



# Genesee County Land Bank Authority

452 S. Saginaw St. 2<sup>nd</sup> Floor, Flint, MI 48502

## Neighborhood Stabilization Program 2 (NSP2)

### Invitation for Bids: 1008 Dupont – General Contractor

BID NUMBER: LB 11-010

Due Date: Monday, April 25, 2011 at 3:00 pm EST

As part of the Michigan NSP 2 Consortium, a partnership between:

Michigan State Housing Development Authority (MSHDA)  
The City of Flint  
Genesee County Land Bank Authority (GCLBA)



## INVITATION FOR BIDS: 1008 DUPONT – GENERAL CONTRACTOR

### Overview

The Genesee County Land Bank Authority (GCLBA) is seeking sealed bids for the rehabilitation of 1008 Dupont, Flint, MI 48504. This property is being rehabilitated as single-family residential homes to be sold to income eligible buyers under the Neighborhood Stabilization Program 2 (NSP2). The GCLBA has received NSP 2 grant funding from the MSHDA for this purpose. The NSP 2 funds are provided to MSHDA from the U.S. Department of Housing and Urban Development (HUD).

### Sealed Bid Due Date

General contractors with qualifications and experience in renovation of single-family residential properties invited to submit sealed bids to the Genesee County Land Bank Authority, 452 S. Saginaw St., 2<sup>nd</sup> Floor, Flint, Michigan 48502 on or before **Monday, April 25, 2011 at 3:00 pm EST**. The outside of the envelope must be marked “LB 11-010, Sealed Bid for 1008 Dupont”

### Bid Opening

The bid opening will be Monday, April 25, 2011 at 3:30 pm EST at the Genesee County Land Bank Authority, Conference Room, 452. S. Saginaw St., 2<sup>nd</sup> Floor, Flint, MI 48502 and is open to the public.

### Mandatory Pre-bid Meeting and Walkthrough

A mandatory pre-bid meeting will take place at the Genesee County Land Bank Authority, Conference Room, 452. S. Saginaw St., 2<sup>nd</sup> Floor, Flint, MI 48502 at 9:00 am on Wednesday, April 13, 2011.

A mandatory walkthrough of the property to be rehabilitated will take place at 1008 Dupont, Flint, MI 48504 from 12:30 pm – 2:30 pm on Wednesday, April 13, 2011.

Bidders must be present at both the pre-bid meeting and the walkthrough in order to bid on this proposal.



## **Proposal Requirements/ Bidding Instructions**

Bids must be sealed, the outside of the envelope must be marked “LB 11-010, Sealed Bid for 1008 Dupont” and contain the following:

1. Copy of a Valid State of Michigan Builders License
2. Copies of E.P.A. Renovator and Firm Certificates
3. Copy of Lead Abatement Contractor Certification
4. 2011 Certificate to do Business with Genesee County
5. City of Flint Section 3 Certification
6. Insurance Certificate including:
  - a. Worker’s Compensation
  - b. General Liability of \$2,000,000 for Bodily Injury and Property Damage
  - c. Genesee County Land Bank named as a Certificate Holder
7. Bid Bond and Performance Bond Required at 100% of the bid amount if the contractor’s bid amount is over \$100,000
8. Subcontractor information form (attached)
9. Certification Form Note (attached)
10. Demonstration of Capacity Form (attached)
11. Typed or Inked Contractor Bid Form and Specifications (attached)

### **City of Flint Section 3 Certification**

City of Flint Section 3 Certification is a requirement of this rehabilitation project. The lowest qualified bidder of this proposal will be given 10 business days from the bid opening to provide the Genesee County Land Bank with a Section 3 Certification from the City of Flint. Requirements for this are included in the bid package. Certified payroll will be required to accompany the monthly Section 3 forms to assure GCLBA that the Section 3 compliance is met. The Certified payroll will not be linked to Davis-Bacon wage rates. This is not a Davis- Bacon project.

### **Bid Acceptance**

Bid proposals of more than 10% lower or 15% higher than the GCLBA cost estimate will be disqualified. The GCLBA anticipates immediately entering into a contract with the general contractor after all certification requirements have been provided and accepted. The contractor must be ready to begin work immediately upon receipt of the notice to proceed by the GCLBA.

### **Value Engineering**

Value engineering may be used by the GCLBA after the contractor has been selected particularly in instances where a line item significantly varies from the specification writer’s estimate.



### **Method of Payment**

Payment will be made for work items completed based on the accepted price per the contractors bid including any value engineering. GCLBA will provide payment for work items completed after invoice from the contractor, inspection and acceptance by GCLBA, submittal of Section 3 documentation, sworn statements and any lien waivers from the work items completed. The GCLBA will provide payment within 30 days of invoice with complete documentation as required by GCLBA.

### **Bonding Requirements**

For any construction contracts or subcontracts exceeding \$100,000, the following is required:

1. A bid guarantee from each bidder equivalent to five percent (5%) of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.
2. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
3. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Where bonds are required, the bonds shall be obtained from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR part 223, "Surety Companies Doing Business with the United States."

### **OR**

In lieu of acquiring the payment and performance bonds, Grantee will accept an irrevocable line of credit listing Grantee as the sole beneficiary and equal to (a) the greater of the contract award amount or (b) 25% of the total construction contract. The line of credit must be issued for the entire construction period plus one (1) year following construction completion

### **Demonstration of Capacity**

All bidders are required to submit a statement(s) of experience, proposed plans for performing the work, and equipment available by completing the Demonstration of Capacity Form attached to this bid proposal.



### **Minority Owned Firms and Women’s Business Enterprises**

GCLBA is seeking to encourage participation by respondents who are small and minority-owned firms, women’s business enterprises and labor surplus area firms.

### **HUD Debarred List and Excluded Parties List System**

Names of owner(s) and the contractor firm awarded the winning bid on this proposal will be reviewed on the HUD Funding Disqualifications Limited Denial of Participation, HUD Funding Disqualifications and Voluntary Abstentions list [https://www5.hud.gov/ecpcis/main/ECPCIS\\_List.jsp](https://www5.hud.gov/ecpcis/main/ECPCIS_List.jsp) and the Excluded Parties List System <https://www.epls.gov/epls/search.do> . Mechanical, electrical and plumbing contractors will also be reviewed on Debarred List and Excluded Parties List System. The subcontractor information form is attached which must be submitted with the bid.

### **Lead Safe Work Practices**

Lead safe work practices must be used for all rehabilitation activities and performed in accordance with applicable federal, state and local laws, ordinances, codes or regulations governing evaluation and hazard reduction.

### **Timeline for Completion**

This project must be completed within 120 days from the date the GCLBA issues a notice to proceed. This includes all work items included in the bid and GCLBA final approval at time of completion and a certificate of occupancy issued by the City of Flint Department of Building and Safety.

### **2011 Certificate to do Business with Genesee County**

Each contractor must submit one copy of their 2011 CERTIFICATE TO DO BUSINESS WITH GENESEE COUNTY. The Land Bank follows Genesee County Office of Equity and Diversity policies and procedures for this process. For further information on this requirement, contact the Genesee County Office of Equity and Diversity, 1101 Beach Street, Room 343, Flint, Michigan 48502, phone (810) 257-3028; fax (810) 768-7943.

### **Federal Compliance Requirements**

The contractor must comply with all of the following federal guidelines for this rehabilitation project:

1. OSHA 29 CRF 1926- Construction Industry Standards
2. 29 CFR 1926.62- Construction Industry Lead Standards
3. 29 CFR 1910.1200 – Hazard Communication



4. 40 CFR Part 261- EPA Regulations
5. HUD Title X parts 1012-1013
6. Federal Labor Standards and Provisions
7. Equal Opportunity Clause
8. Section 3 Clause
9. HUD Contract and Subcontract Activity

### Questions and Addendums

Questions regarding this bid should be directed to Kyle Stottmeister at (810) 257-3088 ext. 533 or email to [kstottmeister@thelandbank.org](mailto:kstottmeister@thelandbank.org). Addendums to this bid proposal may be found at the GCLBA website at [www.thelandbank.org](http://www.thelandbank.org) under the tab current bids. Please check the website for updates to this bid package.



## CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this bid submittal to GCLBA is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this bid proposal in its entirety and accepts its terms and conditions.

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(Name of Respondent)

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(Signature of Authorized Representative)

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(Typed Name of Authorized Representative)

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(Title)

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(Date)

## DEMONSTRATION OF CAPACITY

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

### **Statement of Experience**

Years of Experience: \_\_\_\_\_

### **Proposed Plans for Performing the Work**

Date contractor can begin work: \_\_\_\_\_

Date Contractor can complete work by: \_\_\_\_\_

### **Equipment Available**

I certify that I have the necessary equipment available in order to complete the work outlined in this bid and accompanying specifications.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Contractor Name (please print)

\_\_\_\_\_  
Contractor Signature



## SUBCONTRACTOR INFORMATION FORM

Please provide the following information requested below on your mechanical, electrical and plumbing subcontractors for GCLBA to check the: 1) HUD Funding Disqualifications Limited Denial of Participation, HUD Funding Disqualifications and Voluntary Abstentions list and the 2) Excluded Parties List System. Is general contractor is self-performing these items please indicate it on this list.

### **Mechanical Subcontractor**

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

Owner(s) Name(s): \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

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

### **Electrical Subcontractor**

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

Owner(s) Name(s): \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

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

### **Plumbing Subcontractor**

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

Owner(s) Name(s): \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

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



## CONTRACTOR BID FORM

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**Owner Name:** Genesee County Land Bank Authority

**Contact Person/ Spec Writer:** Kyle Stottmeister

**Contact Phone Number:** (810) 257-3088 ext. 533

**Contact Email:** [kstottmeister@thelandbank.org](mailto:kstottmeister@thelandbank.org)

**Bid Submission Deadline Date:** Monday, April 25, 2011 before 3:00 pm

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**Property Address:** 1008 Dupont, Flint, MI 48504

**Bid Offer as per  
Attached Specifications \$** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Contractor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_

**Contractor Phone:** \_\_\_\_\_

**Contractor Email:** \_\_\_\_\_

**Workers Comp  
Insurance Expires Date:** \_\_\_\_\_

**Liability  
Insurance Expires Date:** \_\_\_\_\_

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**Note:** Bid package includes one (1) set of specifications. One copy of the specifications must be completed and returned with this bid form that must be line priced in clearly legible numbers (ink or typewritten)



### **Section 3 Certification Process in the City of Flint**

GCLBA follows the City of Flint's Section 3 Certification Process for the NSP 2 Program. 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.

The City of Flint has strengthened the HUD requirements for Section 3. Section 3 Residents must live in the City of Flint to qualify for the GCLBA and City of Flint NSP 2 - Section 3 Program. The City of Flint has built a partnership with Mott Workforce Development to assist with certification of Section 3 Residents and Mott Workforce Development has a list of eligible Section 3 workers that the General Contractor can connect with for assistance in meeting Section 3 requirements. There is currently over 300 Section 3 Residents Certified through Mott Workforce Development with various skill sets in construction related fields.

### **Section 3 Business Certification**

Please contact Tracy Atkinson from the City of Flint Department of Community and Economic Development (810) 766-7426 ext. 3059 or [tatkinson@cityofflint.com](mailto:tatkinson@cityofflint.com) for information regarding company Section 3 Certification.

### **Section 3 Residents Certification**

Mott Community College Workforce Development can provide assistance with employee and laborer Section 3 Certifications. Please contact Dorian Jackson, Job Development Specialist (810) 232-2548 or [dorian.jackson@mcc.edu](mailto:dorian.jackson@mcc.edu) or Kathleen Levallier, Job Development Specialist (810) 232-4674 or [kathleen.levallier@mcc.edu](mailto:kathleen.levallier@mcc.edu) for more information.

### **Attachments**

The following documents are attached in order to help meet the Section 3 requirements:

- a. Section 3 Clause
- 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

# SPECS BY LOCATION/TRADE

4/8/2011

Work Write-up/Re-Bid: \_\_\_\_\_  
 Walk-Through Date: \_\_\_\_\_  
 Bid Date: \_\_\_\_\_  
 Initial: \_\_\_\_\_

Case Number: \_\_\_\_\_  
 Construction Specialist: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**Address: 1008 Dupont Street**

**Unit: Unit 01**

**Location: 1 - General Requirements**

Approx. Wall SF: 1,980

Ceiling/Floor SF: 1,000

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 1 General Requirements</b>					
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	_____	_____
<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. Provide worker protection including whole body coveralls, respirators, & decontamination area. Dispose of asbestos in clearly identified disposal drums & HEPA vacuum entire area. All work must be done by a licensed Asbestos abatement company.  Remove all asbestos hazards identified in report 1. Light fixture in kitchen 2. Duct wrap throughout house (345 square ft.) 3. Transite siding (900 square ft.)  Include removal of other hazardous materials identified on report Tires, Mercury Thermostat, Smoke detector, Flea spray.	1.00	AL	_____	_____
9007	<b>CLEAN TO LEAD CLEARANCE</b> 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	1,000.00	SF	_____	_____

**Location: 1 - General Requirements**

Approx. Wall SF: 1,980

Ceiling/Floor SF: 1,000

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

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.

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

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

**Location: 2 - Interior**

Approx. Wall SF: 1,170

Ceiling/Floor SF: 1,000

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

2980	<b>WINDOW--VINYL SINGLE HNG DBL GLZ</b> Field measure, order and install a vinyl, single hung, double glazed, one-over-one window and jamb including screen, caulk, interior casing and exterior trim. Windows should have integrated J-channel if used in conjunction with new vinyl siding. Install half screen. Use Lead Safe Practices. See lead report.	16.00	EA	_____	_____
3185	<b>DOOR--PREHUNG METAL ENTRANCE</b> Dispose of door and frame. Install a prehung metal, insulated, 6-panel entrance door and jamb including interior and exterior casing, spring metal weatherstripping, interlocking threshold, one entrance and one mortised deadbolt keyed alike. Prime and top coat. Decorative oval glass in front door.	2.00	EA	_____	_____
3210	<b>STORM DOOR--ALUMINUM</b> Install an aluminum combination storm and screen door with white baked enamel aluminum finish and top chain. If storm is in front of entrance door with decorative oval glass it should be full view glass not split screen.	2.00	EA	_____	_____
3355	<b>DOOR--PREHUNG 6 PANEL INT, HOLLOW</b> Install 6-panel, hollow core, masonite, prehung door. Include privacy lockset and 2 butt hinges. Include casing both sides	9.00	EA	_____	_____
4095	<b>TRIM--CUSTOM INTERIOR</b> Remove all trim in house. Install base trim (3 1/4" colonial - MDF), and casing (2 1/4" colonial - MDF). Window and door trim is included in individual specs. Bid for base throughout house and casing on open archways.	1,000.00	SF	_____	_____

**Trade: 17 Drywall & Plaster**

5270	<b>DRYWALL--1/2"</b> Hang, tape and 3 coat finish 1/2" drywall. Apply a 3/8 bead of adhesive and screw or nail 8" on center. Run boards with long dimension horizontal. Wet sand ready for paint. Laminate over existing where possible. Drywall entire interior. Include basement staircase. Use Lead Safe Practices where necessary. See lead report.	4,000.00	SF	_____	_____
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Location: 2 - Interior

Approx. Wall SF: 1,170

Ceiling/Floor SF: 1,000

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 19 Paint &amp; Wallpaper</b>					
5566	<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. Bid for two colors. Flat white on ceiling and Semi-gloss white on trim. Walls will be painted a different color (Land Bank will pick color)	1,000.00	SF	_____	_____
<b>Trade: 20 Floor Coverings</b>					
5930	<b>UNDERLAY &amp; VINYL SHEET GOODS</b> Install 1/4" underlayment (micro ply, birch plywood) , 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. \$15 material allowance for vinyl. (Vinyl will be Tarket, Fresh Start 01113 vogue or approved equivalent. Available from Fogelsonger's in Flint.) Kitchen, Dining room, Basement stairs to landing, Bathroom	312.00	SF	_____	_____
5960	<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.	1,000.00	SF	_____	_____
5970	<b>CARPET AND PAD</b> Install FHA approved, nylon, plush carpet over a 1/2" medium density rebond 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. Fogelsonger's price is \$22/sy installed. Owner's choice of in stockcolor and pattern. Bedrooms, Living room, Stairs and upper landing. Carpet will be Bealieu 2886 San Miguel #05 - Dust (Or approved equivalent) Available from Fogelsonger's in Flint	75.00	SY	_____	_____
<b>Trade: 21 HVAC</b>					
6330	<b>REGISTER COVER--REPLACE</b> Replace missing or damaged register cover with an adjustable metal register.	14.00	EA	_____	_____
<b>Trade: 23 Electric</b>					
7475	<b>ELECTRIC SERVICE--150 AMP</b> Dispose of old electric service to code legal dump. Install a	1.00	EA	_____	_____

Location: 2 - Interior

Approx. Wall SF: 1,170

Ceiling/Floor SF: 1,000

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 23</b>	<b>Electric</b>				
	board, meter socket, weather head, service cable, and ground rod and cable. Caulk exterior service penetration. Replace all switches and outlets. Include GFCI outlets in kitchen, bath and laundry room.				
	Move outlets out of base trim where necessary. Replace wiring where necessary for code.				
<b>7753</b>	<b>REPLACE LIGHT FIXTURES THROUGHOUT</b> Replace all light fixtures (Interior and Exterior). Land Bank will furnish fixtures. Include installation cost only on this line item. Bedrooms will have ceiling fans. All light locations will remain the same.	12.00	EA	_____	_____
<b>7805</b>	<b>SMOKE DETECTOR--BATTERY POWERED</b> Install a UL approved, ceiling mounted, battery powered smoke and fire detector and battery. Must have 5 year Lithium-ion battery  One in each bedroom (3). One in the hall on the second floor. One on main floor, and one in basement	6.00	EA	_____	_____
<b>8045</b>	<b>DOORBELL SYSTEM</b> Install a wireless doorbell system containing a buzzer and two door buttons (one on front door and one at the side door).	1.00	EA	_____	_____
<b>Bidder:</b> _____				<b>Location Total:</b> _____	

Location: 3 - Kitchen

Approx. Wall SF: 360

Ceiling/Floor SF: 96

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 5</b>	<b>Demolition &amp; Disposal</b>				
<b>711</b>	<b>REMOVE WALL BETWEEN KITCHEN AND DINING ROOM.</b> Temporarily brace ceiling. Remove wall between kitchen and dining room completely. Use an appropriately sized wood beam to support the second floor. Bury the jack studs in the wall on both ends of the support beam so as not to interfere with cabinets. Wrap beam with 1/2" drywall and patch walls where necessary. Eliminate any electrical connections back to nearest junction. Re route mechanical runs to appropriate walls.  Frame opening to back entrance, including insulation and exterior sheeting. Prepare for drywall.	1.00	LF	_____	_____
<b>746</b>	<b>DEMO CHIMNEY</b> Remove surplus masonry chimney by hand. After securing site and removing all potentially damaged vehicles, chisel bricks at mortar line to disassemble the chimney. Remove completely	1.00	EA	_____	_____
<b>Trade: 10</b>	<b>Carpentry</b>				
<b>3715</b>	<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	21.00	LF	_____	_____

Location: 3 - Kitchen

Approx. Wall SF: 360

Ceiling/Floor SF: 96

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 10</b>	<b>Carpentry</b>				
	metal or plastic corner bracing. Drawers shall be made of wood or composition material. Cabinets will be Kountry Wood Products, Harmony line, Bristol Maple (or approved equivalent) available at Starline Kitchen & Bath.				
<b>3725</b>	<b>CABINET--WOOD WALL</b> 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. Cabinets will be Kountry Wood Products, Harmony line, Bristol Maple (or approved equivalent) available at Starline Kitchen & Bath.	18.00	LF	_____	_____
<b>3750</b>	<b>COUNTER TOP--PLASTIC LAMINATE</b> 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. Laminate will be Nevamar, Rare Earth Slate - SL6003 T, available from Arrow Laminate or approved equivalent.	24.00	LF	_____	_____

Trade: 22 Plumbing

<b>6835</b>	<b>SINK--DOUBLE BOWL COMPLETE--GCI</b> Install a 22 gauge 33" x 22" x 8" double bowl, stainless steel, self rimming kitchen sink including a Delta "Cicera" single handle faucet - model #468-SSSD-DST - brushed stainless finish (or approved equivalent), 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.	1.00	EA	_____	_____
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Trade: 23 Electric

<b>7840</b>	<b>INSTALL RANGE HOOD--RECIRCULATING</b> Install a 30", recirculating, white range hood with light, charcoal filter, and washable grease filter. Use #14 romex and connect to junction box. Include any repairs to drywall.	1.00	EA	_____	_____
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Bidder: \_\_\_\_\_

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

Location: 4 - Back Foyer

Approx. Wall SF: 176

Ceiling/Floor SF: 30

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 5</b>	<b>Demolition &amp; Disposal</b>				
<b>755</b>	<b>DEMO BACK ENTRANCE</b> Demolish entire back entrance including roof, columns/posts, deck, railing/walls, substructure, lattice and steps and dispose of in code legal dump. Rake yard clean. Patch trim and install brick in opening. Saw mortar and "tooth" new brick in opening.	18.00	SF	_____	_____

Address: 1008 Dupont Street

Unit: Unit 01

Location: 4 - Back Foyer

Approx. Wall SF: 176

Ceiling/Floor SF: 30

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

Match brick as closely as possible.  
Use Lead Safe Practices. See lead report.

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

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

Location: 7 - Stairway

Approx. Wall SF: 240

Ceiling/Floor SF: 36

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

2525 HAND RAIL WITH BALUSTERS  
Install oak handrail and newel post, and oak turned balusters 5" on center.  
Raise height to meet code.

16.00 LF \_\_\_\_\_

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

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

Location: 8 - Upstairs Landing

Approx. Wall SF: 232

Ceiling/Floor SF: 52

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

3420 ATTIC ACCESS  
Cut and frame an attic access hatch of 3/8" plywood. Trim with casing to match room, prime topcoat, weatherstrip with closed cell foam and insulate with 1" closed cell polystyrene.

1.00 EA \_\_\_\_\_

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

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

Location: 9 - Bathroom

Approx. Wall SF: 208

Ceiling/Floor SF: 42

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

735 DEMOLISH BATHROOM  
Remove all bath fixtures. Remove drywall on walls to studs.  
Remove all nails and prepare for new drywall.  
Use Lead Safe Practices. See lead report.

1.00 EA \_\_\_\_\_

Trade: 10 Carpentry

2406 BASEBOARD--COLONIAL 3 1/4"  
Install finger jointed (or MDF) 3-1/4" colonial base with finish nails of sufficient length to penetrate framing 1". Mitre all lap joints, and break all lap joints over framing.

15.00 LF \_\_\_\_\_

3820 TOWEL SET-- 3-PIECE CHROME  
Install a chrome plated steel bath set comprised of a tub soap

1.00 EA \_\_\_\_\_

## Location: 9 - Bathroom

Approx. Wall SF: 208

Ceiling/Floor SF: 42

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 10 Carpentry</b>					
	dish, 24" towel bar and toilet paper holder.				
3830	<b>MEDICINE CABINET--RECESSED</b> Install a 16"x22" recessed metal cabinet with hinged plate glass mirror and two shelves.	1.00	EA	_____	_____
<b>Trade: 22 Plumbing</b>					
6900	<b>VANITY--24" COMPLETE</b> Install a 24" 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. Vanity will be Kountry Wood Products, Harmony, Bristol Maple or approved equivalent. Available from Starline Kitchen & Bath.	1.00	EA	_____	_____
6958	<b>BATHTUB/SHOWER--5' FIBERGLASS--Sterling</b> Install a 5', 4 piece, Kohler Sterling™, 60" x 30" x 72" - Complete Unit - fiberglass tub and shower unit complete with pop up drain and overflow, PVC waste, single lever shower diverter, shower rod and Delta Faucet "Monitor" Model 1343 tub/shower faucet - Model #BT14496 - SS (or approved equivalent).	1.00	EA	_____	_____
7010	<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. Toilet should be Mansfield Model 135 elongated bowl (or approved equivalent)	1.00	EA	_____	_____
<b>Trade: 23 Electric</b>					
7818	<b>INSTALL BATH 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	_____	_____
<b>Bidder:</b> _____	<b>Location Total:</b> _____				

## Location: 11 - North West Bedroom

Approx. Wall SF: 348

Ceiling/Floor SF: 117

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 10 Carpentry</b>					
2795	<b>REPLACE WINDOW APRONS</b> Remove old window apron on both window units, and replace with new material. Match existing as close as possible. Use Lead Safe Practices. See lead report.	2.00	EA	_____	_____

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

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

Location: 13 - Attic

Approx. Wall SF: 352

Ceiling/Floor SF: 480

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 16 Conservation

4935	<b>ATTIC R-38 CELLULOSE--GCI</b>	480.00	SF	_____	_____
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Install blown- in cellulose insulation per manufacturer's specifications to R38. Maintain ventilation routes from soffit and other vents with baffles. Build curb around attic access if necessary. Insulate attic access with batt insulation.

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

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

Location: 14 - Basement

Approx. Wall SF: 616

Ceiling/Floor SF: 480

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 7 Masonry

1185	<b>GLASS BLOCK WINDOW</b>	4.00	EA	_____	_____
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Replace old basement window with premade glass block unit with 6"x 6"x 4" thick glass block. At least two windows on opposite sides of room should have operable vent.

Trade: 8 Metal Work

1485	<b>BEAM--8" STEEL</b>	20.00	LF	_____	_____
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Install a 8" steel I beam to support structure. Center beam under load and jack to within 1/4" of level. Place stanchion posts where necessary on top of new stanchion pads (12" x 12" x 18")  
Replace wooden support beam when chimney is removed.

Trade: 10 Carpentry

2520	<b>HANDRAIL &amp; STAIR RISERS--REPLACE INTERIOR</b>	12.00	LF	_____	_____
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Install 2" round hardwood handrail with braces screwed to studs and handrail. Finish with 2 coats of white semi-gloss paint, sanded between coats.  
Remove and replace stair risers on basement stairs. Replace with 1" x 6" #2 pine. Prime and paint new risers and treads.

Trade: 16 Conservation

4995	<b>INSULATE RIM JOIST--FIBERGLASS--GCI</b>	90.00	LF	_____	_____
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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.

Location: 14 - Basement

Approx. Wall SF: 616

Ceiling/Floor SF: 480

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 19 Paint &amp; Wallpaper</b>					
5755	<b>PREP &amp; PAINT CONCRETE FLOOR</b> Sweep clean entire floor. Clean with TSP and rinse thoroughly. Roll out one coat of owner's choice of premixed latex floor paint per manufacturer's recommendations.	480.00	SF	_____	_____
5760	<b>PREP &amp; PAINT CONCRETE WALL</b> Scrape loose, peeling, cracked, blistered paint from concrete surface. Wash dirt fungus, dust from surface. Spot prime and top coat with owner's choice of premixed acrylic latex based flat.	500.00	SF	_____	_____
<b>Trade: 21 HVAC</b>					
6055	<b>HIGH EFFICIENCY FURNACE &amp; DUCT--GAS</b> Install appropriately sized, intermittent pilot, forced air furnace complete with plenum, supply duct and galvanized return duct connected to wall registers, to service all rooms. Include set back thermostat, filter, fan and plenum control. Connect thimble breeching to chimney per code. Provide separate power circuit and operating manual. Min. AFUE rating of 95	1.00	EA	_____	_____
6145	<b>DUCT CLEANING</b> Subcontract a certified duct cleaning company to remove grates and use a truck mounted cleaning system to remove all dust and particles from HVAC system. Provide written certificate at time of check request.	1,200.00	SF	_____	_____
<b>Trade: 22 Plumbing</b>					
6630	<b>SUPPLY--PEX</b> Install flexible pex piping with a minimum number of couplings to fixtures. Install mechanical connectors and shut off valves at all fixtures. Size pipe to 1990 CABO minimums per table 2406.5. Replace all supply lines throughout	200.00	LF	_____	_____
6715	<b>DRAIN, WASTE, VENT--PVC</b> Install schedule 40 PVC pipe and fittings, solvent welded after a dyed cleaning step. Install pipe with hangers 3' on center without critical damage to structural members. Replace waste lines throughout	100.00	LF	_____	_____
7071	<b>WATER HEATER - 40 GAL GAS POWER VENTED--GCI</b> Install a 40 gallon, glass lined, high efficient, power vented, insulated to R-7, gas water heater with a 7 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. Dispose of old water heater in code legal dump. If the HWH is located in a basement with a floor drain the discharge tube shall be directed to the drain. If it is located on an upper floor or if there is no floor drain, install a catch pan drained to the exterior.	1.00	EA	_____	_____
7115	<b>LAUNDRY TUB AND FAUCET - REPLACE</b> Remove existing sink to code legal dump. Install single bowl,	1.00	EA	_____	_____

Address: 1008 Dupont Street

Unit: Unit 01

Location: 14 - Basement

Approx. Wall SF: 616

Ceiling/Floor SF: 480

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 22 Plumbing

2 handle chrome laundry faucet. Hook up waste line.

7135	<b>HOSE BIBB</b> 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. Install one on the South Side and one on the rear of the house.	2.00	EA	_____	_____
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Trade: 23 Electric

7740	<b>LIGHT FIXTURE AND SWITCH</b> Install a ceiling mounted, UL approved, 1 bulb light fixture (\$5 material allowance) controlled by an ivory switch with a metal cover located at the strike side of the door. Fish wire and repair all tear out. Install 4 "Key" light in basement controlled by one switch at the top of the stairs.	4.00	EA	_____	_____
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Bidder: \_\_\_\_\_

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

Location: 15 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 4 Site Work

612	<b>8' x 8' WOOD STORAGE SHED</b> Build a 8' x 8' wood storage shed in the back yard (location to be chosen by owner). Pour a 4" cement pad with appropriate footings. Walls will be 2"x4" studs with the treated bottom plate bolted or strapped to the foundation. Exterior wall should be sheeted with 1/2" OSB and finished with vinyl siding or painted T-111 (owner's choice of color). Soffit, Fascia, and Shingles should match the house as closely as possible. No windows are necessary and door should be 5' wide double swing (barn type) door that can be locked with padlock. "Package" type storage sheds from Home Depot, Lowe's, or Michigan Lumber is recommended.	1.00	EA	_____	_____
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Trade: 6 Concrete & Paving

955	<b>DRIVEWAY--REPAVE ASPHALT</b> Clean, spray tack coat and repave a 2" top coat of bituminous concrete over driveway surface. Contractor is to remove all existing asphalt from main sidewalk, then call for an inspection by the Bureau of Engineering Services to see if the City will repair existing sidewalk or replace it. No asphalt is to be placed on main sidewalks.	750.00	SF	_____	_____
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Trade: 10 Carpentry

2640	<b>SIDING---VINYL SHAKE</b>	6.00	SQ	_____	_____
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Location: 15 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
<b>Trade: 10</b>	<b>Carpentry</b>				
	Remove old siding on second story of house. Wrap exterior in house wrap and tape seams (Tyvek or approved equivalent). Install vinyl shakes to second story (Certainteed, Cedar Impressions, Rustic Blend - or approved equivalent) Remove clapboard and replace with vinyl.				
<b>3560</b>	<b>PORCH--REBUILD FRONT</b> Remove deteriorated porch. Dig an 8" hole 42" deep and fill with concrete for pier. Use appropriately sized joists with 5/4" PT flooring to support child-proof wood railing and decorative posts for roof (shoulder cut for support). Construct roof structure with rafters, and 1/2" decking. Soffit and fascia should match existing. Structural lumber and deck shall be preservative treated. Remove pre-cast steps and replace with wood steps that are 6' wide. Match existing size (7 x 18) and style. Include skirting around deck. Match existing posts.	126.00	SF	_____	_____
<b>3875</b>	<b>HOUSE NUMBER SET</b> Install 3" high metal or PVC house numbers on a 1"x 4" pine backer board painted with 2 coats of exterior white latex paint.	1.00	EA	_____	_____
<b>3885</b>	<b>MAILBOX</b> Dispose of mailbox and install a steel, black enamel finish, letter-size mail box with magazine rack and lock-eye for padlock.	1.00	EA	_____	_____
<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. Repair hole after removing chimney by installing 1/2" plywood or OSB over stud frame. Shingles will be Certainteed Landmark Burnt Sienna or approved equivalent	12.00	SQ	_____	_____
<b>4585</b>	<b>RESHEET--7/16" OSB</b> Remove roof to deck. Install 7/16" OSB over entire roof.	1,200.00	SF	_____	_____
<b>4635</b>	<b>GUTTER--5" SEAMLESS ALUMINUM</b> Dispose of gutter. Install 5", K- type, seamless, .027 gauge aluminum gutter to service roof. White or brown color choice by owner.	120.00	LF	_____	_____
<b>4760</b>	<b>ENCAPSULATE AND PAINT EXTERIOR WOOD</b> Wet scrape and encapsulate existing exterior trim with State of Michigan approved encapsulant. Include all exterior wood features. Paint white with two coats of exterior latex paint, satin	250.00	LF	_____	_____

Address: 1008 Dupont Street

Unit: Unit 01

Location: 15 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 15 Roofing

Accent color will be Sherwin Williams Interface Tan (SW 6059) or approved equivalent.

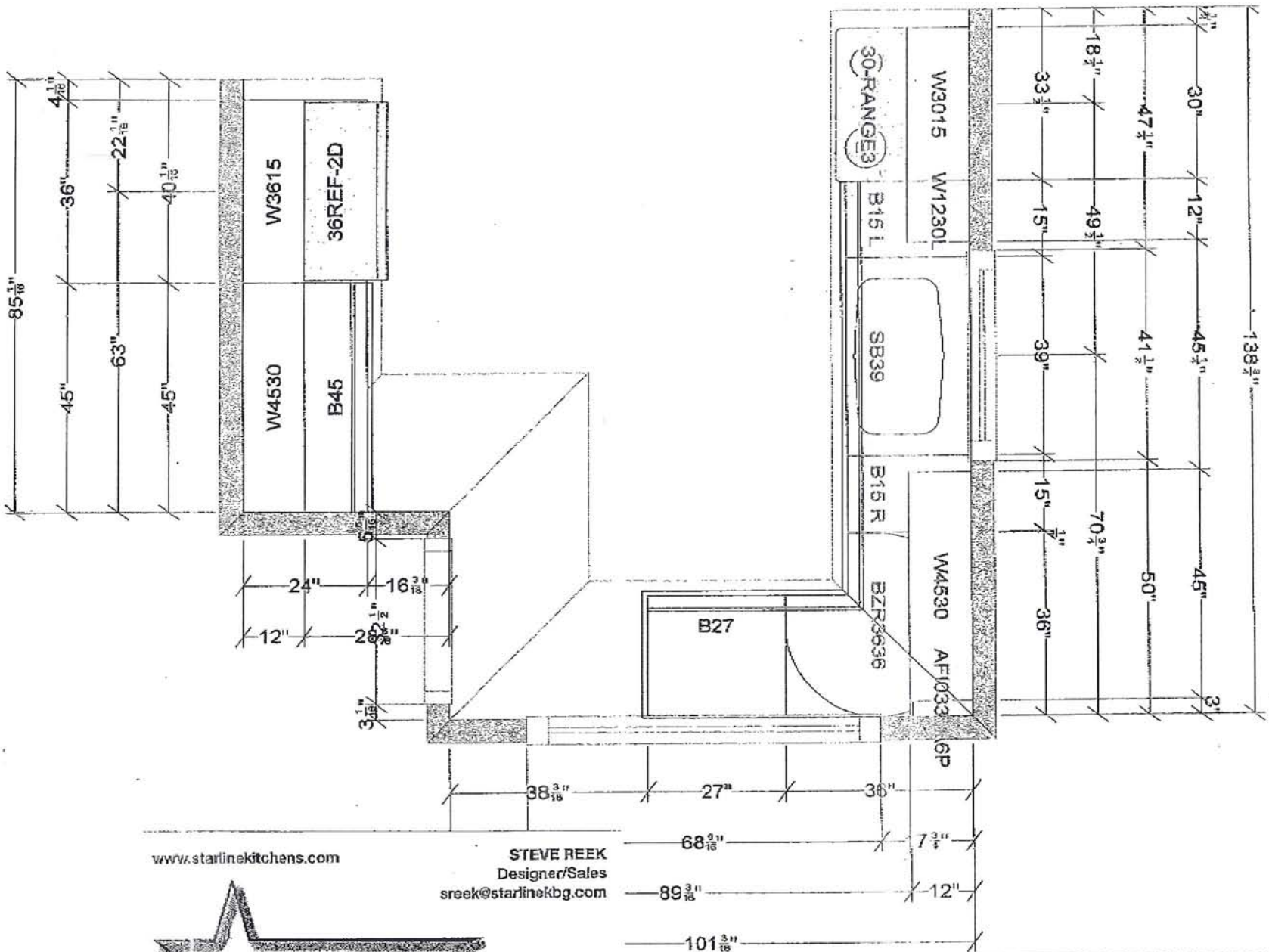
Cut Soffit vents every 5' and cover with aluminum vents on North and South sides of house.  
Use Lead Safe Practices. See lead report.

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

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

Unit Total for 1008 Dupont Street, Unit Unit 01: \_\_\_\_\_

Address Grand Total for 1008 Dupont Street: \_\_\_\_\_



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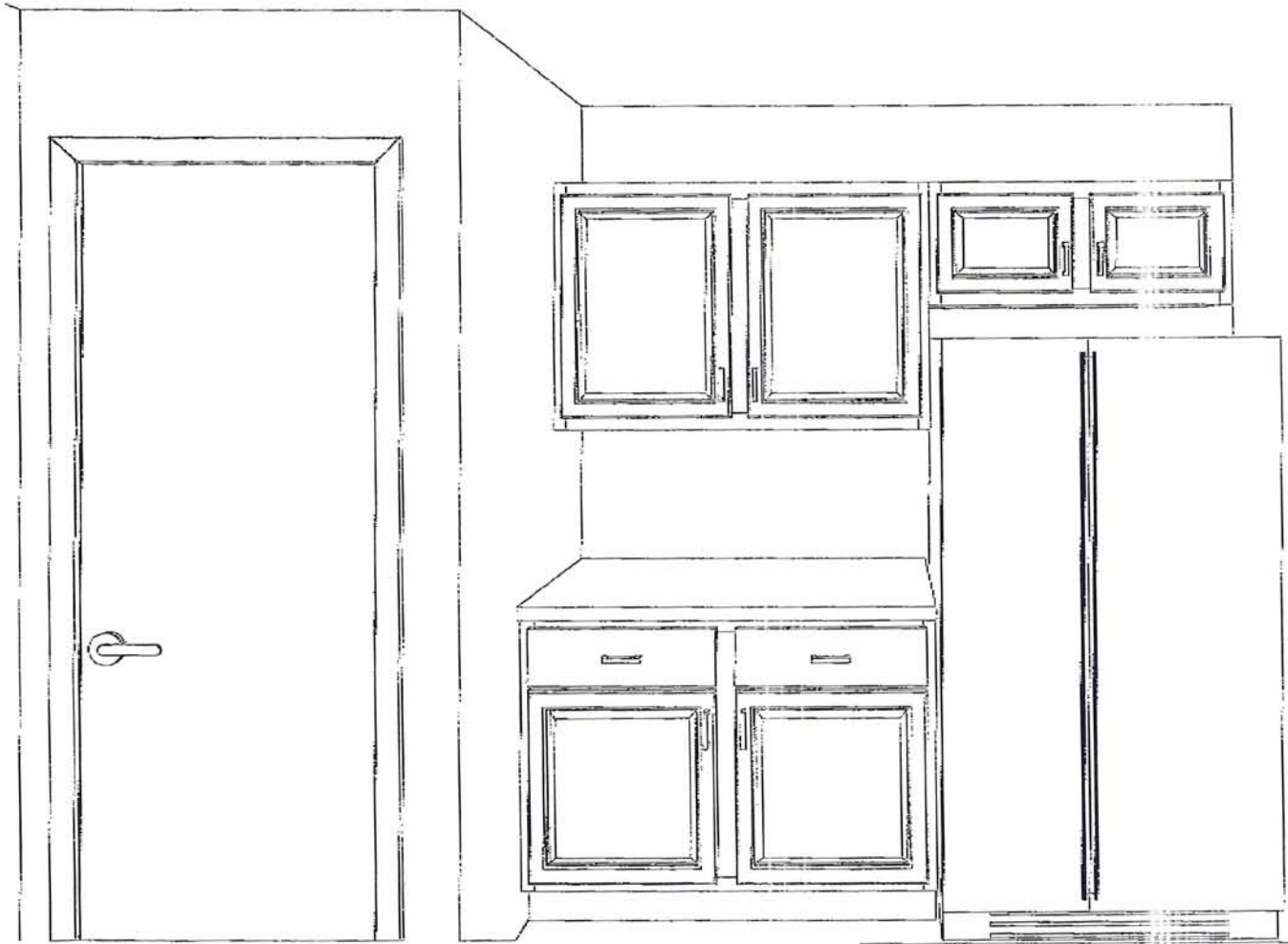
This is an original design and must not be released or copied unless applicable fee has been paid or job order placed.

Designed: 2/16/2011  
Printed: 4/8/2011

1008 dupont str

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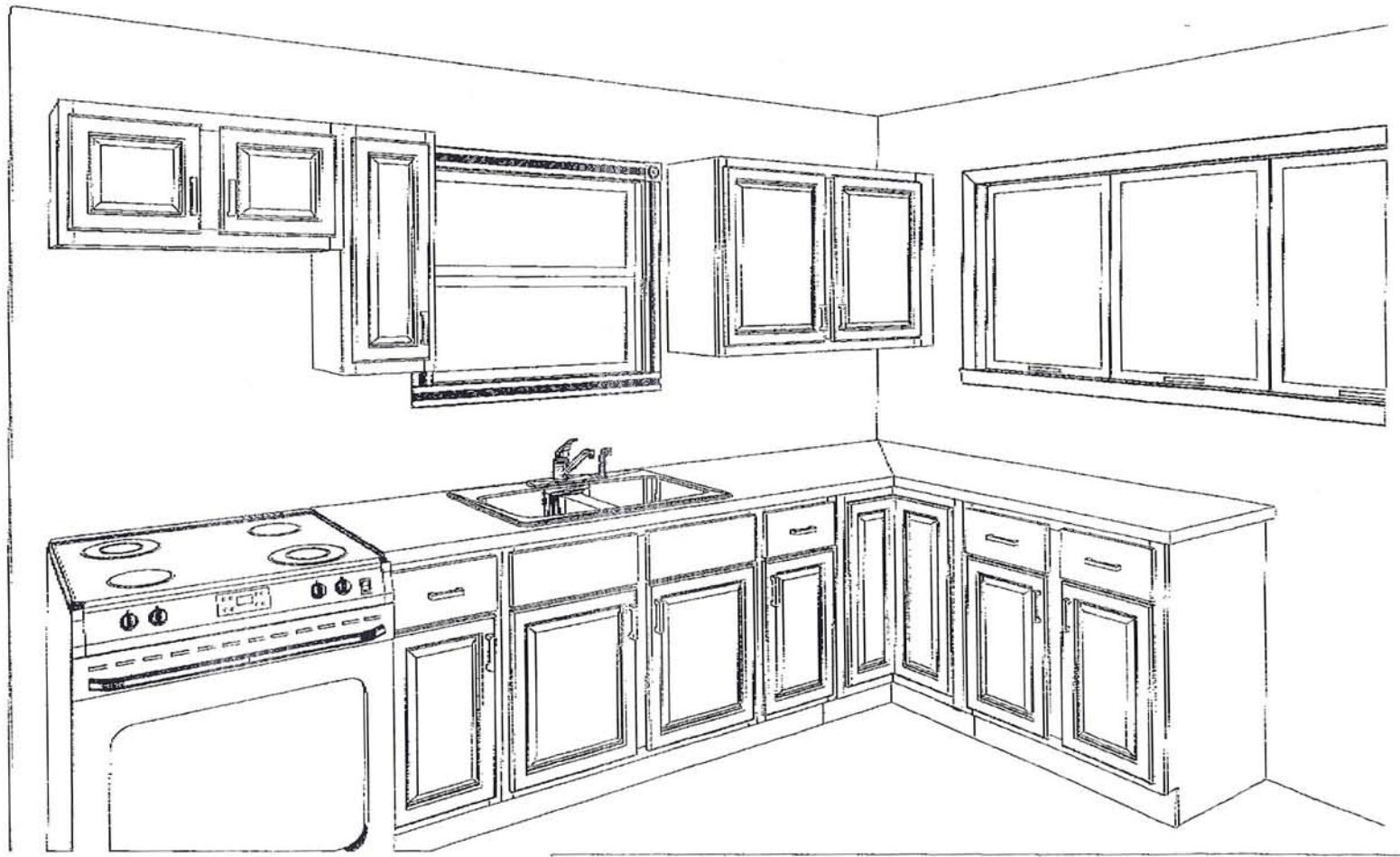
Drawing #: 1



Note: This drawing is an artistic interpretation of the general appearance of the design. It is not meant to be an exact rendition.



Designed: 2/16/2011  
 Printed: 4/8/2011



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Printed: 4/8/2011

## 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 subpara-

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."

## SECTION 3 CLAUSE

All Section 3 covered contracts shall include the following clause (referred to as the “Section 3 Clause”):

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, [12 U.S.C. 1701u](#) (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected by before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

## City of Flint – Section 3 Plan Addendum

This document provides specific direction for certification and reporting of 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.

**Certification for Resident Seeking Section 3 Training and Employment**

**Preference**

Eligibility Preference

A Section 3 resident seeking the preference in training and employment provided by this project shall certify or submit evidence to Mott Community College Workforce Development and recipient contractor/subcontractor that the person is a Section 3 resident.

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

(print name)

and meet the income eligibility guidelines for a low- or very-low-income person for this area.

My permanent address is:

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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
  - Tax return
  - Pay stub
  - Social Security Annual Income Report
  - Unemployment rejection letter
  - DHS denial letter
  - Notarized letter of support from other individual

Signature \_\_\_\_\_

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

Date \_\_\_\_\_

**Open Enrollment**

**Monday - Thursday ONLY**

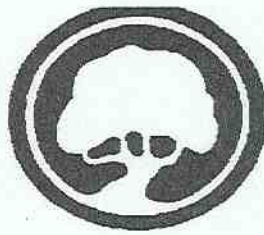
**Arrive 15 minutes early**

**Intake is at 9AM-or-1PM**

**MUST be on time!!!**

**Intake is 3-3 ½ hours**

**NO children PLEASE!**



**Mott Community College (MCC) – Workforce & Career Development Department** is pleased to share services offered through the Workforce Investment Act (WIA) Program, which are designed to assist with **employment and career goals.**

MCC provides services through the WIA Title I **Adult, Dislocated and Older Youth Worker Programs.** **All participants must be 18 years of age or older; a citizen of the United States or an eligible non-citizen and registered with selective service (if applicable).** Dislocated Worker Program participants must also be terminated or laid off or have received a notice of termination or layoff from employment; and eligible for/or exhausted his/her entitlement to unemployment compensation. **If the previous requirements are not met, participants must have worked 90 days consecutively and unlikely to return.**

Both programs offer three levels of service: staff-assisted core, intensive and training services. Participants are involved in activities such as Individual Job Development, Advanced Job Club, Advanced Screened Referrals and Follow-Up Services, which are tailored to meet individual needs. Supportive Services may be available on a limited basis, to those who qualify for the purpose of enabling the successful participation and completion of program services.

To take advantage of these program opportunities, individuals must register with and receive core services from the Employment Services Office; complete the WIA Registration process and meet the program eligibility and documentation requirements.

Please call **(810) 232-2555** if you have any questions.

**The following documentation will be needed at the time of your appointment as it applies to your situation.**

- **Career Alliance Referral Forms from Employment Services**
- **Valid Driver's License or State ID**
- **Social Security Card**
- **Birth Certificate (If no valid ID)**
- **Adult Workers (*Proof of Family Size & Proof of Income – Most Recent Check Stub*)**
- **Spouse most recent check stub (*If married*)**
- **Most Recent Tax Return (To verify Family size)**
- **Dislocated Workers (*Most Current UA Check Stub, UA Determination Notice*)**
- **Letter of dismissal from last employer-if available**
- **Medical Cards / Bridge Card**
- **DHS Statement of Income**
- **SSI / SSD Statement of Income**
- **Copy of WorkKeys assessment results**
- **DD-214, Military Transfer/Discharge Paper**

We look forward to working with you soon!

**Charles Stewart Mott Community College  
Workforce & Career Development – WIA Program**

709 North Saginaw Street - Flint, Michigan 48503 • (810) 232-2555 (Voice & TTY) – (810) 232-4981 (Fax)

AN EQUAL OPPORTUNITY PROGRAM/AFFIRMATIVE ACTION EMPLOYER  
AUXILLARY AIDS AND SERVICES ARE AVAILABLE TO PERSONS WITH DISABILITIES UPON REQUEST.

**Certification for Business Concern Seeking Section 3 Preference in Contracting and Demonstration of Capacity**

Name of Business \_\_\_\_\_ Phone/Fax \_\_\_\_\_

Address of Business \_\_\_\_\_

Type of Business: Corporation Partnership Sole Proprietorship

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

Attached is the following documentation as evidence of status:

**For all business entities (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 51% 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 status as a Section 3 resident-owned enterprise:**

Certification for Section 3 Residents (at least 51% of the business owners)

**For Business claiming Section 3 status by subcontracting 25% of the dollar award to**

**qualified Section 3 Business:**

- List of subcontracted Section 3 business(es) and subcontract amount
- This certification & all supporting documentation for each subcontracted Section 3 Business

**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
- Certification for Section 3 Residents (at least 30% of all current full-time employees) with supporting documentation showing Section 3 status immediately prior to the date of first hire

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

- Current financial statement or Income Tax Return
- Statement of ability to comply with public policy (federal, state or city work experience)
- List of owned equipment
- List of all contracts for the past two years

\_\_\_\_\_  
Authorized Name, Title and Signature

Date \_\_\_\_\_

Please submit documentation of the following items to Tracy Atkinson at City of Flint, Dept. of Community and Economic Development, 1101 S. Saginaw St., Flint, Michigan 48502, [tatkinson@cityofflint.com](mailto:tatkinson@cityofflint.com), 810-766-7426 ext. 3059, 810-766-7351 (fax)

**City of Flint Housing Administration Division**  
**SECTION 3 DEVELOPER/SUBGRANTEE EMPLOYMENT ROSTER**  
Submitted on Execution of Contract

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

Project Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

Please list all current employees on your project – Identify Section 3 Certified employees

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

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

To be submitted with monthly activity/pay requests



# SECTION 3 SUB-CONTRACTOR MONTHLY REPORT

## SUPPLEMENTAL INFORMATION

1. Reporting Period:	
<div style="border: 1px solid black; width: 100%; height: 30px; margin-bottom: 5px;"></div> 2. Project Name	<div style="border: 1px solid black; width: 100%; height: 30px; margin-bottom: 5px;"></div> 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:					
Trade:					
Trade:					
(9) TOTAL		0			

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

**Include in monthly activity report/pay request (Sub-contractors submit to General)**