

**ATTACHMENT 1
REQUIRED FORMS**

BID FORM
ITB NO: 25-38

This proposal of _____, hereinafter called "BIDDER," organized and existing under the laws of the State of _____ doing business as _____ (Insert "a corporation", "a partnership" or "an individual" as applicable), is hereby submitted to the Board of County Commissioners, Bay County, hereinafter called "OWNER."

In compliance with the Advertisement for Bids, BIDDER hereby proposes to perform all work, as detailed in this bid.

By submission of this BID, each Bidder certifies, and in the case of a joint BID each party thereto certifies as to its own organization, that this BID has been arrived at independently, without consultation, communication or agreement as to any matter relating to this BID with any other BIDDER or with any other competitor.

Contractor agrees to perform the entire work as indicated on the drawings (for the applicable divisions as indicated on the bid form) and in compliance with the Contract Documents and Specifications, complete in every detail.

The **Lump Sum Base Bid** is:

(\$ _____)

The **Lump Sum Base Bid with additive alternates** is:

(\$ _____)

Submitted By: _____

Name of Firm/Contractor Submitting This Bid

Bid Prepared By: _____

Name of Individual Who Prepared This Bid

Contact Email: _____

Address: _____

Phone: _____

Contractor's License No. _____

Contractor's Unique Entity Identifier (UEI) No. _____

Signature of Authorized Representative of Firm/Contractor

Date

SEAL: (If bid is by Corporation)

BID FORM (Con't)
ITB NO: 25-38

Bidder agrees to perform all the work described in the Contract Documents for the following Lump Sum Price. Subcontractors are responsible for all aspects of work designated by this trade as represented in the Contract Documents regardless of which page (s) that the information is represented on.

Division	DESCRIPTION	UNIT	COST
01	General Conditions	LS	\$
03	Concrete	LS	\$
	Cast -In Place Concrete		
	Insulating Concrete Forming		
04	Masonry	LS	\$
	Concrete Masonry Units		
	Manufactured Masonry Veneer		
05	Metals	LS	\$
	Structure Steel Framing		
	Steel Joists		
	Steel Decking		
	Cold-Formed Metal Framing		
	Metal Fabrications		
	Pipe and Tube Railing		
06	Wood, Plastic and Composites	LS	\$
	Rough Carpentry		
	Sheathing		
	Architectural Cabinets		
07	Thermal and Moisture Protection	LS	\$
	Bituminous Damp Proofing		
	Cold Fluid-Applied Waterproofing		
	Pedestrian Traffic Coating Plywood Surface		
	Thermal Insulation		

	Exterior Insulation & Finish System (EIFS)		
	Aluminum Composite Material Building Panel		
	Steel Clad Insulated Metal Panels		
	Sheet Metal Roofing		
	Sheet Metal Flashing and Trim		
	Penetration Firestopping		
	Fire Resistive Joint Systems		
	Joint Sealants		
08	Openings	LS	\$
	Hollow Metal Doors and Frames		
	Overhead Coiling Doors and Counter Shutters		
	Access Doors and Frames		
	Overhead Coiling Doors and Counter Shutters		
	Exterior Aluminum-Framed Entrances and Storefronts		
	Finish Door Hardware		
	Glazing		
	Louvers and Vents		
09	Finishes	LS	\$
	Nonstructural Metal Framing		
	Gypsum Board		
	Tiling		
	Acoustical Tile Ceilings		
	Resilient Base and Accessories		
	Seamless Resinous (Epoxy) Flooring		
	Tile Carpeting		
	Exterior Painting		
	Interior Painting		
	High Performance Coating		
10	Specialties	LS	\$
	Plaques Signage		
	Dimensional Letter Signage		
	Panel Signage		

	Toilet Compartments		
	Toilet & Custodial Accessories		
	Fire Extinguisher Cabinets		
	Fire Extinguishers		
	Flagpole		
11	Equipment	LS	\$
	Food Service Equipment		
13	Special Construction	LS	\$
	Metal Building System		
21	Fire Suppression	LS	\$
	Sleeves and Sleeve Seals for Fire-Suppression Piping		
	Escutcheons for Fire-Suppression Piping		
	General-Duty Valves for Fire Protection Piping		
	Hangers and Supports for Fire Suppression Piping and Equipment		
	Fire Department Connections		
	Wet-Pipe Sprinkler Systems		
22	Plumbing	LS	\$
	Common Motor Requirements for Plumbing Equipment		
	Sleeves and Sleeve Seals for Plumbing Piping		
	Escutcheons for Plumbing Piping		
	Meters and Gauges for Domestic Water Piping		
	General Duty Valves for Domestic Water Piping		
	General Duty Valves for Sanitary Waste and Storm Drainage Piping		
	Hangers and Supports for Plumbing Piping and Equipment		
	Seismic Controls for Plumbing Piping and Equipment		
	Insulation for Domestic Hot-Water Equipment		
	Insulation for Domestic Cold-Water Piping		
	Insulation for Domestic Hot-Water Piping		
	Insulation for ADA Plumbing Fixtures		
	Domestic Water Piping		

	Underground Plastic Domestic Hot Water Piping		
	Domestic Water Piping Specialties		
	Inline, Domestic Water Pumps		
	Sanitary Waste and Vent Piping		
	Sanitary Waste Piping Specialties		
	Sanitary Drains		
	Sanitary Waste interceptors		
	Facility Liquefied – Petroleum Gas Piping		
	Fuel-Fired, Domestic Water Heaters		
	Commercial Plumbing Fixtures		
23	Mechanical	LS	\$
	Common Motor Requirements for HVAC Equipment		
	Expansion Fittings and Loops for HVAC Piping		
	Sleeves and Sleeve Seals for HVAC Piping		
	Meters and Gauges for HVAC Piping		
	General Duty Valves for Hydronic Piping		
	Hangers and Supports for HVAC Piping and Equipment		
	Coatings for HVAC		
	Vibration Controls for HVAC		
	Identification for HVAC Piping and Equipment		
	Testing, Adjusting, and Balancing for HVAC		
	Insulation for Indoor General HVAC Ducts		
	Insulation for Commercial Kitchen Exhaust Ducts		
	Insulation for Chilled Water Equipment		
	Insulation for Heating Hot Water Equipment		
	Insulation for Condensate Drain Piping		
	Insulation for Heating Hot Water Piping		
	Insulation for Refrigerant Piping		
	Condensate Drain Piping		
	Above ground Metal Hydronic Piping		
	Underground Plastic Hydronic Piping		
	Hydronic Pumps		
	Water Treatment for Closed-Loop Hydronic Systems		
	Variable-Frequency Motor Controllers		

	Metal Ducts for General HVAC		
	Metal Ducts for Commercial Kitchen Exhaust		
	Air Duct Accessories		
	Flexible Ducts		
	Square In-Line Centrifugal Fans		
	Centrifugal Roof Ventilators		
	Air Curtains		
	Air Diffusers		
	Registers and Grilles		
	Fixed Louvers		
	Particulate Air Filtration		
	Condensing Boilers		
	Air-Cooled, Scroll Water Chillers		
	Indoor, Semi-Custom Air Handling Units		
	Blower Coil Units		
25	Integrated Automation	LS	\$
	Pathways for Control Systems		
	Hangers and Supports for Control Systems		
	Direct Digital Control (DDC) System For HVAC		
	Control Valves		
	Control Damper Accessories		
	Energy Meters		
	Flow Instruments		
	Pressure Instruments		
	Temperature Instruments		
26	Electrical	LS	\$
	Low-Voltage Electrical Power Conductors and Cables		
	Control-Voltage Electrical Power Cables		
	Grounding and Bonding for Electrical Systems		
	Hangers and Supports for Electrical Systems		
	Raceway and Boxes for Electrical Systems		
	Underground Ducts and Raceways for Electrical Systems		
	Sleeves and Sleeve Seals for Electrical Raceways and Cabling		

	Identification for Electrical Systems		
	Short-Circuit Studies		
	Arc-Flash Hazard Analysis		
	Lighting Control Devices		
	Relay-Based Lighting Controls		
	Low-Voltage Distribution Transformers		
	Panelboards		
	Wiring Devices		
	Fuses		
	Enclosed Switches and Circuit Breakers		
	Diesel-Engine-Driven Generator Sets		
	Transfer Switches		
	Lightning Protection for Structures		
	Surge Protective Devices for Low-Voltage Electrical Power Circuits		
	LED Interior Lighting		
	Lighting Poles and Standards		
	LED Exterior Lighting		
27	Communications	LS	\$
	Grounding and Bonding for Communications Systems		
	Pathways for Communications Systems		
	Hangers and Supports for Communications Systems		
	Cable Trays for Communications Systems		
	Sleeves and Sleeve Seals for Communications Pathways and Cabling		
	Identification for Communications Systems		
	Communications Equipment Room Fittings		
	Communications Racks, Frames, and Enclosures		
	Communications Optical Fiber Backbone Cabling		
	Communications Copper Horizontal Cabling		
28	Electronic Safety and Security	LS	\$
	General Provisions for Electronic Safety and Security		
	Control-Voltage Cables for Electronic Safety and Security		
	Identification for Electronic Safety and Security		

	Access Control Software and Database Management		
	Access Control Hardware Devices		
	Video Surveillance Control and Management Systems		
	Surveillance Devices		
29	Reserved	LS	\$
	General Provisions for Fire Safety and Emergency Communications		
	Addressable Fire-Alarm Systems		
	Control-Voltage Electrical Power Cables		
30	Site Work/ Civil	LS	\$
	General Site Work Requirements		
31	Earthwork	LS	\$
	Site Preparation		
	Earthwork		
	Erosion Control and Environmental Protection		
	Stabilization		
	Earthwork for Utilities		
	Termite Control		
32	Exterior Improvements	LS	\$
	Asphaltic Concrete Pavement Repairs		
	Concrete for Site Work		
	Asphaltic Concrete Pavement		
	Asphaltic Pavement Resurfacing		
	Concrete Walks, Curbs, Gutters and Pavement		
	Unit Paving		
	Pavement Marking		
	Chain Link Fences and Gates		
	Grassing (By Seeding)		
	Sodding		
33	Utilities	LS	\$
	Water Distribution System		

	Sewer Collection System		
	Storm Sewer Collection System		
	Lump Sum Base Bid (Sum of total prices)		\$
	<u>ALTERNATIVES:</u>		
	Paver Plaza	LS	\$
	Preparation, sand, pavers		
	Concrete and Planter Wall Detail		
	Landscaping	LS	\$
	Pre-Fabricated Metal Walkway Cover	LS	\$
	Lump Sum Base Bid with Additive Alternates(Sum of total prices with additive alternates)		\$

Bid Form will be used as awarded bidder schedule of values and will not be changed. General Conditions will be paid on a per monthly bases from start to completion of project.

ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of the following addenda:

ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

It is the responsibility of the firm to ensure that they have received addendums if issued.

Call (850) 248-8270 or email Purchasing@baycountyfl.gov prior to submitting your bid to ensure that you have received addendums.

**AFFIDAVIT OF COMPLIANCE WITH SECTION 287.138, FLORIDA STATUTES,
CONTRACTING WITH FOREIGN ENTITIES OF CONCERN**

Before me, the undersigned authority, personally appeared (Name of Affiant) _____, who, after being first duly sworn, deposes and says of his or her personal knowledge the following:

1, Affiant is the (Title) _____ of (Business Name) _____ which does business in the State of Florida, hereinafter called the "Nongovernmental Entity."

2. Nongovernmental Entity, pursuant to § 287.138, Florida Statutes, certifies that (1) Nongovernmental Entity is not owned by a government of a foreign country of concern; (2) a government of a foreign country of concern does not have a "controlling interest" in Nongovernmental Entity, as defined by Section 287.138(1)(a), Florida Statutes; and (3) Nongovernmental Entity is not organized under the law of nor has its principal place of business in a foreign country of concern. For the purposes of this affidavit, foreign country of concern means the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic, including any agency of or any other entity of significant control of such foreign country of concern, as defined in § 287.138(1)(c), Florida Statutes.

3. This Affidavit is executed by the Nongovernmental Entity accordance with § 287.138, Florida Statutes, for the purposes of preventing Bay County, Florida, from entering contracts with foreign entities of concern which would provide Nongovernmental Entity access to an individual's personal identifying information. Signed and Delivered on this _____ day of _____, 2025.

Signature of Affiant

Printed Name of Affiant

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 2025, by

_____.

Personally Known OR Produced Identification
Type of Identification Produced _____

(Notary Signature)

(SEAL)

**AFFIDAVIT OF COMPLIANCE WITH SECTION 787.06, FLORIDA STATUTES,
HUMAN TRAFFICKING ATTESTATION**

Before me, the undersigned authority, personally appeared (Name of Affiant) _____, who, after being first duly sworn, deposes and says of his or her personal knowledge the following:

1. Affiant is the (Title) _____ of (Business Name) _____ which does business in the State of Florida, hereinafter called the "Nongovernmental Entity."

2. Nongovernmental Entity, pursuant to § 787.06(13), Florida Statutes, certifies that 1) neither Nongovernmental Entity nor any of its subsidiaries or affiliates uses coercion for labor or services, as terms are defined in § 787.06, Fla. Stat., as may be amended from time to time; (2) Nongovernmental Entity will immediately notify Bay County, Florida, if, at any time in the future, Nongovernmental Entity does use coercion for labor or services, and understands that pursuant to such notification no contracts may be executed, renewed, or extended between the parties; and (3) Nongovernmental Entity has read the foregoing attestation, confirms the facts stated in it are true, and are made for the benefit of, and reliance by, Bay County, Florida.

Signed and Delivered on this _____ day of _____, 2025.

Signature of Affiant

Printed Name of Affiant

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 2025, by _____.

Personally Known OR Produced Identification

Type of Identification Produced _____

(Notary Signature)

(SEAL)

ANTI-COLLUSION CLAUSE

Firm certifies that their response is made without prior understanding, agreement or connection with any Corporation, Firm or person submitting a response for the same services and is in all respects fair and without collusion or fraud.

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all firms, must disclose if any Bay County Board of County Commissioner(s), employee(s), elected officials(s), or any of its agencies is also an owner, corporate officer, agency, employee, etc., of their firm.

Indicate either "yes" (a county employee, elected official, or agency is also associated with your firm), or "no". If yes, give person(s) name(s) and position(s) with your firm.

YES _____

NO _____

NAME(S)

POSITION(S)

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

DRUG FREE WORKPLACE

To have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under Proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Proposal, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify the following:

(Check one and sign in the space provided.)

_____ This firm complies fully with the above requirements.

_____ This firm does not have a drug free work place program at this time.

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

SUB-CONTRACTORS

As the bidder, I submit a listing of the Sub-Contractors which I shall use to accomplish the Work. Sub-Contractors are listed by name, address, amount of work and item of work. If none, please state so.

Subcontractor Name and Address: _____

Work to be performed and \$ amount: _____

Subcontractor Name and Address: _____

Work to be performed and \$ amount: _____

Subcontractor Name and Address: _____

Work to be performed and \$ amount: _____

Subcontractor Name and Address: _____

Work to be performed and \$ amount: _____

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

**CERTIFICATION REGARDING DEBARMENT,
SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION**

Contractor Covered Transactions

- (1) The prospective contractor of the Recipient, _____, certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the Recipient's contractor is unable to certify to the above statement, the prospective contractor shall attach an explanation to this form.

CONTRACTOR:

By _____
Signature

Bay County Board of County Commissioners
Recipient's Name

Name and Title

Division Contact Number

Street Address

CDBG M0169
Project Number

City, State, Zip

Date

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING
Certification for Contracts, Grants, Loans, and Cooperative Agreements
(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

BID BOND

BY THIS BOND, We, _____ as Principal and _____, a corporation, as Surety, are bound to the Board of County Commissioners, Bay County, Florida, as County, in the sum of \$_____ for the payment of which we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally. THE CONDITION of this bond is such that

1. The Principal has submitted to the County a certain Bid dated _____.
2. If said Bid shall be rejected, or, if said Bid shall be accepted and the Principal shall execute and deliver a Contract, and furnish bonds for the faithful performances of work and for the payment of all persons performing labor and furnishing materials in connection therewith, and shall fulfill all other aspects created by the acceptance of said Bid, then this obligation shall be void. Otherwise, this bond shall remain in full force and effect with it being expressly understood and agreed that the liability of the Surety and for any and all claims hereunder shall, in no event, exceed the amount of this obligation.

This Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and this bond shall, in no way, be impaired or affected by any extension of time within which the County may accept such Bid; and Surety hereby waives notice of any such extension.

Signed, sealed and delivered in three (3) counterparts on _____

CORPORATE PRINCIPAL

By: _____

Attest:

Its: _____

Seal:

Acknowledged and subscribed on _____, before the undersigned authority by _____, as the _____ of the Corporation named as Principal and with due authorization of the Corporation.

Notary Public

SURETY

By: _____

Attest:

Seal:

Countersigned:

By: _____

Attorney-in-Fact, State of Florida

**SECTION 3 PROJECT PLAN
BUSINESS CONCERN CHECKLIST AND
DOCUMENTATION**

FORM A

SAMPLE CONTRACTOR SECTION 3 PLAN

(Name of contractor) agrees to implement affirmative steps to comply with the Section 3 requirements set forth at 24 CFR 75 directed at increasing the utilization of lower income residents and businesses within the City or County of _____.

- A. To implement Section 3 requirements by seeking the assistance of local officials in determining the exact boundaries of the applicable project area
- B. To attempt to recruit from within the City/County the necessary number of lower income residents through: local advertising media, signs placed at the proposed site for the project, and community organizations and public or private institutions operating within or serving the project area
- C. To maintain a list of all lower income residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists
- D. To insert this Section 3 plan in all bid documents, and to require all bidders to submit a Section 3 affirmative action plan including utilization goals and the specific steps planned to accomplish these goals
- E. To ensure that all appropriate project area business concerns are notified of pending subcontractual opportunities
- F. To maintain records, including copies of correspondence, memoranda, etc., which document that all the above affirmative action steps have been taken.
- G. To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 plan
- H. To list all permanent workforce for this project by job title
- I. To list all projected workforce needs for this project by job classification and time frame for potential hire.

As officers and representatives of _____ (Name of contractor) _____ We, the undersigned, have read and fully agree to the above and become a party to the full implementation of this program.

_____ Title

_____ Date

_____ Signature

Not specified by the New Rule, the Section 3 Clause may still be used as a contract clause, as revised.

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 75, 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 75 regulations.

C. The contractor agrees to send to each labor organization or representative or 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 75, 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 75. 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 75.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR 75.

F. Noncompliance with HUD's regulations in 24 CFR 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

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

Section 3 Clause *Modified

FORM B

SECTION 3 BUSINESS SELF-CERTIFICATION

To Self-Certify as a Section 3 Business your company/firm per 24 CFR 75, must meet one of the listed categories below. You must provide that supporting documentation with this form to be properly and completely confirmed as a Section 3 business.

Section 3 Business Category	Additional Required Data	Mark an "X" on Your Election
It is at least 51 percent owned by low- or very low-income persons;	Proof of ownership showing all owners and their percentages and a completed Section 3 Individual Self-Certification form for all low- and very low-income owners	
Over 75 percent of the labor hours performed for the business are performed by low- or very low-income persons; or	Provide the last 90 days full payrolls for the entire company, make a list of the names from the payrolls of the Section 3 workers, and provide a completed Section 3 Individual Self-Certification for all low- and very low-income workers you list	
It is a business at least 51 percent owned by current public housing residents or residents who currently live in Section 8-assisted housing.	Proof of ownership showing all owners and their percentages and a Section 3 Individual Self-Certification form for all public housing and/or Section 8 owners	

I hereby certify to the US Department of Housing and Urban Development (HUD) that all of the information on this form is true and correct. I attest under penalty of perjury that my business meets the elected definition and understand proof of this information may be requested. If found to be inaccurate, I understand that I may be disqualified as a certified Section 3 business

Signature:		Date Signed:
Print Name:	Title:	
Company Name:		
Type of Business: (Check One): <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other		
Address		
Telephone Number		

Section 3 Worker Certification Form

A Section 3 Worker seeking the preference in training and employment provided by this part shall certify or submit evidence to the recipient contractor or subcontractor that the person is a Section 3 Worker, as defined in Section 24 CRF 75.

I _____ (Print Name)

_____ My income for the previous year is below the income limit established by HUD.

_____ I am employed by a Section 3 business concern.

_____ A YouthBuild participant

The status of a Section 3 worker shall not be negatively affected by a prior arrest or conviction. Nothing in this part shall be construed to require the employment of someone who meets this definition of a Section 3 worker. Section 3 workers are not exempt from meeting the qualifications of the position to be filled.

FY (year) – HOUSEHOLD INCOME GUIDELINES

Place a Check on the line that is applicable	Family Size	Low Income *
	1	\$48,450
	2	\$55,400
	3	\$62,300
	4	\$69,200
	5	\$74,750
	6	\$80,300
	7	\$85,850
	8	\$91,350

* Circle the appropriate column based on household size and income – income limits are attached and/or can be downloaded from the www.hud.gov website.

I hereby certify that the information provided by me to be true and correct and understand any falsification of any of the information could subject me to disqualification from participation and punishment under the law.

Signature

Date

Targeted Section 3 Worker Certification Form

A Targeted Section 3 Worker seeking the preference in training and employment provided by this part shall certify or submit evidence to the recipient contractor or subcontractor that the person is a Section 3 Worker, as defined in Section 24 CRF 75.

I _____ (Print Name)

_____ I am employed by a Section 3 business concern

_____ I am a section 3 worker living within the service area of the project: or

_____ A YouthBuild participant

The status of a Targeted Section 3 worker shall not be negatively affected by a prior arrest or conviction. Nothing in this part shall be construed to require the employment of someone who meets this definition of a Section 3 worker. Section 3 workers are not exempt from meeting the qualifications of the position to be filled.

FY (year) – HOUSEHOLD INCOME GUIDELINES

Place a Check on the line that is applicable	Family Size	Low Income *
	1	\$48,450
	2	\$55,400
	3	\$62,300
	4	\$69,200
	5	\$74,750
	6	\$80,300
	7	\$83,850
	8	\$91,350

* Circle the appropriate column based on household size and income – income limits are attached and/or can be downloaded from the www.hud.gov website.

I hereby certify that the information provided by me to be true and correct and understand any falsification of any of the information could subject me to disqualification from participation and punishment under the law.

Signature

Date

Targeted Section 3 Workers Certification Form

SECTION 3 CONTRACTOR ESTIMATED PROJECT WORKFORCE BREAKDOWN

*This form may be used to determine future hiring needs by the contractor.

Job Category	Total Estimated Positions	No. of Positions Currently Occupied by Permanent Employees	No. of Vacant Positions	No. of Positions to be Filled with Targeted and/or Section 3 Workers and estimate of hire date. Ex: (2)- 5/20
Officers/Supervisors				
Professionals				
Technicians				
Office				
Clerical				
Trade				
Journeyman				
Apprentices				
Trainees				
Others				
Others				
Others				
Total				

Contractor Estimated Project Workforce Breakdown

