HOUSING AUTHORITY OF THE CITY OF CHARLESTON

REQUEST FOR QUOTES
FIXED COST

VACANT UNITS MAKE-READY SERVICES

Job Number: 221202
Release Date: November 30, 2022
Closing Date: September 30, 2027

Procurement and Contracts Management Department
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THE FORMS LISTED BELOW ARE CONSIDERED A PART OF THIS CONTRACT AND ARE INCORPORATED BY REFERENCES OR ATTACHED:

HUD 5369 INSTRUCTIONS TO BIDDERS
HUD 5369-A REPRESENTATION, CERTIFICATIONS
HUD 5370 GENERAL CONDITIONS FOR CONSTRUCTION CONTRACTS
HUD 2992 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
DAVIS BACON - DOL GENERAL DECISION SC 20220059 2/25/2022
FORM W-9

CHA RESERVES THE RIGHT TO REQUEST ADDITIONAL FORMS INCLUDING ANY AND ALL REQUIRED FEDERAL, STATE AND, LOCAL FORMS

HOUSING AUTHORITY OF THE CITY OF CHARLESTON
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Arthur S. Milligan, Jr. *(MBA, CCIM, CPM, PHM)*
President & CEO

REQUEST FOR QUOTES VACANT UNITS MAKE-READY SERVICES

Job Number: 221202
Release Date: November 30, 2022
Closing Date: September 30, 2027

The Housing Authority of the City of Charleston (CHA) will receive quotes from qualified contractors interested in providing Make-Ready services for vacant units at various locations. A copy of the Project Manual may be obtained by from the CHA website www.chacity.org or by contacting the Procurement and Contracts Management Department via email: contracts@chacity.org or by phone: (843) 727-3152.

Submit Quotes to Contrats@chacity.org. This is an ongoing solicitation and quotes will be received until September 30, 2027. CHA reserves the right to close this solicitation prior to the expiration date.

The purpose of this solicitation is to establish a pool of contractors to complete Make-Ready Services for Vacant Units at various locations at a fixed cost. The services will include but not limited to cleaning; painting; floor finishing; HVAC services; Electrical Services; plumbing services and carpentry services. CHA reserves the right to award multiple contracts under this solicitation. Quotes may be received and contractors may be added to the pool at CHA's discretion until the expiration date of this solicitation. Acceptance of a contractor's proposal for this pool does not require CHA to only use contractors within this pool. CHA may at its discretion solicit bids/quotes from contractors not included within this pool.

This project is Federally Assisted. Acceptance of this contract will obligate the contractor and subcontractors to comply with local, state and federal regulations for employment and business practices and comply with the current Davis Bacon Wage Rate Determination; Federal Labor Standards provisions, and The Section 3 Provisions of the Housing and Urban Development Act of 1968. CHA encourages Minority, Women, Veteran and Section 3 Business Enterprises to respond and to participate in its on-going purchasing of goods and services.

CHA reserves the right to retain all bid packages submitted and use any idea in a bid package regardless of whether the bid package is selected. The Housing Authority of the City of Charleston reserves the right to wave irregularities, to reject any/and all bids and to re-advertise this project in accordance with any state, local and federal regulations.

Arthur S. Milligan, Jr., President & CEO

AGENCY

The Housing Authority of The City of Charleston (CHA) operates and manages 1,385 Public Housing Units at various locations. The mission of CHA is to provide a variety of affordable housing opportunities for low and moderate-income people in the City of Charleston. CHA was created in the 1930s and is a public body, corporate and public, governed by a seven-member Board of Commissioners appointed to terms by the Mayor of Charleston. The primary goal of CHA is to provide decent, safe, and sanitary housing for low to moderate-income families. CHA programs are administered at the local level, in accordance with state law.

INTENT

The purpose of this solicitation is to establish a pool of contractors to complete Make-Ready Services for Vacant Units at various locations at a fixed cost. The services will include but not limited to cleaning; painting; floor finishing; HVAC services; Electrical Services; plumbing services and carpentry services. CHA reserves the right to award multiple contracts under this solicitation. Quotes may be received and contractors may be added to the pool at CHA's discretion until the expiration date of this solicitation. Acceptance of a contractor's proposal for this pool does not require CHA to only use contractors within this pool. CHA may at its discretion solicit bids/quotes from contractors not included within this pool.

CONTRACT TERM/CONTRACT COST

This is an as-needed contract. CHA does not guarantee a minimum dollar value. Any resulting contract will begin on the date specified in the contractor's contract with CHA and work will begin according to the date on the Notice to Proceed issued by CHA. Each contract will be for a one (1) year term OR a maximum amount of $ 25,000.00 whichever occurs first with three (3) options to renew at CHA's discretion.

CONTRACT TASK ORDERS

This contract will consist of multiple Task Orders. Each Task Order will serve as a mini-contract under this Master Contract. Each Task Order will have details of the specific work required including days for completion of the Task Order. The Contractor Cost included with the Contractor's Quote submission will be used to determine the cost for cleaning, floors, and painting. The contractor will be required to submit a quote for the Maintenance Work. The quote is subject to CHA's approval.

CONTRACT CLASSIFICATION/DAVIS BACON ACT

CHA classifies this project as a service contract and does not require security for payment and performance. This contract is classified as a construction contract under the Davis Bacon and Related Acts and is subject to its requirement for employee payment amounts; submission of certified payrolls to CHA; reporting and all other ,requirements.

CONTRACTOR PAYMENTS

The contractor will be paid after the work is completed and approved by CHA representative. Contractor may turn in pay request at any time to the CHA project representative after completion of the work. Payment will be made to the contractor 10 to 14 working days after approval of the completed work by the CHA project representative.

FINANCIAL STABILITY

Companies must be able to carry their payroll for this project. Provide information on your company's financial capacity to perform the requirements of the solicitation. Include a copy of the company Balance Sheet for the past twelve months or another document that provides proof of the company's financial stability.

ASSIGNED PERSONNEL

Complete the attached WH347- for ALL employees that may be assigned to this contract and provide a listing of potential subcontractors.

PERMITS

The successful firm shall obtain all permits that are required for performing its work according to all local, state, and federal permitting requirements. The contractor shall pay all related fees and costs in connection with the required permits

LICENSES

The successful contractor shall be licensed to perform all work assigned under this contract according to required local, state, and federal licensing requirements. The contractor shall pay all related fees and costs in connection with the required license.

INSURANCE

The selected firm shall maintain at its expense during the term of the Contract Worker's Compensation; Employer's Liability and accident insurance. Automobile Liability Insurance (covering all owned, hired and ,non-owned vehicles with personal and property protection insurance including residual liability insurance under South Carolina Law. Contractor shall supply CHA the Certificate of Insurance with Housing Authority of the City of Charleston, 550 Meeting Street, Charleston, SC 29403 listed as the certificate holder.

INCORPORATED TERMS

IN ADDITION TO ALL OTHER LISTED DOCUMENTS, THE FORMS LISTED BELOW ARE CONSIDERED A PART OF THIS CONTRACT AND ARE INCORPORATED BY REFERENCES OR ATTACHED:

HUD 5370 GENERAL CONDITIONS FOR CONSTRUCTION CONTRACTS
DAVIS BACON - DOL GENERAL DECISION SC 20220059 2/25/2022
DEPARTMENT OF LABOR FORM WH 347 CERTIFIED PAYROLL
SECTION 3 CLAUSE

SCOPE OF WORK

Work will consist of the following work items but are not limited to the following work items. CHA reserves the right to adjust the work items and negotiate costs as needed.

CLEANING SERVICES

All surfaces must be wiped off or wash-cleaned. This includes, but is not limited to, food, grease, webs, dust, dirt, insects, and feces. The contractor shall provide all labor, materials and equipment to perform cleaning services.

Doors
Interior and Exterior Doors must be cleaned both on the inside and outside.

Bathroom
Non-abrasive cleaners must be used to remove soap scrum, mildew, Calcium deposits from tubs, commodes showers sink, and ceramic tile, etc. Clean and disinfect all bathroom fixtures (faucets, sink, toilet, bathtub, handles, knobs, etc.), Mirror, medicine cabinet, counter, vanity, exhaust fan, and all other surfaces must be cleaned. Cabinets, drawers and hinges must be cleaned and free of debris.

Vinyl Floors
Clean vinyl flooring with natural, soft, or neutral detergents.

Fixtures & Globes
Clean all interior and exterior light fixtures, light shades, globes, switch plates, and switches. Fixtures must be free of fingerprints, marks, dust, dirt and insects.

Windows, Frames, and Screens
Clean all windows, doors, frames, and seals, including front and back storm doors, and including handles and knobs. All screens must be cleaned.

Blinds
All blinds must be cleaned.

Walls
Kitchen walls must be cleaned for excessive smoke or grease damage. The area behind the range must be cleaned as well.

Range
Clean the entire outside and inside of the Range. Use the degreaser or all-purpose cleaner on the knobs and handles. Use oven cleaner for the inside the of oven door, in the ide of broiler, the pan and the oven interior. Clean drip pans and vent filters. Pull the range out and clean behind and under the range.

Range Hood
Clean range hood. Clean range filters.

Refrigerator
Clean the entire interior and exterior of the refrigerator using an all-purpose cleaner or any other cleaner that does not harm coating or gaskets. Clean excess dust from bottom and rear coil refrigerator. Pull the Refrigerator out and clean behind and under the Refrigerator. Defrost clean and dry the refrigerator.

Cabinets/Sinks/Countertops
Clean all cabinets inside and outside. Clean sink and countertops. Cabinets, drawers, and hinges must be cleaned and free of debris.

Stair Treads- Clean stair treads and rails.

FLOORS

Stripping Floors
The contractor must furnish all necessary equipment and materials/supplies to perform any floor stripping. Use a buffer to strip tile floors. Clean all corners, under and/or around heat registers and vents. Clean baseboards and cove base throughout the unit. Repaint any damage to newly painted baseboards.

Sealing & Waxing
After stripping of floors, apply two (2) coats of sealer and two (2) coats of wax to the floors.

PAINTING

THE HOUSING AUTHORITY OF THE CITY OF CHARLESTON WILL PROVIDE THE PAINT AND PRIMER (IF NEEDED) ONLY. CONTRACTOR MUST SUPPLY ALL OTHER PAINT MATERIALS AND SUPPLIES. DO NOT INCLUDE THE COST OF PAINT AND/OR PRIMER IN YOUR COST.

THE FOLLOWING INFORMATION REGARDING INTERIOR DOORS IS PROVIDED AS A GENERAL GUIDELINE FOR THE BASIS OF ESTIMATING. THESE QUANTITIES ARE ESTIMATED AVERAGES AND ARE NOT TO BE CONSTRUED AS QUANTITIES THAT LIMIT OR DEFINE THE AMOUNT OF WORK TO BE PERFORMED:

- ZERO BEDROOMS UNITS MAY HAVE ONE BATHROOM DOOR AND ONE CLOSET DOOR.
- ONE BEDROOM UNITS MAY HAVE ONE BEDROOM DOOR AND ONE BATHROOM DOOR, ONE- BEDROOM CLOSET DOOR, ONE PANTRY DOOR, AND ONE LINEN CLOSET DOOR
- TWO BEDROOM UNITS MAY HAVE TWO-BEDROOM DOORS, ONE-BATHROOM DOOR, TWO-BEDROOM CLOSET DOORS, ONE PANTRY DOOR, AND ONE LINEN CLOSET/ COAT CLOSET DOOR
- THREE BEDROOM UNITS MAY HAVE THREE-BEDROOM DOORS, ONE- OR TWO-BATHROOM DOORS, THREE-BEDROOM CLOSET DOORS, ONE PANTRY DOOR, AND LINEN CLOSET/ COAT CLOSET DOOR

- ❖ FOUR BEDROOM UNITS MAY HAVE FOUR-BEDROOM DOORS, ONE- OR TWO-BATHROOM DOORS, FOUR-BEDROOM CLOSET DOORS, ONE PANTRY DOOR, AND ONE LINEN CLOSET/ COAT CLOSET DOOR
- ❖ FIVE BEDROOM UNITS MAY HAVE FIVE-BEDROOM DOORS, ONE- OR TWO-BATHROOM DOORS, FIVE-BEDROOM CLOSET DOORS, ONE PANTRY DOOR, AND ONE LINEN CLOSET/ COAT CLOSET DOOR

1. RE-PAINTING OF ALL PREVIOUSLY PAINTED OR VARNISHED INTERIOR SURFACES. **EXCLUDING HARDWOOD FLOORING**.

2. INCLUDING BUT NOT LIMITED TO WALLS, DOORS, CEILINGS, WINDOWS, STAIRS, RAILS, SHELVES, ETC.

3. THE PAINTING OF ALL ENTRANCE DOORS. ALL SIX SIDES ARE TO BE PAINTED. ONE PRIME COAT AND TWO FINISH COATS.

4. THE PAINTING OF ALL EXTERIOR SCREEN DOORS. ALL SIX SIDES ARE TO BE PAINTED. ONE PRIME COAT AND TWO FINISH COATS.

5. REMOVE EXISTING APARTMENT NUMBERS AND LETTERS (INCLUDING VINYL LETTERING) BEFORE CLEANING AND PAINTING SURFACES (IF LOCATED ON SCREEN DOORS).

6. INSTALL NEW APARTMENT NUMBERS AND LETTERS TO MATCH EXISTING APARTMENT NUMBERS AND LETTERS IN STYLE AND LOCATION (IF LOCATED ON SCREEN DOORS). TEMPORARY ADDRESSES MUST BE PROVIDED AT ENTRY DOORS UNTIL PERMANENT ADDRESSES ARE INSTALLED.

7. NEW ADDRESSES WILL BE REQUIRED ON ALL SCREEN DOORS.

8. CLEAN AND PROPERLY PREPARE ALL SURFACES TO BE PAINTED OR VARNISHED. SCRAPE, NEUTRALIZE RUST, CAULK, SPACKLE, AND , ND AND MAKE READY TO PAINT OR VARNISH ALL INTERIOR WALLS & TRIM, CEILINGS, INTERIOR DOORS AND ASSOCIATED TRIM, ENTRANCE DOORS & ASSOCIATED TRIM, SCREEN DOORS, STAIRS, CABINETS, HANDRAILS, SHELVES, PREVIOUSLY PAINTED WINDOWS & ASSOCIATED TRIM, AND ANY PREVIOUSLY PAINTED PIPES, ETC.

9. MATCH ALL EXISTING PAINT COLORS.

10. PROPERLY PREPARE, SAND, NEUTRALIZE RUST, CLEAN, & PAINT ONE PRIME COAT AND TWO FINISH COATS OF PAINT ON METAL DOORS.

11. PAINT ALL PREVIOUSLY PAINTED SURFACES ONE COAT OF FINISH TO MATCH (UNLESS THE EXISTING COLOR IS NOT A STANDARD COLOR) THEN PAINT SURFACES WITH ONE COAT OF PRIMER AND TWO COATS OF FINISH PAINT). ALL PAINTED SURFACES HAVE A UNIFORM AND OPAQUE FINISH .

12. PROTECT ALL ADJACENT AREAS WHICH ARE NOT IDENTIFIED TO BE PAINTED. DO NOT PAINT HVAC AIR RETURN OR SUPPLY GRILLS. CHA MAY CHOOSE TO REPLACE THE AIR RETURN OR SUPPLY GRILLS (GIVE A UNIT COST TO REPLACE EACH)

13. CLEAN ALL WORK AREA DAILY. REMOVE ALL MATERIALS, EQUIPMENT & DEBRIS, AND DISPOSE OF THEM PROPERLY OFFSITE DAILY.

14. PERFORM THE FINAL CLEANING OF THE APARTMENT UNIT ONLY AFTER ALL PAINT IS DRY. CLEAN TO REMOVE ALL OVERSPRAY, DRIPS, SPILLS, ETC. OFF OF ALL SURFACES. SWEEP AND MOP FLOORS ONLY AFTER ALL OTHER WORK IS COMPLETE. REMOVE OILY RAGS AND WASTE DAILY. TAKE NECESSARY MEASURES TO ENSURE THAT WORKERS AND WORK AREAS ARE PROTECTED FROM FIRE AND HEALTH HAZARDS RESULTING FROM THE HANDLING AND APPLICATION.

MATERIALS

Obtain block fillers, primers, and undercoat materials for each coating system from the same manufacturer as the finish coats. Deliver materials to the Project Site in the manufacturer's original, unopened packages and containers bearing the manufacturer's name and label. Store materials not in use in tightly covered containers in a well-ventilated area at a minimum ambient temperature of 45 deg F (7 deg C). Maintain containers used in storage in a clean condition, free of foreign materials and residue.

PROJECT CONDITIONS

Apply water-based paints only when the temperature of the surfaces to be painted and surrounding air temperatures are between 50 and 90 deg F (10 and 32 deg C).
Do not apply paint when the relative humidity exceeds 85 percent, or to damp or wet surfaces.

PAINT MATERIALS, GENERAL

Material Compatibility: Provide block fillers, primers, undercoats, and finish-coat materials that are compatible with one another and the substrates indicated under conditions of service and applications, as demonstrated by the manufacturer based on testing and field experience. Material Quality: Provide the manufacturer's BEST-QUALITY paint material of the various coating types specified. Paint-material containers not displaying manufacturer's product identification will not be acceptable. All materials are subject to CHA approval.

EXAMINATION

Examine substrates, areas, and conditions, with the painter present, under which painting will be performed for compliance with paint application requirements. Do not begin to apply paint until unsatisfactory conditions have been corrected and surfaces receiving paint are thoroughly dry. The start of painting will be construed as the Painter's acceptance of surfaces and conditions within a particular area. Notify the Owner about anticipated problems using the materials specified over substrates primed by others.

PREPARATION

General: Remove hardware and hardware accessories, plates, machined surfaces, lighting fixtures, and similar items already installed that are not to be painted. If removal is impractical or impossible because of the size or weight of the item, provide surface-applied protection before surface preparation and painting.

APPLICATION

General: Apply paint according to the manufacturer's written instructions. Use painters and techniques best suited the for substrate and type of material being applied.

- Do not paint over mildew, dirt, rust, scale, grease, moisture, scuffed surfaces, or conditions detrimental to the formation of a durable paint film.
- Provide finish coats that are compatible with the primers used.
- Finish exterior and interior doors on tops, bottoms, and side edge the same as both faces.

Scheduling Painting: Apply the first coat to surfaces that have been cleaned, pretreated, or otherwise prepared for painting as soon as practicable after preparation and before subsequent surface deterioration.

The number of coats and the film thickness required is the same regardless of the application method. Do not apply succeeding coats until the previous coat has cured as recommended by the manufacturer. If sanding is required to produce a smooth even surface according to the manufacturer's written instructions, sand between applications.

If undercoats, stains, rust, or other conditions show through the final coat of paint, apply additional coats until the paint film is of uniform finish, color, and appearance. Give special attention to ensure edges, corners, crevices, welds, and exposed fasteners receive a dry film thickness equivalent to that of flat surfaces.

Allow sufficient time between successive coats to permit proper drying. Do not recoat surfaces until the paint has dried to where it feels firm, does not deform or feel sticky under moderate thumb pressure, and the application of another coat of paint does not cause the undercoat to lift or lose adhesion.

Application Procedures: Apply paints and coatings by brush or roller according to the manufacturer's written instructions.

Brushes: Use brushes best suited for the type of material applied. Use brush of appropriate size for the surface or item being painted.

Rollers: Use rollers of carpet, velvet back, or high-pile sheep's wool as recommended by the manufacturer for the material and texture required.

Minimum Coating Thickness: Apply paint materials no thinner than manufacturer's recommended spreading rate. Provide the total dry film thickness of the entire system as recommended by the manufacturer.

Prime Coats: Before applying finish coats, apply a prime coat of material, as recommended by the manufacturer, to material that is to be painted or finished and that has not been prime coated by others (bare surface) or if paint color is to be changed. Recoat primed and sealed surfaces where evidence of suction spots or unsealed areas in first coat appears, to ensure a finish coat with no burn through or other defects due to insufficient sealing.

Pigmented (Opaque) Finishes: Completely cover surfaces as necessary to provide a smooth, opaque surface of uniform finish, color, appearance, and coverage. Cloudiness, spotting, holidays, laps, brush marks, runs, sags, ropiness, or other surface imperfections will not be acceptable.

Completed Work: Match approved samples for color, texture, and coverage. Remove, refinish, or repaint work not complying with requirements.

Cleaning: Before applying paint or other surface treatments, clean the substrates of substances that could impair the bond of the various coatings. Remove oil and grease before cleaning. Schedule cleaning and painting so dust and other contaminants from the cleaning process will not fall on wet, or newly painted surfaces.

Surface Preparation: Clean and prepare surfaces to be painted according to the manufacturer's written instructions for each particular substrate condition and as specified.
Wood/drywall/plaster/metal: Clean surfaces of dirt, oil, and other foreign substances with scrapers, mineral spirits, and sandpaper, as required. Sand surfaces exposed to view smooth and dust off. After priming, fill holes and imperfections in finish surfaces with putty, plastic wood filler or spackling paste. Sand smooth when dried. After priming, fill all gaps and joints with a BEST-QUALITY interior paintable caulking. Caulking to have a smooth uniform finish.

Materials Preparation: Mix and prepare paint materials according to manufacturer's written instructions. Maintain containers used in mixing and applying paint in a clean condition, free of foreign materials and residue. Stir material before application to produce a mixture of uniform density. Stir as required during application. After completing painting, clean glass and paint-spattered surfaces. Remove spattered paint by washing and scraping. Be careful not to scratch or damage adjacent finished surfaces.

PROTECTION

Protect all adjacent areas, whether being painted or not, against damage by painting. Protect all adjacent areas against scraping and sanding. Correct damage done during work process by cleaning, repairing, or replacing, and repainting. Provide "Wet Paint" signs to protect newly painted finishes.

FIELD QUALITY CONTROL

The Owner reserves the right to invoke site inspections and/or test procedures at any time and as often as the Owner deems necessary during the period when paint is being applied. The Owner may direct the Contractor to stop painting if test results show material being used does not comply with specified requirements. The Contractor shall remove noncompliant paint from the site, pay for testing, and repaint surfaces previously coated with the rejected paint. If necessary, the Contractor may be required to remove rejected paint from previously painted surfaces if on repainting with specified paint, the 2 coatings are incompatible. Clean all work area daily. Remove all materials, equipment & debris, and dispose of properly offsite **daily.**

PAINT SCHEDULE OR EQUAL				
Location	**Paint Code**	**Product**	**REX**	**Color Name**
Enston	Paint43	ProMar 200 Flat HRW	B30W12650	CP-43
Enston	Paint63	SuperPaint Interior Satin EW	A87W1251	Paint 63 Navajo White
Enston	Paint68	ProMar 400 Egshel EW	B20W4651	AC-42 Grand Teton White
Enston	Paint49	ProMar 400 Flat EW	B30W4651	SW7000 Ibis White
Enston	Paint48	ProMar 400 Semi-Gloss EW	B31W4651	SW7002 Downy
Enston	Paint45	ProMar 200 Semi-Gloss EW	B31W2651	CC Doormouse Waye Court
Enston	Paint42	ProMar 200 Semi-Gloss HRW	B31W2650	CC Enston Homes Bath
Amp 40	P2000	Property Solutions Egshel	B20W3050	P2000 Property Solution
Amp 40	Paint62	SuperPaint Interior Satin EW	A87W1251	SW6798 Iceberg
Amp 40	Paint64	ProMar 200 Semi-Gloss Deep	B31W2653	SW7729 Edamame
Amp 20	Paint60	Property Solutions Flat	B30W3050	SW6408 Wheat Grass
Amp 30	Paint24	PI Waterbased Alkyd Urethane Gloss	B53W1051	Paint 24 Gray
Amp 30	Paint23	PI Waterbased Alkyd Urethane Gloss	B53T1054	Paint 23 Medium Gray
Amp 30	Paint28	SuperPaint Exterior Satin EW	A89W2151	CC Paint 28 Peach
Amp 30	Paint65	ProMar 200 Semi-Gloss Deep	B31W2653	CC Dark Beige Match
Amp 30	Paint67	ProMar 400 Flat EW	B30W4651	C LT Brown
Amp 30	Paint66	ProMar 400 Flat EW	B30W4651	CC White
All Locations	Primer	ProBlock Latex Interior/Exterior Primer	B51W620	
All Locations	Primer	Fast Dry Alkyd Primer	Y24W8980	
All Locations	Primer	ProCryl Rust Inhibitive Metal Primer	B66W1310	
All Locations	Interior Caulk	950A Acrylic Caul	151-8323	
All Locations	Paint02	Property Solutions Egshel	B20W3050	Manual Rose Talbert Oyster White
All Locations	VARN001	Minwax Fast Drying Polyurethane	154-3479	
All Locations	Paint25	Armorseal TreadPlex	B90T104	SW7261 Armorseal Tile Red 1/03
All Locations	Paint19	PI DTM Gloss UD	B66T1054	SW Bronze
All Locations	Paint17	PI DTM Gloss UD	B66T1054	Brown #17 Housing
All Locations	Paint30	SuperPaint Exterior Satin EW	A89W2151	Package Extra White
All Locations	Paint52	PI DTM Gloss Black	B66B11011	Paint52 Old Charleston Green
All Locations	Paint47	Property Solutions Flat	B30W3050	Package White
All Locations	Paint58	Property Solutions Semi-Gloss	B31W3060	C/C Coastal White
All Locations	Paint61	SuperPaint Interior Semi-Gloss EW	A88W1251	Package Extra White
All custom formulas on file at Sherwin Williams #2293 – 464 Savannah Hwy				

MAINTENANCE/REPAIRS (BY TASK ORDER)

CHA WILL ISSUE A TASK ORDER THAT MAY INCLUDE THE FOLLOWING ITEMS BUT IS NOT LIMITED TO THE FOLLOWING ITEMS. CONTRACTOR WILL FIELD VERIFY REPAIRS AND SUBMIT A QUOTE TO CHA FOR EACH TASK ORDER. TASK ORDER COST MUST BE APPROVED BY CHA PRIOR TO CONTRACTOR STARTING THE WORK.

The Contractor is required to make necessary repairs to (or replacement of) apartment fixtures, hardware, and appliances. The contractor shall provide all labor, hardware, materials and supplies. **CHA will provide as needed Hot Water Heaters, Ranges, Range Hood, Refrigerators, Blinds, Ceramic Tiles, Paint, Primer, globes, Light Fixtures, electrical cover plates, switches, GFCI switches, sink stoppers and strainers, window screens, interior and exterior door knobs, door stops, smoke/carbon monoxide detectors and batteries, HVAC vent covers, Medicine Cabinets.** The dwelling unit must function as intended and includes making the necessary repairs as stated below:

Leaking Faucets
All faucets must be operable (no leaks), toilet operable (no leaks).
All drains must be open and no leaking waste lines.
Laundry station must be operable.

Sinks must be operational
Stoppers/Strainers
All sinks must have some type of stopper or strainer installed which works properly.

Windows
Make sure that all windows, storms and primes are in place properly and are operable. They should open, close and be able to lock. All screens must be in place without any rips or holes.
Replace ripped or torn screens.

Blinds
Must be in good condition and working properly. Remove and repair any damage from any old hardware remaining from previous blinds and shades no longer in use.
(Notify CHA or any missing or unrepairable blinds)

Doors
All doors (interior, exterior, closets and cabinets) must be able to open and close properly without any missing hardware. Replace or repair wheels, tracks, hardware, door knobs, etc. so that doors are operable and function properly. Check door sweeps and weather stripping. Replace where needed. Install doorstops throughout the unit.

Cover Plates
Replace all cracked or damaged electrical cover plates. There must be a cover on any exposed outlet. Example: switches, receptacles, cable or telephone. Do **NOT** paint cover plates.

Electric Fixtures
Light fixtures must be working with the proper globe or lightshade on it. Replace missing globes or lightshades. All receptacles must work. Make sure all GFCI outlets are functioning properly. All switches and outlets must work. Repair or replace non-operating receptacles, switches and GFCI outlets. Exterior fixtures, such as doorbells, lights, mailbox etc., must work. Repair or place if not working.

Smoke Alarms/ Carbon Monoxide Detector
All alarms/detectors must be properly installed and working. Replace alarms/detectors with Smoke/Carbon Monoxide Detector. Install new batteries in all smoke alarms/detectors.

Floor
Remove and replace damaged floor tiles. If the floor tile terminates between rooms, there must be a transition strip. Eliminate any possible trip hazards. Replace or repair any bad, damaged or missing baseboards, cove base or toe strips.

Ceramic Tile
Replace any loose, broken or missing wall tile. Also grout and caulk. Remove and replace any damaged drywall, Green board or Backer board behind tile prior to replacement.

HVAC System
Inspect HVAC system to insure it is working properly. Vacuum out excess dust from vents and Intake areas. Replace all filters (submit filter specifications to CHA for approval). Replace all damaged vent covers. (Notify CHA if HVAC System is not operating properly)

Water Heater
Inspect water heater to insure it is working properly. Make sure water heater is operating and venting properly. (Notify CHA if Water heater is not operating properly)

Range
Inspect Range to insure it is working properly. Make sure the Range is operating and venting properly. All burners must work including the oven; All knobs must be on and working; Range must have all of its hardware; Gaskets must seal properly, Replace range drip pans. (Notify CHA if Range is not operational)

Range Hood (if present)
Range hood must be working as well as the fan and light. The hood must have all of its parts and hardware such as filters, knobs, bulb, etc. Range filters that are not able to be thoroughly cleaned must be replaced. (Notify CHA if Range Hood is not operational)

Refrigerator
Inspect refrigerator to insure it is working properly. Must operate properly with all parts and hardware on it. Gaskets must seal properly. (Notify CHA if refrigerator is not operational or does not have all parts)

Closets
Make sure all closet poles and shelves are installed. Closets must be cleaned and free of debris Ensure closet doors are operational.

Bathroom Fixtures

All fixtures must be properly in place, such as soap dishes, towel bars, medicine cabinets, shelves, toothbrush holders, etc. Remove old caulk and apply new caulk to bathtub/shower, sink and toilet base.

Caulking

Caulk where needed on counter tops, window frames, door frames, kitchen cabinets, breaker box etc. Caulk all baseboards. Caulk between kitchen cabinet trim and cabinets if your I.D. badge can slide between the trim and the cabinet. Secure all loose material to prevent harborages (e.g., loose trim boards, loose hinges, uncaulked trim).Paintable caulking must be used where cabinets meet wall and where cove base/baseboard meets wall. All caulking color must match surrounding surface. Any voids larger than ¼" cannot be caulked, additional support is needed, examples'" round wood trim, Luan board, Expandable foam Expanded foam must be trimmed or sanded, Various types of wood trim. Heat tape (range hoods)

HOUSING AUTHORITY OF THE CITY OF CHARLESTON
550 MEETING STREET, CHARLESTON, SC 29403

COST FORM

RFQ VACANT UNITS MAKE-READY SERVICES

Job Number: 221202
Release Date: November 30, 2022
Closing Date: November 30, 2027
(This is an ongoing project and CHA reserves the right to request quotes throughout the project term)

TO:

SUBMIT QUOTE VIA EMAIL TO: CONTRACTS@CHACITY.ORG

Or mail:
HOUSING AUTHORITY OF THE CITY OF CHARLESTON
PRISCILLA M. WARING, PROCUREMENT & CONTRACTS MANAGER
550 MEETING STREET, ROOM 102, CHARLESTON, SC 29403

The undersigned, having carefully examined the Specifications entitled "Vacant Units Make-Ready Services" the applicable drawings and specifications, and the following addenda:

Addendum No._____ Dated_____

as well as the premises and conditions affecting the work, proposes to furnish all services, labor, and materials and equipment called for the entire work in accordance with said documents, for the following sums:

IF YOU ARE NOT SUBMITTING A QUOTE FOR A SECTION- WRITE "NO QUOTE" FOR UNIT COST.

CLEANING

CONTRACTOR COST INCLUDES SERVICES; EQUIPMENT; ASSETS; LABOR; AND MATERIALS TO COMPLETE ALL WORK ACCORDING TO INDUSTRY STANDARDS. CONTRACTOR TO INCLUDE IN THE COST THE FEE FOR CLEANING OF ALL APPLIANCES. CONTRACTOR AGREES TO COMPLETE ALL WORK WITHIN THE UNIT WITHIN FIVE (5) BUSINESS DAYS

PERCENT OF UNITS	AVERAGE SQUARE FEET	BEDROOM SIZE	UNIT COST PER APARTMENT
5 %	440	ZERO	$
35 %	550	ONE	$
35 %	750	TWO	$
20 %	950	THREE	$
4 %	1240	FOUR	$
1%	1400	FIVE	$

FLOORS

CONTRACTOR COST INCLUDES SERVICES; EQUIPMENT; ASSETS; LABOR; AND MATERIALS TO COMPLETE ALL WORK ACCORDING TO INDUSTRY STANDARDS. CONTRACTOR AGREES TO COMPLETE ALL WORK WITHIN THE UNIT WITHIN FIVE (5) BUSINESS DAYS

PERCENT OF UNITS	AVERAGE SQUARE FEET	BEDROOM SIZE	UNIT COST PER APARTMENT
5 %	440	ZERO	$
35 %	550	ONE	$
35 %	750	TWO	$
20 %	950	THREE	$
4 %	1240	FOUR	$
1%	1400	FIVE	$

PAINTING

HOUSING AUTHORITY OF THE CITY OF CHARLESTON WILL PROVIDE THE PAINT AND PRIMER (IF NEEDED) ONLY. CONTRACTOR MUST SUPPLY ALL OTHER PAINT MATERIALS AND SUPPLIES. DO NOT INCLUDE THE COST OF PAINT AND/OR PRIMER IN YOUR COST.

CONTRACTOR COST INCLUDES SERVICES; EQUIPMENT; ASSETS; LABOR; AND MATERIALS TO COMPLETE ALL WORK ACCORDING TO INDUSTRY STANDARDS.

CONTRACTOR AGREES TO COMPLETE ALL WORK WITHIN THE UNIT WITHIN FIVE (5) BUSINESS DAYS

PERCENT OF UNITS	AVERAGE SQUARE FEET	BEDROOM SIZE	UNIT COST PER APARTMENT
5 %	440	ZERO	$
35 %	550	ONE	$
35 %	750	TWO	$
20 %	950	THREE	$
4 %	1240	FOUR	$
1%	1400	FIVE	$

MAINTENANCE REPAIRS BY TASK ORDER

CHA WILL ISSUE A TASK ORDER. CONTRACTOR WILL FIELD VERIFY REPAIRS AND SUBMIT A QUOTE TO CHA FOR EACH TASK ORDER. TASK ORDER COST MUST BE APPROVED BY CHA PRIOR TO CONTRACTOR STARTING THE WORK. CHA MAY DESIGNATE THE NUMBER OF DAYS ALLOWED FOR COMPLETION OF THE TASK ORDER. EACH TASK ORDER FINAL COST AMOUNT WILL BE CALCULATED INTO THE $25,000.00 MAXIMUM.

Contract will be for a one (1) year term OR a maximum amount of $ 25,000.00 whichever occurs first with three (3) options to renew at CHA's discretion.

QUOTE HOLDING TIME AND CONTRACT ACCEPTANCE

The undersigned hereby agrees that this Quote may not be revoked or withdrawn after date of submission, but shall remain open for acceptance for a period of sixty (60) days following such a time. In case the undersigned be notified in writing by mail, telegraphy, or delivery of the acceptance of this Quote within sixty (60) days after the time set for opening of Quotes, contractor agrees to execute a contract (and furnish Insurance Certificate with Housing Authority of the City of Charleston listed as additional Certificate holder.

QUOTE AND CONTRACT PAYMENT AND PERFORMANCE SECURITY

This is a service contract. Quote Security and Payment and Performance Security is not Required. Contractor will only be paid for services completed according to the standards, specifications and requirements of this contract.

Respectfully submitted,

Name of Company:_____

Address: _____

Cell Phone:_____ Office Phone:_____

E-mail: (Please Print):_____

_____ _____

Name of Official Company Representative: Title

_____ _____

Signature of Official Company Representative: Date

SEAL IF OFFEROR IS A CORPORATION

QUOTE SUBMISSION CHECKLIST

☐ CHA OFFEROR INFORMATION FORM
- Fully completed

☐ COST FORM
- Fully competed and signed.

☐ QUALIFICATION OF COMPANY
- Financial Information
- Copy of valid South Carolina Contractor's License
- Copy of valid City of Charleston's Business License
- Copy of contractor's W-9 Form completed and signed
- Completed DOL Form WH347

☐ CHA REFERENCE FORMS
- CHA must be able to contact the references listed to verify the information or the information will be considered invalid. Include on the list relevant past and current experience with reference information for:

☐ SECTION 3 INFORMATION
Contractor must complete and submit with Quotes all attached Section 3 Forms to include:
- ☐ Section 3 Clause Notice Certification Form
- ☐ Section 3 Affidavit Form
- ☐ Section 3 Business Self Certification Form

☐ CHA REQUIRED FORMS
- In addition to forms previously listed. Contractor must complete and submit with Quotes all forms listed below. Forms are attached and made part of this Quote's submissions. CHA reserves the right to request any additional local, state, and federal forms required for this project.

- ACKNOWLEDGEMENT OF ADDENDA
- CONFLICT OF INTEREST STATEMENT
- NON-COLLUSIVE AFFIDAVIT
- CONFIDENTIALITY AGREEMENT
- CRIMINAL ACTIVITY CERTIFICATION FORM
- ILLEGAL IMMIGRATION REFORM ACT CERTIFICATION
- NO SMOKING CERTIFICATION
- SECTION 3 CLAUSE
- SECTION 3 SELF CERTIFICATION
- HUD 5369 INSTRUCTIONS TO BIDDERS FOR CONTRACTS PUBLIC AND INDIAN HOUSING PROGRAMS
- HUD 5369-A REPRESENTATION, CERTIFICATIONS, AND OTHER STATEMENT OF BIDDERS
- HUD 5370 GENERAL CONDITIONS FOR CONSTRUCTION CONTRACTS
- HUD 2992 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
- DAVIS BACON - DOL GENERAL DECISION SC 20220059 2/25/2022
- DEPARTMENT OF LABOR FORM WH 347 CERTIFIED PAYROLL

OFFEROR INFORMATION FORM/REFERENCE RELEASE FORM

Offeror Company Name:_____

Business Physical Address: _____

City:_____ State: _____ Zip Code:_____

Business Mailing Address (if different from Physical Address):

_____

City:_____ State: _____ Zip Code:_____

Email: _____

Cell Phone: (_____) _____ Office Phone:(_____)_____

SC Contractor's License #:_____

License Classification:_____ License Expiration Date:_____

To: The Housing Authority of the City of Charleston, South Carolina

Pursuant to and in compliance with CHA notice inviting Request for Qualifications, and other documents relating thereto, the undersigned Offeror, having familiarized himself with the terms of the Quote documents, local conditions and the cost of the work at the place where the work is to be done, hereby proposes and agrees to perform within the time stipulated, all work required in accordance with the scope of services and other documents including Addenda, if any, on file at the Purchasing Office for the price hereinafter set forth.

The undersigned, as Offeror, declares that the only person or parties interested in this Quote as principals are those named herein; that this Quote is made without collusion with any person, firm or corporation; and he/she proposes and agrees, if the Quote is accepted, that he/she will execute a contract with The Housing Authority of the City of Charleston; that he/she will comply with all Minority and Women Business Enterprise and Section 3; that he/she is aware that failure to properly comply with the requirements set out in the Instructions to offeror (Form HUD 5369-B) and elsewhere in the Request for Qualification may result in a finding that the Offeror is non-responsive.

Offeror has given permission for CHA to contact any references listed within this Quote and release CHA from any liability of information obtained from references.

Respectfully submitted,

_____ _____

Name of Official Company Representative Official Company Title

_____ _____

Signature of Official Company Representative: Date

CHA REFERENCE INFORMATION FORM
CLIENT'S NAME:
AUTHORIZED REPRESENTATIVE:
CLIENT'S ADDRESS:
EMAIL:
OFFICE PHONE:
CELL PHONE:
DESCRIPTION OF SERVICES:
CLIENT'S NAME:
AUTHORIZED REPRESENTATIVE:
CLIENT'S ADDRESS:
EMAIL:
OFFICE PHONE:
CELL PHONE:
DESCRIPTION OF SERVICES:
CLIENT'S NAME:
AUTHORIZED REPRESENTATIVE:
CLIENT'S ADDRESS:
EMAIL:
OFFICE PHONE:
CELL PHONE:
DESCRIPTION OF SERVICES:
CLIENT'S NAME:
AUTHORIZED REPRESENTATIVE:
CLIENT'S ADDRESS:
EMAIL:
OFFICE PHONE:
CELL PHONE:
DESCRIPTION OF SERVICES:

ACKNOWLEDGEMENT OF ADDENDA

FOR

THE HOUSING AUTHORITY OF THE CITY OF CHARLESTON

JOB NAME:_____

JOB NUMBER:_____

The undersigned offeror hereby acknowledges that they have checked the Housing Authority of the City of Charleston's website: www.chacity.org and A&E Digital Plan Room for the above-named project for any and all addendums posted and acknowledged the receipt of the following addendums:

Addendum Number: _____ Date Received: _____

Addendum Number: _____ Date Received: _____

Name of Firm: _____

Name of Authorized Representative: _____

Signature_____ Date: _____

CONFLICT OF INTEREST

The respondent's warrant that to the best of their knowledge and belief, and except as otherwise disclosed it does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this solicitation and the firm's organizational, financial, contractual or other interests are such that: Respondents may have an unfair competitive advantage; or the respondent's objectivity in performing the work solicited may be impaired. In the event the respondent has an organizational conflict of interest as defined herein, the respondents shall disclose such conflict of interest fully in the Quote submission.

The respondents agree that if, after award he, she or it, discovers an organizational conflict of interest with respect to this solicitation, he, she or it, shall make an immediate and full disclosure in writing to CHA that shall include a description of the action, which the respondents have taken or intends to take to eliminate or neutralize the conflict. CHA may, however, disqualify the respondents or if a contract has been entered into with the respondents, terminate said contract, at its sole discretion.
In the event the respondents were aware of an organizational conflict of interest before the award of a contract and intentionally did not disclose the conflict to CHA, CHA may disqualify the respondents.

This Conflict of Interest Provision shall be included in all subcontracts or other agreements wherein the work to be performed is similar to the service provided by the respondents. The respondents shall include in such subcontracts and other such agreements any necessary provisions to eliminate or neutralize conflicts of interest.

No member or Resident Advisor to the Board of Commissioners, shall be allowed to share in any part of the contract awarded under this solicitation or to any benefit that may arise therefrom. No member, officer, or employee of CHA, the governing body of the locality in which the project is situated; the governing body in which CHA was activated; and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in any contract or the proceeds thereof resulting from this solicitation. No member, officer or employee of the respondents selected to perform the services described above shall, during the term of their contract, or for one year thereafter, have any interest direct or indirect, in any contract that they are responsible for procuring, managing or overseeing on in the proceeds of any such contract.
This provision shall be construed to extend to any contract made with the successful respondents.

By: _____ _____
(Signature of authorized Representative) Date
Printed Name:_____
Title: _____

Company Name: _____
Address: _____
_____

Subscribed and sworn to under oath before me
This _____ day of _____, 20_____
_____
Notary Public
County of _____ State of_____
My commission expires: _____
SEALED

NON-COLLUSIVE AFFIDAVIT

TO OWNER: Housing Authority of the City of Charleston
550 MEETING STREET, CHARLESTON, SC 29403

State of South Carolina)
ss

County of Charleston)

Being first duly sworn, deposes and says,

That he or she is a representative of the company listed below, the party making the Quote or Quote, that such Quote or Quote is genuine and not collusive or sham; that said offeror has not colluded, conspired, connived or agreed, directly or indirectly, with any offeror or person to put in a sham Quote or Quote or to refrain from Quoiting, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference, with any person, to fix the Quote or Quote price or any other offeror, or to fix any overhead, profit or cost element of said Quote price, or of that of any other offeror, or to secure any advantage against CHA or any person interested in the proposed contract; and that all statements in said Quote or Quote are true.

By: _____ _____
Signature of authorized Representative) Date
Print Name:_____

Title: _____
Company Name: _____
Address: _____
City_____ State_____ Zip code_____

Subscribed and sworn to under oath before me
This _____ day of _____, 20_____
_____
Notary Public
County of _____ State of_____
My commission expires: _____

SEAL

CONFIDENTIALITY AGREEMENT
FOR WORKFORCE MEMBERS WHO ARE CONSULTANTS,
CONTRACTORS, SUB-CONTRACTORS OR VENDORS;
SENSITIVE INFORMATION POLICY AND IDENTITY THEFT PREVENTION PROGRAM

TO OWNER: THE HOUSING AUTHORITY OF THE CITY OF CHARLESTON

I understand that I require information to perform my duties at The Housing Authority of the City of Charleston by which I am engaged or for which I am performing services. This information may include, but is not limited to, information on clients, employees, other workforce members, and financial and business operations. Some of this information is made confidential by law (i.e. GLBA Information made confidential by law, Safeguards Rule, FACTA including Red Flags Rules, etc.). Confidential information may be in any form, e.g. written, electronic, oral, overheard or observed. I also understand that access to all confidential information is granted on a need-to-know basis. A need to know basis is defined as information access that is required in order to perform assigned contractual obligations.

I will not disclose confidential information to clients, friends, relatives, co-workers or anyone else except as permitted by the President / Chief Executive Officer and applicable law and as required in performing my work as a consultant, contractor or vendor for The Housing Authority of the City of Charleston and will protect the confidentiality of all confidential information while performing work related activities.

All confidential information remains the property of The Housing Authority of the City of Charleston and may not be removed or kept by me upon termination of our contractual relationship. If I violate this agreement, I may be subject to adverse action up to and including termination of my ability to work at or on behalf of The Housing Authority of the City of Charleston. In addition, under applicable law, I may be subject to criminal and/or civil penalties.

I have read and understand the above and agree to be bound by its conditions and understandings.

By: _____ _____
Signature of authorized Representative) Date
Print Name:_____
Title: _____
Company Name: _____
Address: _____
City_____ State_____ Zip code_____

Subscribed and sworn to under oath before me
This _____ day of _____, 20_____
_____
Notary Public
County of _____ State of_____
My commission expires: _____

SEALED

CRIMINAL ACTIVITY CERTIFICATION FORM

THE HOUSING AUTHORITY OF THE CITY OF CHARLESTON
NOTICE OF PROHIBITION AGAINST SEX OFFENDERS & PERSONS CONVICTED OF FELONIES DUE TO VIOLENT OR DRUG-RELATED CRIMINAL ACTIVITY

The Housing Authority of the City of Charleston (Authority) has a duty to provide our residents, customers, and the citizens of Charleston, safe, sanitary, and decent housing and communities. In accordance with this requirement, this Authority will under no circumstances enter into a contract or employ a contractor who is a convicted sex offender or a convicted felon of violent or drug-related crimes who may pose danger to our communities. Furthermore, a contractor who has entered into contract with this Authority shall under no circumstances employ sub-contractors, laborers, or helpers whom are registered sex offenders or convicted felons of violent or drug-related crimes. The Authority prohibits persons that are registered sex offenders or convicted felons of violent or drug-related crimes to have access to the Authority's properties. Should a contractor not conform to the content of this notice, the Authority shall deem the contractor to be in violation of their contract and the CHA may after review and with discretion, require corrective action including but not limited to removal of the offending contractor, subcontractor, laborers or helpers from the project and properties or termination of contract.

I understand that Housing Authority of the City of Charleston prohibits persons that enter into contract with the Authority to be registered sex offenders or persons convicted of violent or drug-related felonies or to employ subcontractors, laborers or helpers that are registered sex offenders or persons convicted of violent or drug-related felonies and that violation of this prohibition is hereby considered a violation of the contract which may be subject to termination at the discretion of the Authority.

My signature below represents that I am a representative of this company and I am NOT a registered sex offender nor have I been convicted of violent or drug-related felonies nor do I employ sub-contractors, laborers or helpers that are registered sex offenders or persons convicted of violent or drug-related felonies.

By: _____ _____
Signature of authorized Representative) Date

Print Name:_____

Title: _____

Company Name: _____
Address: _____
City_____ State_____ Zip code_____

Subscribed and sworn to under oath before me
This _____ day of _____, 20_____

_____
Notary Public
County of _____ State of_____
My commission expires: _____

SEALED

ILLEGAL IMMIGRATION REFORM ACT
PROCUREMENT CERTIFICATION

ILLEGAL IMMIGRATION (NOV. 2008):
Title 8, Chapter 14 of the South Carolina Code of Laws (originally enacted as Section 3 of The South Carolina Illegal Immigration Reform Act, 2008 S.C. Act No. 280)

By signing its offer, Quote or Quote, Contractor certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws (originally enacted as Section 3 of The South Carolina Illegal Immigration Reform Act, 2008 S.C. Act No. 280) and agrees to provide to The Housing Authority of the City of Charleston upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable both to Contractor and its subcontractors sub-subcontractors; or (b) that Contractor and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Contractor agrees to include in any contracts with its subcontractor's language requiring its subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractor's language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1]

By: _____ _____
Name of authorized company Representative Title

_____ _____
Signature of authorized company Representative Date

Company Name: _____

Address: _____

City_____ State_____ Zip code_____

Subscribed and sworn to under oath before me
This _____ day of _____, 20_____
_____
Notary Public County of _____State of____
My commission expires: _____

SEALED

NO SMOKING CERTIFICATION FORM

THE HOUSING AUTHORITY OF THE CITY OF CHARLESTON

NOTICE OF PROHIBITION

AGAINST SMOKING ON CHA PROPERTIES

The Housing Authority of the City of Charleston (CHA) has a duty to provide our residents, customers, and the citizens of Charleston, safe, sanitary, and decent housing and communities. In addition, in accordance with HUD's final 24 CFR 965 and 966, The Housing Authority of the City of Charleston has adopted a smoke-free policy for all public housing properties to become effective September 1, 2017.

You are hereby notified that smoking is not permitted within any building; to include entryways, porches, balconies and patios, hallways, stairways, and within all interior living areas. This smoke-free policy extends to all outdoor areas up to 25 feet from public housing residences and administrative office buildings.

This policy applies to all residents, guests, visitors, service personnel, contractors, subcontractors, employees of contractors, vendors, volunteers and CHA employees. This rule improves indoor air quality in housing, benefits the health of public housing residents, visitors, and CHA staff, reduces the risk of catastrophic fires, and lowers overall maintenance cost.

Furthermore, a contractor who has entered into any contract with this Authority shall, under no circumstances permit its sub-contractors, laborers, or helpers to violate this policy.

Should a contractor not conform to the content of this notice, the Authority shall deem the contractor to be in violation of their contract and the CHA may, after review and with discretion, require corrective action including but not limited to removal of the offending contractor, subcontractor, laborers or helpers from the project and properties or termination of contract.

I have read and understand the above smoking policy and I agree to comply fully with the provisions.

By: _____ _____

Signature of Authorized Representative Date

Print Name:_____

Title: _____

Company Name: _____

Address: _____

City_____ State_____ Zip code_____

SECTION 3 CLAUSE

Title 24: Housing and Urban Development; Subtitle B: Regulations Relating to Housing and Urban Development; CHAPTER I: OFFICE OF ASSISTANT SECRETARY FOR EQUAL OPPORTUNITY, DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT; SUBCHAPTER B: EMPLOYMENT AND BUSINESS OPPORTUNITY; PART 135: ECONOMIC OPPORTUNITIES FOR LOW- AND VERY LOW-INCOME PERSONS Subpart B: Economic Opportunities for Section 3 Residents and Section 3 Business Concerns 135.38 - 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 but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

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

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

_____ _____

Signature/Authorized Company Official Date

_____ _____

Printed Name Title

Section 3 Business Concern Certification

For the Housing Authority of the City of Charleston
550 Meeting Street, Charleston, SC 29403
Email: contracts@chacity.org Phone: (843) 727-3152

Business Name:	Owners Name:
Address:	Owners Title:
City County	EIN
State Zip Code	Duns Number
Office Number:	Cell Number
Email	Business Trade Type
Website Address	Business License No.
Year Business Established	Number of Employees

Section 3 Eligibility:

To self-certify at least ONE of the criteria below must apply to your business. Please select qualification criteria documented within the last six- month period below (check all that apply):

_____ At least 51 percent of the business is owned and controlled by low- or very low-income persons (refer to HUD Income Limit link below)

_____ At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

_____ Over 75 percent of the labor hours performed for the business over the prior three-month period were performed by low- or very low- income persons or any worker who currently fits, or when hired within the past five years were low – or very low-income persons or a YouthBuild participants.

HUD Low Income threshold for (2021-2022) is $51,000.00 for the Tri-County Areas. To access **current** covered project area's Income Limit please visit HUD Income Limit Documentation System at:

www.huduser.gov/portal/datasets/il.html

DOES YOUR BUSINESS QUALIFY AS A SECTION 3 BUSINESS CONCERN PER 24 CFR 75.5? ☐ **YES** ☐ **NO**

*Qualified businesses are also encouraged to register with the HUD Section 3 Business Opportunity Portal
https://hudapps.hud.gov/OpportunityPortal/searchContract.action

Business Concern Affirmation:

I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief and understand proof of this information may be requested by the Housing Authority of the City of Charleston. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

_____ _____
Printed Name of Owner/Authorized Representative **Title**

_____ _____
Signature of Owner/Authorized Representative **Date**

U.S. Department of Labor
Wage and Hour Division

PAYROLL

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

U.S. Wage and Hour Division

Rev. Dec. 2008

OMB No.:1235-0008
Expires: 07/31/2024

NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☐	ADDRESS	
PAYROLL NO.	FOR WEEK ENDING	PROJECT AND LOCATION / PROJECT OR CONTRACT NO.

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	OT. OR ST.	(4) DAY AND DATE — HOURS WORKED EACH DAY	(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS: FICA	WITH-HOLDING TAX			OTHER	TOTAL DEDUCTIONS	(9) NET WAGES PAID FOR WEEK
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While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that is will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W. Washington, D.C. 20210

(over)

Date _____

I, _____ _____
(Name of Signatory Party) (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

_____ on the
(Contractor or Subcontractor)

_____; that during the payroll period commencing on the
(Building or Work)

_____ day of _____, _____, and ending the _____ day of _____, _____,

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

_____ from the full
(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

_____

_____

_____

_____

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

☐ – in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

☐ – Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

NAME AND TITLE	SIGNATURE

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 3729 OF TITLE 31 OF THE UNITED STATES CODE.