling/Floor SF: 1,120	
Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 10	Carpentry				
	Install a grippable handrail w/ 2 coats of polyurethane finish. Install 4 x 4 for support where necessary				
2915	<b>WINDOW--WOOD CUSTOM</b>  Duplicate basement windows, including hardware. Frame will be pressure treated SYP and sash will be pine with glazed glass and primed and finished with 2 coats	2.00	EA	_____	_____
Trade: 16	Conservation				
4995	<b>INSULATE RIM JOIST--FIBERGLASS--GCI</b>  After Air Sealing is complete, staple R19 fiberglass batts with Kraft faced backing to the interior of the rim joist at the entire perimeter of the basement and/or crawl space exterior walls. Installation to extend from the subfloor for the first floor to the top of the foundation wall. The batts will be neatly cut to fit precisely with no compression of the fiberglass fibers, and cut to fit neatly around wires, pipes and other components that interfere.	100.00	LF	_____	_____
Trade: 21	HVAC				
6041	<b>FURNACE 90+ GAS - REPLACE--GCI</b>  FURNACE: install a 90+ gas fired forced air furnace with minimum AFUE rating of 90% on 2" patio block to existing duct work & gas line. New furnace to be vented with PVC piping per manufacturer's specifications. New furnace will have minimum limited warranties of: 20 years on heat exchangers; 5 years on parts. Include auto set back thermostat controls, vent pipe, new electric supply, & new shut-off valve. An exterior return air filter box shall be installed on one side, both sides, or bottom of new furnace. Seal all exposed duct joints as a part of this item with Duct Mastic.  Remove old and provid new head ducts to heat the perimeter walls on the first and second floors. and cold air returns in the interior walls for both floors. Include programmable thermostat on main floor	1.00	EA	_____	_____
6180	<b>A/C CENTRAL UNIT</b>  Submit manuf's cut sheet & cooling load calcs to owner min 15 working days prior to installation. Install central A/C system w/ min EER of13 including condensing unit, A type coil, control & power wiring, insulated freon lines, plenums, ext pad & connections to create a product capable of 68 F interior when ext is 100 F at 95% humidity. Provide owner w/factory warranty, manual & 1-yr contractors warranty.	1.00	EA	_____	_____
6415	<b>DRYER VENT--GCI</b>  Install 4" rigid aluminum vent tubing from the specified dryer location to a 4" wall mounted dryer vent hood with a back-flow preverter and NO screening. Do not fasten with nails, screws or other fasteners that protrude into the interior of the exhaust duct. Seal all seams in the system with duct mastic or aluminum foil tape, not duct tape. Secure duct and hood to framing.	1.00	EA	_____	_____

Address: 713 N Grand Traverse Street		Unit: Unit 01			
Location: 15 - Basement		Approx. Wall SF: 952		Ceiling/Floor SF: 1,120	
Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 21	HVAC				
Trade: 22	Plumbing				
6602	PLUMBING--INSPECT MAIN WATER AND SEWER CONNECTIONS Have a license plumber inspect the main water and sewer hook ups and provide a written inspection report to the agency	1.00	EA		
6715	DRAIN, WASTE, VENT--PVC Remove all drain, waste and wet vent lines to code legal dump. Install schedule 40 PVC or cast iron DWV lines to service one 3-piece bath, one 2 piece bath, kitchen and laundry area from the foundation perimeter to roof vent terminus.	1.00	EA		
7071	HWH -POWER VENT 40 GAL GAS POWER VENTED--GCI Install a 40 gallon, glass lined, high efficient, power vented, insulated to R-7, gas water heater with a 10 year warranty. Include pressure & temperature relief valve, discharge tube to within 6" of floor, condensate pump, owners manual & all duct work to power vent to exterior. Provide separate electrical circuit & new gas piping from shut-off valve to fixture. Lochinvar or approved equivalent	1.00	EA		
7115	LAUNDRY TUB AND FAUCET - INSTALL Remove existing sink to code legal dump. Install single bowl, 24" fiberglass laundry tray to fit under faucet. Include standard 2 handle chrome laundry faucet. Hook up waste line.	1.00	EA		
7135	HOSE BIBB Install a bronze, freeze free hose bibb on outside of structure with inside shut-off valve and backflow preventer. Seal exterior penetration with silicone caulk.	2.00	EA		
7190	WATER SUPPLY Remove all water supply from meter on, to code legal dump. Install pex supply lines with 3/4" main, 1/2" fixture grouping trunk, and 3/8" individual supply lines to service one 3-piece bath, one 2 piece bath, kitchen & laundry area. Installation shall be complete, code compliant, fully usable, and include shut-off valves, supply lines & air gaps.	1.00	EA		
Trade: 23	Electric				
7475	ELECTRIC SERVICE--200 AMP Dispose of old electric service to code legal dump. Install a 200 amp, main disconnect, 110/220 volt, 24 circuit panel board, meter socket, weather head, service cable, and ground rod and cable. Caulk exterior service penetration.	1.00	EA		
7615	WASHER CIRCUIT 110\20 AMP Install a flush or surface mounted duplex outlet for a washing machine on a separate 20 amp circuit using #12 copper Romex. GFCI Protected	1.00	EA		
7620	DRYER CIRCUIT--30 AMP	1.00	EA		

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Address: 713 N Grand Traverse Street			Unit: Unit 01		
Location: 15 - Basement		Approx. Wall SF: 952		Ceiling/Floor SF: 1,120	
Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 23	Electric				
	Install 220 volt, 30 amp, surface mounted receptacle on an individual circuit.				
Trade: 24	Extermination				
8395	PEST MANAGEMENT	1.00	DU		
	Employ an exterminator to address the wood chuck problem around the house and carriage house. Trap or bait to eliminate problem				
Bidder:		Location Total:			
Location: 16 - Upstairs Hall		Approx. Wall SF: 368		Ceiling/Floor SF: 102	
Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 10	Carpentry				
3420	ATTIC ACCESS	1.00	EA		
	Cut and frame an attic access hatch of 3/8" plywood (24" x 36"). Trim with casing to match room, prime topcoat, weatherstrip with closed cell foam and insulate with 1" closed cell polystyrene. See print.				
Bidder:		Location Total:			
Location: 17 - Front Porch		Approx. Wall SF: 0		Ceiling/Floor SF: 202	
Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 6	Concrete & Paving				
865	FOOTING--PIER	4.00	EA		
	Install a footing system to support brick columns. Pier shall be 4" wider than the column and 42" deep. Concrete shall be 3500# mix. Inspection required				
Trade: 7	Masonry				
1350	MASONRY PORCH RAIL--REBUILD	45.00	LF		
	Properly brace the porch roof and carefully remove brick columns. Clean and stack brick. Remove all brick from areas between the columns and front railings. Clean and stack. After new foundation is installed re-lay existing brick to match original configuration & height. Columns and rails will be capped with limestone and column caps will be canted to shed water. Front railings will be capped with limestone and canted from the center (slightly) to drain water. Brick will be raked to match existing style.				

<b>Address:</b> 713 N Grand Traverse Street	<b>Unit:</b> Unit 01
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<b>Location:</b> 17 - Front Porch	Approx. Wall SF: 0	Ceiling/Floor SF: 202
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Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade:</b> 10	<b>Carpentry</b>				
3560	<b>PORCH--REBUILD</b> Construct new porch using 2"x 8" joists with 3/4" tongue and groove flooring (#1 fir). Flooring shall run North and South. The boards will be primed on all sides and installed using a concealed nail applied at an angle to secure the deck. Install cedar fascia boards and a soffit around the 12" overhang. Install a beaded board ceiling on the porch. Steps shall be 8' wide and porch railing will match existing style and size. They will also meet current codes. Install 4 new wood columns (include capitols and bases). Include partial columns (2) where porch meets house. Raise grade so porch is less than 30" from grade.	202.00	SF	_____	_____
3575	<b>TREATED WOOD STEPS</b> Build a treated lumber stair case. Match existing style and size. All foundation lumber should be approved for ground contact. Handrail will be a pipe handrail, anchored in cement and painted.	1.00	EA	_____	_____
<b>Bidder:</b> _____	<b>Location Total:</b> _____				

<b>Location:</b> 18 - Exterior	Approx. Wall SF: 0	Ceiling/Floor SF: 0
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Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade:</b> 4	<b>Site Work</b>				
475	<b>LANDSCAPING ALLOWANCE</b> the trees that abut the structure or within 5 ft. of the house or carriage house will be removed and the stumps will be ground out 12 inches below grade. The lot will be cleared of over growth and savable mature trees will be trimmed.	1.00	AL	_____	_____
<b>Trade:</b> 6	<b>Concrete &amp; Paving</b>				
980	<b>DRIVEWAY--ASPHALT</b> Driveway will be graded and 2 inches of stone mix will be added and compacted. Install a 2 inch lift of base asphalt and a 1 inch top coat of 22A wearing surface. Driveway will run from the existing concrete to the carriage barn (10 ft wide) and will have a 14 x 30 turnaround in front of the carriage barn.	1,270.00	SF	_____	_____
<b>Trade:</b> 7	<b>Masonry</b>				
1285	<b>BRICK LINTEL</b> Install steel angle 3-1/2"x3" by 1/4" thick. Repair surrounding brick work matching bricks and joints as closely as possible. Install over windows on main floor. Reuse existing brick. Size will vary with window. Paint lintel dark to blend in with brick.	8.00	EA	_____	_____
<b>Trade:</b> 10	<b>Carpentry</b>				

Address: 713 N Grand Traverse Street			Unit: Unit 01		
Location: 18 - Exterior		Approx. Wall SF: 0		Ceiling/Floor SF: 0	
Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 10	Carpentry				
2265	<b>REPLACE DAMAGED SECTIONS OF BOND JOIST</b> Replace rotten or damaged sections of bond joist priot to siding.	25.00	LF	_____	_____
2590	<b>SIDING--PINE</b> Prepare surface by removing nails, installing backers,Tyvek or equivalent vapor barrier and aluminum flashing at all openings. Nail 6" "Pawlonia" pine siding (fully primed) to the surface using galvanized siding nails (Maze Stormguard double dipped in molten zinc) driven at least 1" into studs. Stagger joints in adjacent pieces and center all butt joints over studs. Corner posts, window, and door trim will be fully primed cedar as well. Remove old siding in preparation for installation. Corner posts, band boards trim, water table, window trim and frieze boards shall be replaced to match existing look. Corner posts on stairwell bump out will be duplicated and replaced	430.00	SF	_____	_____
2615	<b>SIDING--CEDAR SHINGLE</b> Install 18" #1 Western red cedar shingles with an 4" exposure using aluminum or galvanized nails. Shingles will be primed and factory stained "Baked Brick". Installation will be according tothe Best practices by JLC using the Rainscreen mat. Remove old shingles and wrap with Tyvek in preparation for new shingles. Include 3 decorative gable vents. Match existing.	964.00	SF	_____	_____
3575	<b>TREATED WOOD BACK PORCH</b> Build a treated lumber porch/landing. Include piers, posts, stringers, steps, and rail. Use appropriately sized floor joists for span. All foundation lumber should be approved for ground contact.  8' x 11' of back entrance of kitchen. No hand rail necessary. Include stairs to ground level.	88.00	EA	_____	_____
Trade: 15	Roofing				
4490	<b>ROOF SHEATHING 7/16"</b> Install 7/16" OSB sheathing nailed 8" on center using plywood clips.	2,400.00	SF	_____	_____
4580	<b>TEAR OFF AND REROOF SHINGLES</b> Remove and dispose of all roofing & defective sheathing. Cut a 1" wide vent at ridge board. Staple 15 lb felt. Install preformed aluminum, drip edge, and vent pipe boots. Install Certainteed Landmark Architectural shingles with a 30 yr warranty. Replace all flashing. Install shingle-over ridge vent. Include "Ice and water shield" where specified by code  Since soffit venting is impractical. Install Smart Vent or equivalent	23.00	SQ	_____	_____
4631	<b>1/2 ROUND 6" ALUMINUM GUTTER</b> Replace gutters with 1/2 round, aluminum seamless and hung 3' o.c. with strap hangers. Downspouts should be 5" round. Each downspout should have a concrete splashblock	255.00	LF	_____	_____
4760	<b>SOFFIT &amp; FASCIA</b> Soffit, fascia, rakes, and crown moulding will be repaired or replaced with matching materials. The wet scrape sand method	250.00	LF	_____	_____

<b>Address:</b> 713 N Grand Traverse Street	<b>Unit:</b> Unit 01
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<b>Location:</b> 18 - Exterior	Approx. Wall SF: 0	Ceiling/Floor SF: 0
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Spec #	Spec	Quantity	Units	Unit Price	Total Price
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<b>Trade:</b> 15	<b>Roofing</b>				
	encapsulant.				

<b>Trade:</b> 19	<b>Paint &amp; Wallpaper</b>				
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<b>5656</b>	<b>PREP &amp; PAINT EXTERIOR SIDING &amp; WINDOWS</b>	430.00	SF		
	Cover ground with drop cloth. Exterior wil be caulked along all wood joints and all openings (window and door). The house will be painted with two coats of exterior latex paint with a 2 color system (base, trim). Colors will be Baked Brick on siding and Bright white on all trim.				
	Include caulking. Existing windows will be primed and top coated with 2 coats of bright white.				

<b>Bidder:</b>		<b>Location Total:</b>	
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<b>Location:</b> 19 - Carriage House	Approx. Wall SF: 1,275	Ceiling/Floor SF: 451
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Spec #	Spec	Quantity	Units	Unit Price	Total Price
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<b>Trade:</b> 5	<b>Demolition &amp; Disposal</b>				
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<b>715</b>	<b>GUT STRUCTURE INTERIOR</b>	1.00	EA		
	Remove all wall finishes, windows, doors, trim, equipment, debris and household items from structure and dispose of in legal landfill. Remove bath and the wall between bath and garage to make area large enough for parking. Sand will have to be removed as well as plumbing.				

<b>Trade:</b> 6	<b>Concrete &amp; Paving</b>				
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<b>980</b>	<b>GARAGE FLOOR--CONCRETE</b>	50.00	SF		
	Level surface, prepare a 3" gravel base over a uniformly graded & compaceted subgrade. Form and pour 3000 psi air entrained concrete, 4" thick pad. Provide #10 welded wire mesh, expansion joints at 10' intervals, and a broom finish surface. Remove forms.				
	Pour slab to match existing in old bathroom.				

<b>Trade:</b> 10	<b>Carpentry</b>				
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<b>2590</b>	<b>SIDING--CLAPBOARD</b>	800.00	SF		
	Prepare surface by removing nails, installing backers,Tyvek or equivalent vapor barrier and aluminum flashing at all openings. Nail 6" "German #117" pine siding (fully primed) to the surface using galvanized siding nails (Maze Stormguard double dipped in molten zinc) driven at least 1" into studs. Stagger joints in adjacent pieces and center all butt joints over studs. Corner posts, window, and door trim will be fully primed cedar as well.				
<b>2615</b>	<b>SIDING--CEDAR SHINGLE</b>	400.00	SF		
	Remove damaged and deteriorated shingles. Install 18" #1				

<b>Address: 713 N Grand Traverse Street</b>			<b>Unit: Unit 01</b>		
<b>Location: 19 - Carriage House</b>		Approx. Wall SF: 1,275		Ceiling/Floor SF: 451	
<b>Spec #</b>	<b>Spec</b>	<b>Quantity</b>	<b>Units</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>Trade: 10</b>	<b>Carpentry</b>				
	galvanized nails.				
	Same as house				
<b>2887</b>	<b>WINDOW--WOOD DBL HNG/DBL GLZ</b> Dispose of window unit and install a wood, double hung, double glazed, one-over-one window and jamb complete with screen, snap-in mullion, hardware, weatherstripping, interior stool, apron, casing, and outside casing. Prime before installing. Repair all walls disturbed by removal and installation. Paint acrylic both sides. Clean glass. In bathroom, use obscure glass  Dispose using state guidelines for lead abatement. Windows should be Crestline or approved equivalent. Glass should be thermo pane and low E. Gap around windows should be sealed with minimal expanding foam.	10.00	EA	_____	_____
<b>3200</b>	<b>DOOR OVERHEAD GARAGE</b> Dispose of patio door. Install an insulated steel, 8'x 7' garage door including hardware, exterior trim and drip cap. Reframe wall to receive door.  Door will be Clopay "Coachman"	1.00	EA	_____	_____
<b>3560</b>	<b>PORCH--REBUILD</b> Remove deteriorated porch. Construct 12" masonry piers, 2"x 6" joists with 5/4" pressure treated flooring. Posts and ceiling trim should match existing. Bead board will be used for the ceiling material. Construct roof structure with 2"x 6" rafters, 1/2" plywood deck, aluminum gutter and downspouts and 1/4" plywood ceiling. Structural lumber and deck shall be preservative treated.	60.00	SF	_____	_____
<b>Trade: 15</b>	<b>Roofing</b>				
<b>4580</b>	<b>TEAR OFF AND REROOF SHINGLES</b> Remove and dispose of all roofing & defective sheathing. Cut a 1" wide vent at ridge board. Replace up to 5 sf of sheathing per 100 sf of roof using pine board or CDX plywood of matching thickness. Staple 15 lb felt. Install preformed aluminum, drip edge, and vent pipe boots. Install a 220 lb fiberglass asphalt, dimensional shingle with a 30 yr warranty. Replace all flashing. Install shingle-over ridge vent. Include "Ice and water shield" where specified by code. Call NSP for "open roof" inspection prior to drying in. Include rubber membrane over porch	9.00	SQ	_____	_____
<b>4585</b>	<b>RESHEET--7/16" OSB</b> Remove roof to deck. Install 7/16" OSB over entire roof.	900.00	SF	_____	_____
<b>Trade: 19</b>	<b>Paint &amp; Wallpaper</b>				
<b>5655</b>	<b>PREP &amp; PAINT EXTERIOR WOOD</b> Cover ground with drop cloth. Caulk and fill holes. Spot prime and top coat two colors with owner's choice of premixed acrylic	450.00	SF	_____	_____



<b>Address:</b> 713 N Grand Traverse Street	<b>Unit:</b> Unit 01
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<b>Location:</b> 19 - Carriage House	Approx. Wall SF: 1,275	Ceiling/Floor SF: 451
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Spec #	Spec	Quantity	Units	Unit Price	Total Price
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<b>Trade:</b> 19	<b>Paint &amp; Wallpaper</b>
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latex.  
 "Baked Brick" to match the house. Trim to be bright white

<b>Trade:</b> 23	<b>Electric</b>
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<b>7465</b>	<b>ELECTRIC SERVICE--100 AMP</b>	1.00	EA	_____	_____
	Dispose of old electric service to code legal dump. Install a residential, 100 amp, single phase, 3 wire electric service. Include a main disconnect, 12 circuit panel board, meter socket, weather head, service cable, and ground rod and cable. Caulk exterior service penetration.				
	Include 2 exterior lights. 1 light in each room. 2 outlets in each room				

<b>Bidder:</b> _____	<b>Location Total:</b> _____
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<b>Unit Total for 713 N Grand Traverse Street, Unit Unit 01:</b> _____
<b>Address Grand Total for 713 N Grand Traverse Street:</b> _____

(6) Federal Davis Bacon Wage Determination update

GENERAL DECISION: MI20100012 07/02/2010 MI12

Date: July 2, 2010

General Decision Number: MI20100012 07/02/2010

Superseded General Decision Number: MI20080012

State: Michigan

Construction Type: Residential

County: Genesee County in Michigan.

RESIDENTIAL CONSTRUCTION PROJECTS (consisting of single family homes and apartments up to and including 4 stories)

Modification Number	Publication Date
0	03/12/2010
1	03/19/2010
2	06/04/2010
3	07/02/2010

BRMI0010-029 10/01/2009

	Rates	Fringes
Bricklayer, Stonemason, Pointer, Caulker & Cleaner.....	\$ 28.53	14.90
Cement Mason and plasterer.....	\$ 26.05	12.88
FINISHER.....	\$ 22.45	10.52
Tile, Marble & Terrazzo Worker...	\$ 26.65	12.49

FOOTNOTE:

Paid Holiday: Fourth of July, if the worker was employed by the contractor in any period of seven working days before said holiday within the current calendar year.

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ELEC0948-002 06/04/2007

	Rates	Fringes
ELECTRICIAN.....	\$ 24.54	5.35+15%
Sound & Communication Technician.....	\$ 22.10	6.60+15.50%

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\* ENGI0326-007 05/01/2010

	Rates	Fringes
OPERATOR: Power Equipment		
GROUP 1.....	\$ 28.39	18.90
GROUP 2.....	\$ 28.14	18.90
GROUP 3.....	\$ 27.04	18.90

FOOTNOTES:

Certified Crane Operator Premiums:

- a) Swing Boom Truck Operator over 12 tons-\$ .50 per hour
- b) Hydraulic Crane Operator 75 tons and under-\$ .75 per hour
- c) Hydraulic Crane Operator over 75 tons-\$ 1.00 per hour

(6) Federal Davis Bacon Wage Determination update  
d) Lattice Boom Crane Operator-\$1.50 per hour

Crane operator with main boom and jib 300' or longer: \$1.50  
per hour above the group 1 rate.

Crane operator with main boom and jib 400' or longer: \$3.00  
per hour above the group 1 rate.

PAID HOLIDAYS: New Year's Day, Memorial Day, Fourth of July,  
Labor Day, Thanksgiving Day and Christmas Day.

#### POWER EQUIPMENT OPERATOR CLASSIFICATIONS

GROUP 1: Crane operator with main boom and jib 400', 300', or  
220' or longer. Tower crane operator with CCO certification  
for combined length of mast and boom 220' or longer

GROUP 2: Crane operator with main boom and jib 140' or  
longer, tower cranes (Operators without CCO certification,  
or less than 220' length), gantry crane, whirley derrick

GROUP 3: Regular equipment operator; crane, stiff leg  
derrick, scraper, dozer, grader, front end loader, hoist,  
job mechanic, concrete pump truck, hydro excavators

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LAB00465-006 06/01/2010

	Rates	Fringes
Laborer: Asphalt Raker.....	\$ 24.12	11.49
Pipelayer.....	\$ 24.33	11.49

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\* LAB01075-007 06/01/2010

	Rates	Fringes
LABORER: Mason Tender.....	\$ 14.27	12.69

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PLUM0370-004 06/01/2010

	Rates	Fringes
PLUMBER (Excluding HVAC piping).....	\$ 24.05	17.35

FOOTNOTE: welding of galvanized material: \$1.00 per hour  
additional.

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SFMI0669-002 01/01/2010

ALCONA, ALGER, ALLEGAN, ALPENA, ANTRIM, ARENAC, BARAGA, BARRY,  
BAY, BENZIE, BERRIEN, BRANCH, CALHOUN, CASS, CHARLEVOIX,  
CHEBOYGAN, CHIPPEWA, CLARE, CLINTON, CRAWFORD, DELTA,  
DICKINSON, EATON, EMMET, GENESEE, GLADWIN, GOGEBIC, GRAND  
TRAVERSE, GRATIOT, HILLSDALE, HOUGHTON, HURON, INGHAM, IONIA,  
IOSCO, IRON, ISABELLA, JACKSON, KALAMAZOO, KALKASKA, KENT,  
KEWEENAW, LAKE, LAPEER, LEELANAU, LENAWEE, LIVINGSTON, LUCE,  
MACKINAC, MACOMB, MANISTEE, MARQUETTE, MASON, MECOSTA,  
MENOMINEE, MIDLAND, MISSAUKEE, MONTCALM, MONTMORENCY, MONROE,  
MUSKEGON, NEWAYGO, OAKLAND, OCEANA, OGEMAW, ONTONAGON, OSCEOLA,  
OSCODA, OTSEGO, OTTAWA, PRESQUE ISLE, ROSCOMMON, SAGINAW, ST.  
CLARE, ST. JOSEPH, SANILAC, SCHOOLCRAFT, SHIAWASSEE, TUSCOLA,  
VAN BUREN, WASHTENAW, WAYNE AND WEXFORD COUNTIES

(6) Federal Davis Bacon Wage Determination update  
Rates Fringes

SPRINKLER FITTER.....\$ 31.46 15.85

SUMI2000-002 06/05/2000

	Rates	Fringes
CARPENTER (does not include batt insulation and drywall hanger).....	\$ 14.29	3.33
CEMENT MASON/CONCRETE FINISHER...	\$ 17.00	3.98
Drywall Finisher/Taper.....	\$ 18.36	
DRYWALL HANGER.....	\$ 24.00	
FLOOR LAYER: Carpet (Soft) Floor.....	\$ 15.00	
GLAZIER.....	\$ 20.81	3.34
HVAC MECHANIC.....	\$ 12.42	
INSULATOR - BATT.....	\$ 11.00	2.53
INSULATOR - BLOWN.....	\$ 8.86	
LABORER.....	\$ 12.31	4.62
PAINTER (Brush and Roller) (does not include drywall finisher).....	\$ 13.61	2.96
Power equipment operators:		
Bulldozer.....	\$ 16.45	3.25
Grader.....	\$ 17.11	.85
ROOFER, Including Built Up, Composition and Single Ply Roofs.....	\$ 10.94	
Sheet metal worker (does not include HVAC duct work).....	\$ 12.34	3.88

TEAM0332-001 06/01/2001

	Rates	Fringes
TRUCK DRIVER.....	\$ 19.11	.22 + 252.70/wk

FOOTNOTE:

Paid Holidays: New Year's Day, Good Friday afternoon, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day, provided that the worker has 30 days or more of continuous employment with any one contractor, and that the worker works the last scheduled workday before the holiday and the first scheduled workday after the holiday.

WELDERS - Receive rate prescribed for craft performing  
Page 3

(6) Federal Davis Bacon Wage Determination update  
operation to which welding is incidental.

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Unlisted classifications needed for work not included within  
the scope of the classifications listed may be added after  
award only as provided in the labor standards contract clauses  
(29CFR 5.5 (a) (1) (ii)).

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In the listing above, the "SU" designation means that rates  
listed under the identifier do not reflect collectively  
bargained wage and fringe benefit rates. Other designations  
indicate unions whose rates have been determined to be  
prevailing.

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#### WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can  
be:

- \* an existing published wage determination
- \* a survey underlying a wage determination
- \* a Wage and Hour Division letter setting forth a position on  
a wage determination matter
- \* a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests  
for summaries of surveys, should be with the Wage and Hour  
Regional Office for the area in which the survey was conducted  
because those Regional Offices have responsibility for the  
Davis-Bacon survey program. If the response from this initial  
contact is not satisfactory, then the process described in 2.)  
and 3.) should be followed.

With regard to any other matter not yet ripe for the formal  
process described here, initial contact should be with the  
Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations  
Wage and Hour Division  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an  
interested party (those affected by the action) can request  
review and reconsideration from the Wage and Hour Administrator  
(See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

The request should be accompanied by a full statement of the  
interested party's position and by any information (wage  
payment data, project description, area practice material,  
etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an

(6) Federal Davis Bacon Wage Determination update  
interested party may appeal directly to the Administrative  
Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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END OF GENERAL DECISION

## Applicability

The Project or Program to which the construction work covered by this contract pertains is being assisted by the United States of America and the following Federal Labor Standards Provisions are included in this Contract pursuant to the provisions applicable to such Federal assistance.

**A. 1. (i) Minimum Wages.** All laborers and mechanics employed or working upon the site of the work 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 I(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 particular 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 on 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.

**(ii) (a)** Any class of laborers or mechanics 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 the following criteria have been met:

- (1)** The work to be performed by the classification requested is not performed by a classification in the wage determination; and
- (2)** The classification is utilized in the area by the construction industry; and
- (3)** The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

**(b)** 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, Employment Standards Administration, U.S. Department of Labor, Washington, D.C. 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. (Approved by the Office of Management and Budget under OMB control number 1215-0140.)

**(c)** 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 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. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

**(d)** The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs (1)(ii)(b) or (c) of this paragraph, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

**(iii)** 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.

**(iv)** 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. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

**2. Withholding.** 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 on the site of the work, all or part

of the wages required by the contract, HUD or its designee may, after written notice to the contractor, sponsor, applicant, or owner, 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. The Comptroller General shall make such disbursements in the case of direct Davis-Bacon Act contracts.

**3. (i) Payrolls and basic records.** Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. 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 I(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 any costs reasonably anticipated in providing benefits under a plan or program described in Section I(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. (Approved by the Office of Management and Budget under OMB Control Numbers 1215-0140 and 1215-0017.)

**(ii) (a)** The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant sponsor, or owner, as the case may be, 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 29 CFR 5.5(a)(3)(i). This information may be submitted in any form desired. Optional Form WH-347 is available for this purpose and may be purchased from the Superintendent of Documents (Federal Stock Number 029-005-00014-1), U.S. Government Printing Office, Washington, DC 20402. The prime 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 1215-0149.)

**(b)** 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:

**(1)** That the payroll for the payroll period contains the information required to be maintained under 29 CFR 5.5 (a)(3)(i) and that such information is correct and complete;

**(2)** 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;

**(3)** 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.

**(c)** The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by subparagraph A.3.(ii)(b).

**(d)** 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 231 of Title 31 of the United States Code.

**(iii)** The contractor or subcontractor shall make the records required under subparagraph A.3.(i) available for inspection, copying, or transcription by authorized representatives of HUD or its designee 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, sponsor, applicant or owner, 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.

#### **4. Apprentices and Trainees.**

**(i) 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 Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, 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 the Office of Apprenticeship Training, Employer and Labor Services 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 above, 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



journeymen 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 determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, 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.

**(ii) 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 on 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 on 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 on the wage determination for the 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 on 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.

**(iii) Equal employment opportunity.** The utilization of apprentices, trainees and journeymen under 29 CFR Part 5 shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.

**5. Compliance with Copeland Act requirements.** The contractor shall comply with the requirements of 29 CFR Part 3 which are incorporated by reference in this contract

**6. Subcontracts.** The contractor or subcontractor will insert in any subcontracts the clauses contained in subparagraphs 1 through 11 of this paragraph A and such other clauses as HUD or its designee may by appropriate instructions require, and a copy of the applicable prevailing wage decision, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in this paragraph.

**7. Contract termination; debarment.** A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

**8. 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

**9. Disputes concerning labor standards.** Disputes arising out of the labor standards provisions of this contract 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 HUD or its designee, the U.S. Department of Labor, or the employees or their representatives.

**10. (i) Certification of Eligibility.** 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 Government contracts by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

**(ii)** No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

**(iii)** The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001. Additionally, U.S. Criminal Code, Section 1010, Title 18, U.S.C., "Federal Housing Administration transactions", provides in part: "Whoever, for the purpose of . . . influencing in any way the action of such Administration.... makes, utters or publishes any statement knowing the same to be false.... shall be fined not more than \$5,000 or imprisoned not more than two years, or both."

**11. Complaints, Proceedings, or Testimony by Employees.** No laborer or mechanic to whom the wage, salary, or other labor standards provisions of this Contract are applicable shall be discharged or in any other manner discriminated against by the Contractor or any subcontractor because such employee has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable under this Contract to his employer.

**B. Contract Work Hours and Safety Standards Act.** The provisions of this paragraph B are applicable only where the amount of the prime contract exceeds \$100,000. 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 shall require or permit any such laborer or mechanic in any workweek in which he or she 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 clause set forth in subparagraph

graph (1) of this paragraph, 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 clause set forth in subparagraph (1) of this paragraph, 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 the clause set forth in sub paragraph (1) of this paragraph.

**(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 other Federal contract with the same prime contract, 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 clause set forth in subparagraph (2) of this paragraph.

**(4) Subcontracts.** The contractor or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph (1) through (4) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraphs (1) through (4) of this paragraph.

**C. Health and Safety.** The provisions of this paragraph C are applicable only where the amount of the prime contract exceeds \$100,000.

**(1)** No laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction safety and health standards promulgated by the Secretary of Labor by regulation.

**(2)** The Contractor shall comply with all regulations issued by the Secretary of Labor pursuant to Title 29 Part 1926 and failure to comply may result in imposition of sanctions pursuant to the Contract Work Hours and Safety Standards Act, 40 USC 3701 et seq.

**(3)** The Contractor shall include the provisions of this paragraph in every subcontract so that such provisions will be binding on each subcontractor. The Contractor shall take such action with respect to any subcontract as the Secretary of Housing and Urban Development or the Secretary of Labor shall direct as a means of enforcing such provisions.

**EQUAL OPPORTUNITY CLAUSE  
(EXECUTIVE ORDER 11246)**

"During the performance of this contract, the contractor agrees as follows:

"(1) The contractor will not discriminate against any employee or applicant for Employment because of race, creed, color, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

"(2) The contractor will, 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, creed, color, or national origin.

"(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

"(4) The contractor will comply with all provisions of Executive Order No. 11246 of Sept. 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

"(5) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

"(6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

"(7) The contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of Sept. 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, That in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States."

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
OFFICE OF COMMUNITY DEVELOPMENT

**NSP PROGRAM**

**SECTION 3 CLAUSE**

1. All contractors and subcontractors and the City itself when acting as a contractor shall be asked to indicate a good faith effort to meet the Section 3 requirement by signing contracts which contain the clause set forth in 24 CFR 135.20(b) as follows:
  - A. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and 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 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.
  - B. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
  - C. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
  - D. The contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the application for or recipient of Federal financial assistance, take appropriate action pursuant to the contract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development 24 CFR Part 135. The Contractor will not subcontract with any subcontractor where it has notice of knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
  - E. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance its successors, and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or loan agreement or contract through which Federal Assistance is provided, and to such sanctions.

## Contract and Subcontract Activity

U.S. Department of Housing and Urban Development

OMB Approval No.: 2577-0088

OMB  
Approval No.: 2502-0355

Public reporting burden for this collection of information is estimated to average .5 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. The Information is voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Control Number.

Executive Orders dated July 14, 1983, directs the Minority Business Development Plans shall be developed by each Federal Agency and the these annual plans shall establish minority business development objectives. The information is used by HUD to monitor and evaluate MBE activities against the total program activity and the designated minority business enterprise (MBE) goals. The Department requires the information to provide guidance and oversight for programs for the development of minority business enterprise concerning Minority Business Development. If the information is not collected HUD would not be able to establish meaningful MBE goals nor evaluate MBE performance against these goals.

**Privacy Act Notice** = The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the Information requested in this form by virtue of Title 12, United States Code, Section 1701 et seq., and regulation. It will not be disclosed or released outside the United States Department of Housing and Urban Development without your consent, except as required or permitted by Law.

1. Grantee/Project Owner/Developer/Sponsor/Builder/Agency	Check if:		2. Location (City, State Zip Code)
	PH	<input type="checkbox"/>	
	IH	<input type="checkbox"/>	
	CPD	<input type="checkbox"/>	
	Housing	<input type="checkbox"/>	

3a. Name of Contact Person	3b. Phone Number (Including Area Code)	4. Reporting Period <input type="checkbox"/> Oct. 1 - Sept. 30 (Annual -FY)	5. Program Code (Not applicable for CPD programs.) See explanation of Codes at bottom of Page Use a separate sheet for each program code.	<input type="text"/>	6. Date Submitted to Field Office
----------------------------	--	--	--	----------------------	-----------------------------------

[illegible]

7c: Type of Trade Codes:			7d: Racial/Ethnic Codes:	5: Program Codes (Complete for Housing and Public and Indian Housing programs only):	
<b>CPD:</b>	<b>Housing/Public Housing:</b>		1 = White Americans	1 = All Insured, including Section8	5 = Section 202
1 = New Construction	1 = New Construction	6 = Professional	2 = Black Americans	2= Flexible Subsidy	6 = HUD-Held (Management)
2 = Education/Training	2 = Substantial Rehab.	7 = Tenant Services	3 = Native Americans	3 = Section 8 Noninsured, Non-HFDA	7 = Public/India Housing
3 = Other	3 = Repair	8 = Education/Training	4 = Hispanic Americans	4 = Insured (Management)	8 = Section 811
	4 = Service	9 = Arch./Engrg. Appraisal	5 = Asian/Pacific Americans		
	5 = Project Mangt.	0 = Other	6 = Hasidic Jews		

This report is to be completed by grantees, developers, sponsors, builders, agencies, and/or project owners for reporting contract and subcontract activities of \$10,000 or more under the following programs: Community Development Block Grants (entitlement and small cities); Urban Development Action Grants; Housing Development Grants; Multifamily Insured and Noninsured; Public and Indian Housing Authorities; and contracts entered into by recipients of CDBG rehabilitation assistance.

Contracts/subcontracts of less than \$10,000 need be reported only if such contracts represent a significant portion of your total contracting activity. Include only contracts executed during this reporting period.

This form has been modified to capture Section 3 contract data in columns 7g and 7i. Section 3 requires that the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. Recipients using this form to report Section 3 contract data must also use Part I of form HUD-60002 to report employment and training opportunities data. Form HUD-2516 is to be

completed for public and Indian housing and most community development programs. Form HUD-60002 is to be completed by all other HUD programs including State administered community development programs covered under Section3. A Section 3 Contractor/subcontractor is a business concern that provides economic opportunities to low and very Low-income residents of the metropolitan area (or nonmetropolitan county), including a business concern that is 51 person or more owned by low-income residents;

or provides subcontracting or business development opportunities to businesses owned by low or low-income residents. Low and very low-income residents; include participants in Youthbuild programs established under Subtitle D of Title IV of the Cranston-Gonzalez National Affordable Housing Act.

The terms “low-income persons” and “very low-income persons” have the same meanings given the terms in section3(b)(2) of the United States Housing Act of 1937. Low-income persons mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller an larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction

costs or unusually high or low-income families. Very low-income families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

Submit two (2) copies of this report to your local HUD Office within ten (10) days after the end of the reporting period you checked in item 4 on the front. Complete item 7h. Only once for each contractor/subcontractor on each semi-annual report.

Enter the prime contractor's ID in item 7f. for all contracts and subcontracts. Include only contracts expected during this reporting period. PHAs/IHAs are to report all contracts/subcontracts.

Community Development Programs

Multifamily Housing Programs

Public Housing and Indian Housing Programs

**1. Grantee:** Enter the name of the unit of government submitting this report.

**3. Contact Person:**Enter name and phone of person responsible for maintaining and submitting contract/subcontract data.

**1. Project Owner:**Enter the name of the unit of government, agency or mortgagor entity submitting this report. Check box as appropriate.

**7a. Grant Number:**Enter the HUD Community Development Block Grant Identification Number (with dashes). For example: B-32-MC-25-0034. For Entitlement Programs and Small City multi-year comprehensive programs, enter the latest approved grant number.

**3. Contact Person:** Same as item 3 under CPD Programs.

**7b. Amount of Contract/Subcontract**Enter the dollar amount rounded to the nearest dollar. If subcontractor ID number is provided in 7f, the dollar figure would be for the subcontract only and not for the prime contract.

**4. Reporting Period:** Check only one period.

**7c. Type of Trade:** Enter the numeric codes which best indicates the contractor's/subcontractor's service. If subcontractor ID number is provided in 7f., the type of trade code would be for the subcontractor only and not for the prime contractor.

**5. Program Code:**Enter the appropriate program code.

The "other" category includes supply, professional services and all other activities except construction and education/training activities.

**7a. Grant/Project Number:**Enter the HUD Project Number or Housing Development Grant or number assigned.

**7d. Business Racial/Ethnic/Gender Code:**Enter the numeric code which indicates the racial/ethnic/gender character of the owner(s) and controller(s) of 51% of the business.

**7b. Amount of Contract/Subcontract**Same as item 7b. under CPD Programs.

When 51% or more is not owned and controlled by any single racial/ethnic/gender category, enter the code which seems most appropriate. If the subcontractor ID number is provided, the code would apply to the subcontractor and not to the prime contractor.

**7c. Type of Trade:** Same as item 7c. under CPD Programs.

**7e. Woman Owned Business:**Enter Yes or No.

**7d. Business Racial/Ethnic/Gender Code:** Same as item 7d. under CPD Programs.

**7f. Contractor Identification (ID) Number**Enter the Employer (IRS) Number of the Prime Contractor as the unique identifier for prime recipient of HUD funds. Note that the Employer (IRS) Number must be provided for each contract/subcontract awarded.

**7e. Woman Owned Business:** Enter Yes or No.

**7g. Section 3 Contractor:**Enter Yes or No.

**7f. Contractor Identification (ID) Number:**Same as item 7f. under CPD Programs.

**7h. Subcontractor Identification (ID) Number**Enter the Employer (IRS) Number of the subcontractor as the unique identifier for each subcontract awarded from HUD funds. When the subcontractor ID Number is provided, the respective Prime Contractor ID Number must also be provided.

**7g. Section 3 Contractor:** Enter Yes or No.

**7i. Section 3 Contractor:**Enter Yes or No.

**7h. Subcontractor Identification (ID) Number:**Same as item 7h. under CPD Programs.

**7j. Contractor/Subcontractor Name and Address**Enter this information for each firm receiving contract/subcontract activity only one time on each report for each firm.

**7i. Section 3 Contractor:** Enter Yes or No.

**7j. Contractor/Subcontractor Name and Address**Same as item 7j. under CPD Programs.

**7j. Contractor/Subcontractor Name and Address**Same as item 7j. under CPD Programs.



## THE APPLICABILITY OF SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968 TO NEIGHBORHOOD STABILIZATION PROGRAM FUNDING

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### Neighborhood Stabilization Program Funding <sup>i</sup>

The Neighborhood Stabilization Program (NSP) was established for the purpose of stabilizing communities that have suffered from foreclosures and abandonment through the purchase and redevelopment of foreclosed and abandoned homes and residential properties.

**NSP 1**, a term that references the NSP funds authorized under Division B, Title III of the Housing and Economic Recovery Act (HERA) of 2008, provides grants to all states and selected local governments on a formula basis. **NSP 2**, refers to NSP funds authorized under the American Recovery and Reinvestment Act (the Recovery Act) of 2009, and provides grants to states, local governments, nonprofits and a consortium of nonprofit entities on a competitive basis. The Recovery Act also authorized HUD to establish **NSP-TA**, a \$50 million allocation made available to national and local technical assistance providers to support NSP grantees.

NSP is a component of the Community Development Block Grant (CDBG) program. The CDBG regulatory structure is the platform used to implement NSP and the HOME program provides a safe harbor for NSP affordability requirements. NSP funds are to be used for activities that include, but are not limited to:

- Establishing financing mechanisms for purchase and redevelopment of foreclosed homes and residential properties;
- Purchasing and rehabilitating homes and residential properties abandoned or foreclosed;
- Establishing land banks for foreclosed homes;
- Demolishing blighted structures; and
- Redeveloping demolished or vacant properties

NSP grantees can use their discretion to develop their own programs and funding priorities. However, at least 25 percent of their NSP funds shall be appropriated for the purchase and redevelopment of abandoned or foreclosed homes or residential properties that will be used to house individuals or families whose incomes do not exceed 50 percent of the area median income. In addition, all activities funded by NSP must benefit low- and moderate-income persons whose income does not exceed 120 percent of area median income.

## Economic Opportunities for Low- and Very Low-Income Persons (Section 3)

Section 3 of the Housing and Urban Development Act of 1968 recognizes that the **normal expenditure** of certain HUD funds typically results in new jobs, contracts, and other economic opportunities; and when these opportunities are created, low- and very low-income persons residing in the community in which the funds are spent (**regardless of race and gender**), and the businesses that substantially employ them, shall receive priority consideration.

Section 3 is one of HUD's tools for ensuring that the expenditure of federal funds in economically distressed communities has a multiplier effect by targeting local low- and very low-income persons and qualified businesses for jobs, training, and contracting opportunities.

### Section 3 Applicability to NSP Funds

A grantee's combined investment in excess of **\$200,000** of NSP funding into projects arising in connection with **housing construction, demolition, rehabilitation, or other public construction** makes the requirements of Section 3 applicable to all individual properties that receive services with these funds – regardless of the actual amount that is spent on each individual unit/property.

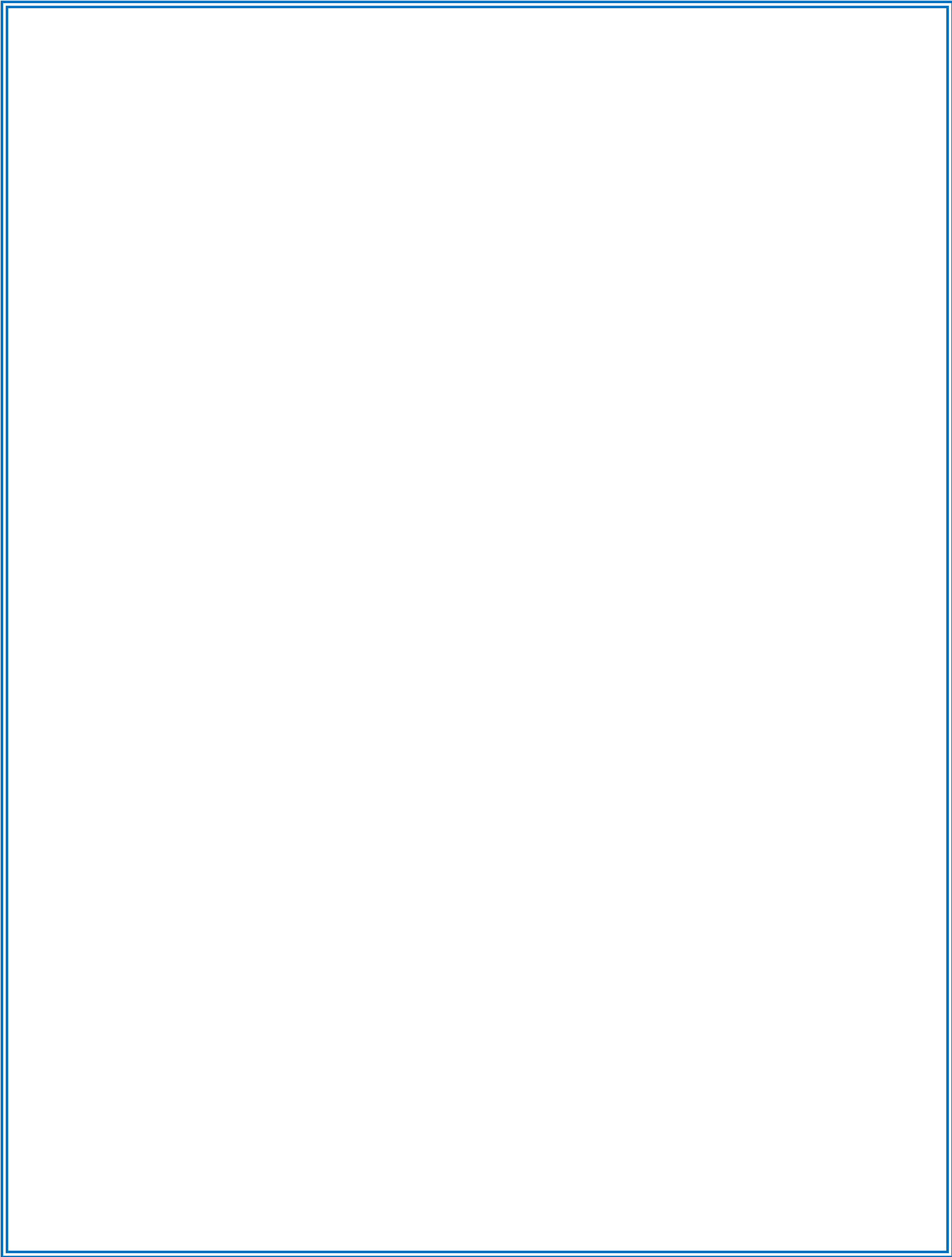
Accordingly, the grantee shall ensure compliance with the statutory and regulatory requirements of Section 3 in its own operations, and those of covered contractors. These responsibilities include:

- 1) Making efforts to meet the minimum numerical goals found at 24 CFR Part 135.30;
- 2) Complying with the specific responsibilities at 24 CFR Part 135.32; and
- 3) Submitting Annual Summary reports in accordance with 24 CFR Part 135.90.

If covered contractors receive awards that exceed **\$100,000** for the construction and rehabilitation activities listed above, responsibility for Section 3 compliance is shared with that firm (with the exception of the submission of the Section 3 Annual report (Form HUD 60002), which must be submitted by the direct recipient of covered funds).

If **no contractor receives an award exceeding \$100,000**, responsibility for complying with the requirements of Section 3 stays with the grantee. Specifically, the grantee shall be responsible for awarding 10 percent of the total dollar amount of all covered contracts to Section 3 business concerns. Each recipient shall fulfill the responsibilities described below to meet the requirements of Section 3.





## Recipient Responsibilities Pursuant to Section 3 [24 CFR Part 135.32]

Each recipient of Section 3 covered financial assistance (and their contractors or subcontractors) are required to comply with the requirements of Section 3 for **new** employment, training, or contracting opportunities that are created during the expenditure of covered funding. This responsibility includes:

1. Implementing procedures to notify Section 3 residents<sup>ii</sup> and business concerns<sup>iii</sup> about training and employment opportunities generated by Section 3 covered assistance;
2. Implementing procedures to notify Section 3 business concerns about the availability of contracting opportunities generated by Section 3 covered assistance;
3. Notifying potential contractors completing work on Section 3 covered projects of their responsibilities;
4. Incorporating the Section 3 Clause (verbatim) into all covered solicitations and contracts  
[see 24 CFR Part 135.38];
5. Facilitating the training and employment of Section 3 residents and the awarding of contracts to Section 3 business concerns;
6. Assisting and actively cooperating with the Department in obtaining the compliance of contractors and subcontractors;
7. Refraining from entering into contracts with contractors that are in violation with the Section 3 regulations;
8. Documenting actions taken to comply with Section 3; and
9. Submitting Section 3 annual Summary Reports (form HUD-60002) in accordance with  
24 CFR Part 135.90.

## Section 3 Compliance and NSP Funding

As with all other covered programs, the Department makes determinations regarding Section 3 compliance based upon the following:

1. Meeting the minimum numerical goals set forth at 24 CFR Part 135.30
  - a. 30 percent of the aggregate number of new hires shall be Section 3 residents; and
  - b. 10 percent of all covered construction contracts shall be awarded to Section 3 business concerns.
2. Recipients that fail to meet the numerical goals above **bear the burden of demonstrating why it was not possible.**
  - \* Such justifications should describe the efforts that were taken, barriers encountered, and other relevant information that will

allow the Department to make a determination regarding compliance.

## Section 3 Reporting Requirements

Each direct recipient of NSP funding is required to submit Section 3 summary data to the Economic Opportunity Division annually using form HUD-60002. This form can be submitted online at: [www.hud.gov/section3](http://www.hud.gov/section3).

Since NSP funding requires the submission of quarterly performance reports, grantees shall submit form HUD-60002 at the same time that the 4th quarter NSP report is submitted. The 60002 should reflect the cumulative employment, contracting, and training opportunities that were generated throughout the entire year.

## Section 3 Guidance and Technical Assistance

The Economic Opportunity Division in HUD Headquarters is committed to providing guidance and technical assistance to ensure compliance with the statutory and regulatory requirements of Section 3. For additional information, please refer to the following:

- [www.hud.gov/section3](http://www.hud.gov/section3)
- Section 3 Statute—12 U.S.C. 1701u
- Section 3 regulations—24 CFR Part 135
- [www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/](http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/)
- U.S. Department of Housing and Urban Development  
Economic Opportunity Division  
451 Seventh Street, SW Room 5235  
Washington, DC 20410  
202-708-3633 (this is not a toll free number)
- Email questions or comments to: [section3@hud.gov](mailto:section3@hud.gov)

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<sup>i</sup> Source:  
<http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/>

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<sup>ii</sup> Section 3 residents are defined as: 1) residents of public housing; or 2) individuals that reside in the metropolitan area or non-metropolitan county in which the Section 3 covered assistance is expended and meet the definition of a low- or very low-income person as defined by HUD).

<sup>iii</sup> Section 3 business concerns are defined as one of the following: 1) businesses that are 51 percent or more owned by Section 3 residents; 2) businesses whose permanent, full-time employees include persons, at least 30 percent of whom are current Section 3 residents or were Section 3 residents within 3 years of the date of first employment with the business concern; or 3) businesses that provide evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in the two previous categories.

## City of Flint – Section 3 Plan Addendum

This document provides specific direction for the implementation of the City of Flint's Section 3 Standard Operating Procedures.

### Title 24--Housing and Urban Development

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CHAPTER I--OFFICE OF ASSISTANT SECRETARY FOR EQUAL OPPORTUNITY,  
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
PART 135--ECONOMIC OPPORTUNITIES FOR LOW- AND VERY LOW-INCOME  
PERSONS

#### **Resident Requirements**

Each contractor conducting services on covered projects under the guideline Title 24 Code of Federal Regulation Part 135 is to provide the City of Flint a current list of employees that will be assigned to accomplish activities under the covered contract within 10 business days of the contract execution date.

Section 3 is triggered when the normal completion of construction and rehabilitation projects creates the need for new employment, contracting or training opportunities beyond the list of employees provided at the execution of the contract including, but not limited to, administrative, managerial, clerical, service, and building trades positions.

Employee registers should be submitted monthly on the Monthly Status Report Worksheet along with the monthly activity report/pay request. Section 3 compliance will be monitored monthly by verifying the names on the initial employee list with monthly activity reports and/or pay requests that list new employees in the payroll. Thirty percent of new hires, trainees or contractors are required to be Section 3 eligible. If accomplishing the contract does not require new employees, training or contractors, Section 3 is not triggered.

All potential Section 3 eligible new hires must register with the Mott Community College Workforce Development and Career Services Department before they begin working. MCC Workforce Development (MCC WFD) will certify that new hires are Section 3 eligible. MCC WFD will provide the new hire Section 3 certification documentation to the identified Contractor and the City of Flint.

If the contractor/sub recipient is unable to identify Section 3 eligible individuals with the skill sets needed to accomplish the work that is needed, MCC Workforce Development has a pool of Building Construction Trade graduates that are Section 3 certified. The contractor should contact MCC to secure certified employees.

MCC WFD will provide the City of Flint with monthly reports to identify the number and placement of Section 3 certified workers.

### **Business Concerns**

Each contractor conducting services on covered projects under the guideline Title 24 Code of Federal Regulation Part 135 is to provide the City of Flint a current list of contractors that will be assigned to accomplish activities under the covered contract within 10 business days of the contract execution date.

Section 3 is triggered when the normal completion of construction and rehabilitation projects creates the need for new employment, contracting or training opportunities beyond the list of contractors provided at the execution of the contract.

Each contractor and subcontractor demonstrates compliance with the requirements of this part by awarding at least 10 percent of contracts to Section 3 Business Concerns.

If the Contract Holder identifies a Section 3 Business Concern for sub contracting purposes, submit Section 3 Business Concern documentation for certification to the City of Flint Section 3 Coordinator to certify each Business Concern.

Each Section 3 eligible employee of that Contractor must be directed to Mott Community College Workforce Development and Career Services Department for certification.

Contractor registers should be submitted monthly on the Monthly Status Report Worksheet along with the monthly activity report/pay request. Section 3 compliance will be monitored monthly by verifying the companies on the initial employee list with monthly activity reports and/or pay requests that list new employees in the payroll. If accomplishing the contract does not require new contractors, Section 3 is not triggered.

A list is being compiled of Section 3 Business Concerns. For a list of eligible businesses, please contact the Department of Community and Economic Development.



# SECTION 3 SUB-CONTRACTOR MONTHLY REPORT

PAGE 2  
SUPPLEMENTAL INFORMATION

1. Reporting Period:

2. Project Name

3. Project Location

(4)	(5)	(6)	(7)	(8)	(9)
Job Category	Total New Hires	Total New Hires that are Section 3 Residents	Total Staff Hours	Total Staff hours for Section 3 Employees & Trainees	Total Section 3 Labor Dollars
Professionals					
Professionals					
Technical					
Office/Clerical					
Trade:					
Trade:					
Trade:					
Trade:					
Trade:					
Trade:					
Trade:					
Trade:					
Trade:					
Trade:					
(9) TOTAL		0			

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

To be included in monthly activity report/pay request



## Page 1

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

[illegible]

Date:

Return with monthly activity report/pay request

**City of Flint Housing Administration Division**  
**SECTION 3 EMPLOYMENT PLACEMENT ROSTER**  
Page 3

Contractor Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Project Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Reporting Period: \_\_\_\_\_  
Please list all current employees on your project – Identify Section 3 Certified employees

Name	Address	Telephone	Starting Date	Ending Date	Position
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

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

To be submitted with monthly activity/pay requests

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

Name of Business

---

Address of Business

---

Type of Business:                      ☐ Corporation                      ☐ Partnership  
   ☐ Sole Proprietorship                      ☐ Joint Venture

Attached is the following documentation as evidence of status:

**For Business claiming status as a Section 3 resident-owned enterprise:**

- ☐ Copy of resident lease                      ☐ Copy of receipt of public assistance  
☐ Copy of evidence of participation in a public assistance program   ☐ Other evidence

**For business entity as applicable:**

- |  |   |
|--|---|
| <input type="checkbox"/> Copy of Articles of Incorporation                                     | <input type="checkbox"/> Certificate of Good Standing             |
| <input type="checkbox"/> Assumed Business Name Certificate                                     | <input type="checkbox"/> Partnership Agreement                    |
| <input type="checkbox"/> List of owners/stockholders and % ownership of each                   | <input type="checkbox"/> Corporation Annual Report                |
| <input type="checkbox"/> Organization chart with names and titles and brief function statement | <input type="checkbox"/> Latest Board minutes appointing officers |
|  | <input type="checkbox"/> Additional documentation                 |

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

- ☐ List of subcontracted Section 3 business(es) and subcontract amount

**For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:**

- ☐ List of all current full-time employees                      ☐ List of employees claiming Section 3 status  
☐ PHA/IHA Residential lease less than 3 years from day of employment   ☐ Other evidence of Section 3 status less than 3 years from date of employment

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- ☐ Current financial statement
- ☐ Statement of ability to comply with public policy
- ☐ List of owned equipment
- ☐ List of all contracts for the past two years

## RESIDENT EMPLOYMENT OPPORTUNITY DATA

### ELIGIBILITY FOR PREFERENCE

#### Eligibility for Preference

A section 3 resident seeking the preference in training and employment provided by this part shall certify, or submit evidence to the recipient contractor or subcontractor, if requested, that the person is a Section 3 resident, as defined in Section 135.5. (An example of evidence of eligibility for the preference is evidence of receipt of public assistance, or evidence of participation in a public assistance program.)

#### Certification for Resident Seeking Section 3 Preference in Training and Employment

I, \_\_\_\_\_, am a legal resident of the

\_\_\_\_\_ and meet the income eligibility guidelines for a low- or very-low-income person as published on the reverse.

My permanent address is:

I have attached the following documentation as evidence of my status:

☐ Copy of lease

☐ Copy of receipt of public assistance

☐ Copy of Evidence of participation in a public assistance program

☐ Other evidence

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date