

ISSUING DEPARTMENT INPUT DOCUMENT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency Previous Contract/Project No. FB -00706

☐ Contract ☐ Re-Bid ☐ Other – Access of Other Entity Contract LIVING WAGE APPLIES: ☐ YES ☐ NO

Requisition No./Project No.: RQ ID 2100537 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Lift Stations Maintenance Services

Description: The purpose of this solicitation is to establish a contract for the purchase of preventive maintenance of lift stations for various Miami-Dade County Departments.

Issuing Department: ISD Contact Person: Sherry Y. Crockett Phone: 305.375.4693

Estimate Cost: \$2,367,800 Funding Source: General Fund, Federal Funds and Proprietary Funds

ANALYSIS

| | | | | | |
|--|-----------------------------------|-----------------------------------|-----------------------------------|--|--|
| <u>Category:</u> | <u>93691</u> | | | | |
| Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history. | | | | | |
| | <u>EXISTING</u> | <u>2ND YEAR</u> | <u>3RD YEAR</u> | | |
| Contractor: | <u>All Liquid Environmental S</u> | | | | |
| Small Business Enterprise: | | | | | |
| Contract Value: | <u>\$1,509,506.11</u> | | | | |
| Comments: | <u></u> | | | | |
| Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |

RECOMMENDATIONS

| | | | | |
|--|-----------|---|----------------|------------------|
| | Set-Aside | Subcontractor Goal | Bid Preference | Selection Factor |
| SBE | | | | |
| Basis of Recommendation: <u></u> | | | | |
| Signed: <u>Sherry Y. Crockett</u> | | Date sent to SBD: <u>September , 2022</u> | | |
| | | Date returned to SPD: <u></u> | | |

MIAMI-DADE COUNTY

SECTION 2

SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of preventive maintenance of lift stations for various Miami-Dade County Departments.

2.2 TERM OF CONTRACT

This Contract shall commence on the first calendar day of the month succeeding approval of the Contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The Contract shall expire on the last day of the sixtieth (60th) month.

2.3 METHOD OF AWARD

Award of this contract will be made to the single lowest priced responsive and responsible bidder on a group-by-group basis. To be considered for award for a given group, the bidder shall offer prices for all items within the given group. The County will then select the bidder for award for each group by totaling either the unit prices for all of the items within each group, or if so structured, by totaling the extended pricing for each item within each group.

If a bidder fails to submit an offer for all items within the group, its offer for that specific group may be deemed non-responsive. If the awarded Bidder defaults, the County shall have the right to negotiate with the next lowest priced responsive and responsible bidder.

Groups are to be awarded as follows:

Group 1: Zoo-Miami Lift Stations

Group 2: Other Miami-Dade County Lift Station

Group 3: Miami-Dade Public Housing and Community Development (PHCD) and
Community Action and Human Services Lift Stations (CAHSD) – Federally Funded

2.4 MINIMUM REQUIREMENTS

Bidders must meet the following requirements to be considered for award:

2.4.1 Bidder or Bidder's Subcontractor shall be regularly engaged in the business of providing sewer lift station maintenance services to be considered for award. Bidder or Bidder's Subcontractor shall provide three (3) **different** references from customers to whom the Bidder or Bidder's Subcontractor has provided or is currently providing liquid waste handling services as described throughout this Solicitation. In lieu of the references from the Bidder or Bidder's Subcontractor, the County will consider the references from Bidder's key personnel in accordance with Resolution No. 1122-21.

The references should include the customer's company name, and the contact's name, title, address, telephone number, and e-mail address of the contact person who can verify that the Bidder/key personnel/Subcontractor has successfully provided the services (Section 4: Bid Submittal – Required Criteria). These references shall ascertain to the County's satisfaction that the Bidder/key personnel/Subcontractor has sufficient expertise in the industry and its firm is properly equipped to perform the required services.

2.4.2 Bidder shall assign a competent company representative who is cognizant of industry standards and is authorized to discuss matters pertaining to the resultant contract, to provide the County with support and information. The company representative shall be able to communicate with the County and shall have full authority to act on behalf of the Bidder on all matters related to the resultant contract. Bidders are required to provide their designated company representative's name, phone number, and e-mail address. All resources shall be available twenty-four (24) hours a day to provide immediate support and expedite services.

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Verification of Information: The County shall verify the information submitted by the bidders and may obtain and evaluate additional information, as it deems necessary. Miami-Dade County may allow after bidders to complete, or supplement, their proof of compliance to the solicitation's requirements during bid evaluation. Failure to provide proof of compliance to the solicitation's requirements, as requested by the County, may result in a bid being deemed non-responsible.

2.5 **FIXED PRICES WITH ECONOMIC PRICE ADJUSTMENTS**

2.5.1 The initial contract prices resulting from this solicitation shall remain fixed and firm during the term of the contract, except as hereby noted. The County will consider yearly price adjustments effective on October 1 of each year, pursuant to the annual Miami-Dade County Living Wage Rates, see paragraph 2.17; and Minimum Wages based on the Davis Bacon Act (Federal Funds), see paragraph 2.18.3. The Public Housing and Community Development (PHCD) and/or Community Action and Human Services (CAHSD) will provide the Davis Bacon Act price adjustment document.

2.5.2 The awarded bidders' prices shall be inclusive of all costs, charges, and fees involved in providing the specified services. Additional charges of any kind added to the invoice submitted by the bidder(s) is prohibited.

2.6 **GUARANTEE AGAINST WORK**

The awarded bidder(s) shall, in addition to all other requirements, be responsible for faulty labor and defective material and equipment for a period of one (1) year after date of the County's acceptance of the labor, material and/or equipment regardless of project completion status. The awarded bidder(s) shall promptly correct all deficiencies, without cost to the County, within 14 calendar days after the County notifies the awarded bidder(s) of such deficiencies in writing. Payment in full for the work does not constitute a waiver of guarantee.

If the awarded bidder(s) fails to correct the work within the period specified in the notice, the County shall place the awarded bidder in contractual default, obtain the services of another source to correct the deficiencies, and charge the awarded bidder for these costs; either through a deduction from the final payment owed to the awarded bidder or through invoicing. If the awarded bidder fails to honor this invoice or credit memo, the County may terminate the contract for default, in accordance with paragraph 1.26 of the General Terms and Conditions.

2.7 **COMPLIANCE/REGULATIONS**

2.7.1 Federal Standards

All services / items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

2.7.2 Pollution Control

It is the intent of these specifications to comply with the Miami-Dade County Pollution Control Ordinance as stated in Chapter 24, of the Miami-Dade County Code. This ordinance is made a part of these specifications by reference and may be obtained, if necessary, by contacting the following:

Department of Regulatory and Economic Resources (RER)
701 NW 1st Court, Suite 400
Miami, Florida 33136
Telephone (305) 372-6789

2.7.3 Accident Prevention and Barricades

Precautions shall be exercised at all times for the protection of persons and property. All awarded bidders performing services under this contract shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall borne solely by the responsible awarded bidder. Barricades shall be provided by the awarded bidder when work is performed in areas traversed by persons, or when deemed necessary by the County Project Manager.

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2.8 CLEAN-UP

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the awarded bidder shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

2.9 ADDITION OR DELETION OF SITES

Sites, facilities, and County departments may be added to the contract resulting from this solicitation, at the option of the County. Awarded bidder(s) may be invited to submit price quotes for additional facilities, and or related services. If these quotes are determined to be fair and reasonable, then the additional work may be awarded under the contract. The County may award additional facilities to a contract bidder under an existing contract group, to a contract bidder under an additional group, or obtain the required services through a separate solicitation, in its best interest.

Although this solicitation identifies specific, sites to be serviced, any County department or agency may discontinue service for any site when such service is no longer required, upon seven (7) calendar days' written notice of the bidder.

2.10 EXAMINATION OF SITES

Prior to submitting an offer, bidders should visit the sites of the proposed work. Bidders must be aware of any conditions which may, in any manner, affect the work to be done or affect the equipment, materials and labor required. Bidders must also examine this solicitation and to become thoroughly aware of all conditions and requirements that may, in any manner, affect costs and/or the work to be performed under the contract. No allowances will be made for bidders' lack of knowledge of existing conditions.

2.11 WORK ACCEPTANCE

All work may be inspected by the County. The inspection will be performed to determine acceptance of work, appropriate invoicing and/or warranty conditions.

2.12 OMISSION FROM THE SPECIFICATIONS

The apparent silence of this solicitation and any addendum regarding any details or the omission from the specification of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail, and that only materials and workmanship of first quality are to be used. All interpretations of this specification shall be made upon the basis of this agreement.

2.13 EMERGENCY SERVICES

2.13.1 While this solicitation is for the preventive maintenance of lift stations for several Miami-Dade County departments there may be times where emergency services may be needed by the County during the term of this contract. Emergency service work is considered any unforeseen unanticipated work not listed in this solicitation. Bidders shall quote an all-inclusive hourly rate for all emergency repair services performed during normal and after business hours.

2.13.2 Normal business hours are defined as from 7:00 am to 5:00 pm, Monday through Friday, exclusive of observed County Holidays and weekends. After business hours are defined as from 5:01 PM to 6:59 AM, Monday through Friday, observed County Holidays, and weekends.

2.13.3 Emergency service response time is defined as the time from acknowledged notification to arrival on-site. Emergency service response time during normal business hours shall be within three (3) hours after notification by the County. Emergency service response time during after business hours shall be within two (2) hours after notification by the County.

2.14 EMERGENCY PUMP OUT SERVICE FOR GROUP 3 ONLY

To avoid public health concerns for residents of Miami-Dade County who reside at the locations in this group, the awarded bidder for this group may need to provide to the Department immediate pump out services in order provide repairs to a lift station. Bidders shall provide per gallon pricing for pump out services during normal business hours and after business hours for these locations. If pump out services are required, the awarded bidder shall notify the authorized County representative and receive authorization to proceed with the work.

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2.15 **NOTIFICATION TO BEGIN WORK**

The awarded bidder shall neither commence any work, nor enter a County work premise, until a Work Order directing the awarded bidder to proceed with service of work has been received from an authorized County representative; provided however, that such notification shall be superseded by any emergency work that may be required in accordance with provisions included elsewhere in this solicitation and resultant contract.

2.16 **INVOICES**

The standard invoice requirements listed in the General Terms and Conditions Paragraph 1.36 shall apply with the exception of the following added additional basic information:

III. Pricing Information:

- Deposal fee cost

VI. Submit deposal fee document with invoice. Failure to submit invoices in the prescribed manner will delay payment.

2.17 **MIAMI DADE COUNTY LIVING WAGES SUPPLEMENT GENERAL CONDITION (GROUPS 1 AND 2)**

Bidders should be advised that the provisions of Section 2-8.9 of the Code of Miami-Dade County (Code) as amended by Ordinance [Governing Legislation], will apply to any contract(s) awarded pursuant to this bid. By submitting a bid pursuant to the specifications in this solicitation, a Bidder is hereby agreeing to comply with the provisions of Section 2-8.9, and to acknowledge awareness of the penalties for non-compliance.

A copy of Section 2-8.9 of the Code of Miami Dade County (Code) may be obtained online at: [Sec. 2-8.9. - Living Wage Ordinance](#). A copy of the Administrative Order may be obtained online at: <http://www.miamidade.gov/aopdfdoc/aopdf/pdffiles/AO3-30.pdf> . Living Wage Rates, Notices, and Posters may be obtained online at: <http://www.miamidade.gov/smallbusiness/living-wage-reports.asp>.

Note: Effective **October 1, 2021** thru **September 30, 2022** the Living Wage rate shall be **\$17.62** for employees without qualifying health benefits and **\$14.03** per hour for employees with qualifying health benefits, which must be valued at least \$3.59 per hour.

2.18 **REQUIREMENT FOR SERVICES FOR FEDERALLY FUNDED AGENCIES (GROUP 3)**

2.18.1 **Compliance with Federal Regulation Due To Use of Federal Funding**

Since the services that will be acquired under this solicitation will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United States Code, which addresses Affirmative Action requirements for disabled workers, is incorporated into this solicitation and resultant contract by reference.

2.18.2 Public Housing and Community Development (PHCD) and Community Action and Human Services (CAHSD) Exempt to Requirements – The contract to be awarded under this solicitation will be used by the PHCD and CAHSD. As a Federally funded agencies, the following requirements within this solicitation do not apply to their required services:

- a) Section 1 General Terms and Conditions, Paragraph 1.11-Local Preference
- b) Section 1 General Terms and Conditions, Paragraph 1.28–Office of the Inspector General
- c) Section 1 General Terms and Conditions, Paragraph 1.36-County User Access Program (UAP)
- d) Section 1 General Terms and Conditions, Paragraph 1.44-Small Business Enterprises (SBE) Measures

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- e) Section 1 General Terms and Conditions, Paragraph 1.45-Local Certified Service-Disable Veteran's Business Enterprise Preference

2.18.3 HUD Maintenance Waste Rate Determination (PHCD)

In accordance with the United States Department of Housing and Urban Development, Office of Labor Relations, minimum wage rate has been set and is applicable to this solicitation. See Appendix HUD Maintenance Wage Rate Determination- Doc. 52158, for more information.

Prices Shall Be Fixed with Adjustment Allowed Based on Governmental Price Index/Living Wage Rate. If the Bidder is awarded a contract under this solicitation through a competitive Request for Quotation, the prices proposed by the Bidder shall remain fixed for the term of the contract.

2.18.4 HUD SECTION 3 REQUIREMENT (PHCD)

This solicitation is a Section 3 covered Public Housing and Community Development (PHCD) activity. Section 3 requires that employment and other economic opportunities generated by certain HUD financial assistance shall to the greatest extent feasible and consistent with Federal, State, and local laws and regulations, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low-and very low-income persons.

All Bidders (Section 3 and non-Section 3) should submit all the required forms listed in **Attachment 1** (attached) Section VII. 2 & 3 (Required Documents for Submission) of this document at the time of proposal submittal date and post-award including Document 00400, "Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)", or upon request from the County. This Plan is the contractor's certification that he or she will (a) take all necessary affirmative marketing steps required, in connection with each PHCD project award, to (b) meet Section 3 training and employment goals, where feasible, when filling vacant or new positions resulting from PHCD awards, (applicable to all firms who submit proposals for PHCD work) and seek to recruit qualified minorities and women to fill vacant or new positions resulting from PHCD awards. The Section 3 Bidders must submit a completed Public Housing and Community Development (PHCD) Section 3 Economic Opportunity and Affirmative Marketing Plan.

2.18.4 PHCD Section 3 Requirements (Group 3 Only)

This contract is a Section 3 covered PHCD activity. Section 3 requires that, employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible and consistent with Federal, State, and local laws and regulations, be directed toward low- and very-low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low and very low-income persons.

All bidders (Section 3 and non-Section 3) shall submit all the required forms listed in Attachment 2 (attached) Section G (Required Documents for Submission) of this document at the time of proposal submittal date and post-award including Document 00400, "Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)", This Plan is the contractor's certification that he or she will (a) take all necessary affirmative marketing steps required, in connection with each PHCD project award, to (b) meet Section 3 training and employment goals, where feasible, when filling vacant or new positions resulting from PHCD awards, (applicable to all firms who submit proposals for PHCD work), and also seek to recruit qualified minorities and women to fill vacant or new positions resulting from PHCD awards. The Section 3 bidders must submit a completed Public Housing and Community Development (PHCD) Section 03 Economic Opportunity and Affirmative Marketing Plan

2.18.5 PHCD U.S. Department of Housing and Urban Development Forms Required (GROUP 3 ONLY)

This contract is subject to U.S. Department of Housing and Urban Development requirements for Contracts for Public and Indian Housing programs. Attachment 3 includes forms HUD-5369, HUD-5369-B, HUD-5369-C, and HUD-5370-C. These forms include instructions, as well as terms and conditions which are applicable to this project. Additionally bidders shall submit form HUD-5369-C, Certifications and Representations of Offerors Non-Construction Contract at time of bid submittal.

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These forms are applicable to any contract agreement entered into between Miami-Dade County, as represented by PHCD, and the successful offeror(s)

2.19 PURCHASE OF OTHER SERVICES

While the County has listed all major services within the scope of this solicitation which are utilized by County departments in conjunction with its operations, there may be additional similar services that must be added to the contract after award. Under these circumstances, a County representative will solicit the awarded bidders and obtain a price quote for the similar services. Should a different service(s) be quoted than listed on the request for price quotation, the awarded bidder shall provide the documentation as listed in Section 2.4 of this solicitation or any supporting documentation as required by the County.

2.20 INSURANCE REQUIREMENTS (PENDING RISK MANAGEMENT RECOMMENDATION)

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SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The purpose of this solicitation is to establish a contract for the purchase of lift station preventive maintenance for various Miami-Dade County Departments. The awarded bidder(s) shall provide all labor, equipment, tools and incidentals to perform all tasks described in this solicitation to comply with regulations and lessen the likelihood of lift station failure from backup creating immense sewage problems for County facilities and communities' developments. All required equipment pertaining to this solicitation is the awarded bidder's responsibility for accountability, up keep, serviceability, and operation. Any equipment identified as missing, not up-kept properly, unserviceable, and nonoperational will be in contractual default.

3.2 INITIAL SERVICES

3.2.1 The awarded bidder(s) must perform all of the tasks listed in the Technical Specifications, Paragraph 3.10 at each station listed in the Groups, within 30 calendar days from the date of the initial purchase order. Upon completion of these initial services, bidders(s) will perform all the tasks, at each station, with the estimated frequencies shown in Paragraph 3.11.

3.2.2 The awarded bidder(s) shall provide within 30 calendar days from the date of the initial purchase order a report to the corresponding Project Manager, listing any concerns or issues found during the initial service provided at each lift station.

3.3 ELAPSED TIME READINGS

Elapsed Time (ET) readings are required under Section 24-42.2 (3) (C) (i) of the Miami-Dade County Code. ET readings shall be reported to the user Department Director or Director's designee no later than 14 calendar days after the end of the preceding monthly reporting period; otherwise the WEB application will place an automatic moratorium on the pump station. The ET readings shall be entered within one (1) calendar day of visiting the lift station.

3.4 RER INSPECTIONS

The RER prescheduled monthly field inspections are required to assure compliance of the lift station with operating permit conditions. The prescheduled field inspections shall be performed at least once every month, or at any emergency condition, which could be, but not limited to, when the alarm comes on (sound/visual alarm). The awarded bidder(s) will be present for RER Environmental Resources Management field inspections. The awarded bidder(s) shall immediately initiate a corrective action to address any problem identified during the field inspection. The awarded bidder(s) shall provide a final report to the user department representative and/or permittee of record. The awarded bidder(s) shall maintain records of all field inspection for not less than five (5) years after contract expiration date.

3.5 MAINTENANCE

The awarded bidder(s) must maintain records of all work performed at each station and complete a "Lift Station Maintenance Report" during each visit. The reports must be kept current by the bidder(s) at all times and must include, at minimum, the following information: 1). Station Number, 2). Station Location, 3). Service Date, 4). Detailed Services Performed, 5). ET Readings, 6). Inspection Checklist, and 7). General Observations. The awarded bidder(s) shall be responsible for providing a copy of the report to each respective County departments' Project Manager. The Project Manager for the Zoo-Miami Lift Stations will design a "Lift Station Maintenance Report for Zoo-Miami Stations" to be used by the bidder for Group 1; copies of these reports will remain at the Zoo-Miami stations.

3.6 EMERGENCY REPAIRS

Should emergency repairs be needed to keep a station in operation, successful bidders will promptly provide all labor, equipment, tools, parts, and incidentals to efficiently and promptly carryout the necessary repairs. Bidders must quote an all-inclusive hourly rate for all emergency services performed during normal business hours (7:00 am to 5:00pm, Monday through Friday, excluding observed County Holidays). Bidders must also quote an all-inclusive hourly rate for all emergency repair services performed after normal business hours (5:01 PM to 6:59 AM, Monday through Friday,

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observed County Holidays and weekends). Charges for equipment rental and parts will be reimbursed to the successful bidder, at cost, when added to the invoice with proof of cost.

3.7 **DISPOSAL OF WASTES (GROUP 3)**

It is unlawful to dispose or discharge any liquid waste into a sanitary sewer, manhole, storm sewer catch basin, drywell, soakage pit, or ground surface. The awarded bidder under contractual obligation to Miami-Dade County shall dispose of pump-outs at any of the Sewage Treatment Plants located in Miami-Dade County or a Resource Recovery and Management Facility, approved to receive liquid wastes by the Miami-Dade County Department of Regulatory and Economic Resources Division of Environmental Resources Management. All accidental spillage, leakage or other discharge of liquid wastes occurring anywhere within Miami-Dade County boundaries shall be reported immediately to the Miami-Dade Department of Regulatory and Economic Resources Division of Environmental Resources Management. Charges for legally disposing of these wastes will be reimbursed to the vendor, at cost, when added to the invoice with proof of cost. All invoices are completed in accordance with paragraph 2.16 and 1.36: Invoices, of the General Terms and Conditions.

3.8 **GROUP 1: ZOO MIAMI LIFT STATIONS**

3.8.1 **Zoo Miami**

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| 12400 SW 152nd Street Miami, Florida 33177 PS #531A | 12400 SW 152nd Street Miami, Florida 33177 PS #531C |
| 12400 SW 152nd Street Miami, Florida 33177 PS #531B | |

3.9 **GROUP 2: OTHER MIAMI DADE COUNTY LIFT STATIONS**

3.9.1 **Parks, Recreation, and Open Spaces Department**

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| A.D. (Doug) Barnes Park 3701 SW 70th Ave Miami, Florida 33155 PS #971 | Amelia Earhart Park 401 E. 65th Street Hialeah, Florida 33014 PS #984-A | Amelia Earhart Park 401 E. 65th Street Hialeah, Florida 33014 PS #984-B |
| Arcola Lakes Park 1301 NW 83rd Street Miami, Florida 33147 PS #1254 | Biscayne Shores and Garden Park 1400 NE 116 Street Miami, FL 33161 | Black Point Park & Marina 24775 SW 87th Ave Homestead, Florida 33032 PS #1097-A |
| Black Point Park & Marina 24775 SW 87th Ave Homestead, Florida 3032 PS #1097-B | Camp Matecumbe 11400 SW 137th Ave Miami, Florida 33186 PS #382 | Continental Park 10100 SW 82nd Ave Miami, Florida 33156 PS #1044 |
| Country Club of Miami 6801 NW 186th Street Hialeah, Florida 33015 PS #397 | Country Lake Park 19525 NW 87 Ave Miami, FL 33015 (PS # Pending) | Crandon Park - Cabanas 4000 Crandon Blvd Key Biscayne, Florida 33149 PS #972-A |

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| Crandon Park - Cabanas 4000 Crandon Blvd Key Biscayne, Florida 33149 PS #972-B | Crandon Park - Cabanas 4000 Crandon Blvd Key Biscayne, Florida 33149 PS #972-B | Crandon Park - Cabanas 4000 Crandon Blvd Key Biscayne, Florida 33149 PS #972-C |
| Crandon Park - Cabanas 4000 Crandon Blvd Key Biscayne, Florida 33149 PS #972-D | Crandon Park - Golf Course 6700 Crandon Blvd Key Biscayne, Florida 33149 PS #976-B | Crandon Park - Marina 5420 Crandon Blvd Key Biscayne, Florida 33149 PS #593-A |
| Crandon Park - Golf Course 6700 Crandon Blvd Key Biscayne, Florida 33149 PS #976-A | Crandon Park - Marina 5420 Crandon Blvd Key Biscayne, Florida 33149 PS #593-C | Crandon Park - Marina 5420 Crandon Blvd Key Biscayne, Florida 33149 PS #593-D |
| Crandon Park - Marina 5420 Crandon Blvd Key Biscayne, Florida 33149 PS #593-B | Crandon Park- Tennis Stadium 7300 Crandon Blvd Key Biscayne, Florida 33149 PS #867-A | Crandon Park- Tennis Stadium 7300 Crandon Blvd Key Biscayne, Florida 33149 PS #867-B |
| Deering Estate at Cutler 16701 SW 72nd Ave Miami, Florida 33157 PS #847 | Greynolds Park 17530 W. Dixie Hwy Miami Beach, Florida 33161 PS #969-A | Greynolds Park 17530 W. Dixie Hwy Miami Beach, Florida 33161 PS #969-B |
| Greynolds Park 17530 W. Dixie Hwy Miami Beach, Florida 33161 PS #969-C | Greynolds Park 17530 W. Dixie Hwy, Miami Beach, FL 33161 PS #969-D | Gwen Cherry 7090 NW 22nd Ave Miami, FL 33147 PS #1170 |
| Gwen Cherry Park 7090 NW 22 ND Avenue Miami, Florida 33147 Lift Station 1170A | Gwen Cherry Park 7090 NW 22 ND Avenue Miami, Florida 33147 Lift Station 1170B | Haulover Beach Park 10801 Collins Ave Miami Beach, Florida 33154 PS #1005-B |
| Haulover Beach Park 10801 Collins Ave Miami Beach, Florida 33154 PS #1005-C | Haulover Beach Park 10801 Collins Ave Miami Beach, Florida 33154 PS #1005-A | Homestead Air Reserve Park 27401 SW 127 Avenue, Homestead, FL 33032 |
| Ives Estates Park 20901 NE 16th Ave Miami, Florida 33179 PS #1115 | Kendall Indian Hammocks Park 8000 SW 107th Ave Miami, Florida 33173 PS #1099 | Larry & Penny Thompson Park 12451 SW 184th Street Miami, Florida 33177 PS #846 |
| Matheson Hammock Park 9610 Old Cutler Road Miami, Florida 33156 PS #986-A | Matheson Hammock Park 9610 Old Cutler Road Miami, Florida 33156 PS #986-B | Matheson Hammock Park 9610 Old Cutler Road Miami, Florida 33156 PS #986-C |

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| Matheson Hammock Park 9610 Old Cutler Road Miami, Florida 33156 PS #986-D | Oak Grove Park 690 NE 159th Street Miami, FL33162 PSO#99-1397A | Pelican Harbor Marina 1275 NE 79th Street Miami, Florida 33147 PS #866-A |
| Pelican Harbor Marina 1275 NE 79th Street Miami, Florida 33147 PS #866-B | Tamiami Park 11201 SW 24th Street Miami, Florida 33165 PS #869 | Tamiami Park 11201 SW 24th Street Miami, Florida 33165 PS #869-B |
| Trail Glades Range 17601 SW 8th Street Miami, Florida 33194 PS #1233 | Tropical Park 7900 SW 40th Street Miami, Florida 33155 PS #632 | West Kendall District Dog Park 11255 SW 157th Ave Miami, Florida 33196 PS #1194 |

3.9.2 Corrections and Rehabilitation Department

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| Turner Guilford Knight Center East Yard Kitchen 7000 NW 41s Street Miami, Florida 33166 In-House Lift Station #1 Kitchen |
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3.9.3 Internal Services Department

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| Miami-Dade Police Headquarters 9105 NW 25th Street Miami, Florida 33172 PSO-0745 | Miami-Dade Police Kendall Station 5 7707 SW 117th Ave Miami, Florida 33183 PSO-0937D | Miami-Dade Police Intracoastal Station 6 15665 Biscayne Blvd Miami, Florida 33160 PSO-1208 |
| Miami-Dade Medical Examiner 1810 Bob Hope Road Miami, Florida 33136 PSO-543 | Miami-Dade Data Process 5680 SW 87th Ave Miami, Florida 33173 18-0231 | Miami-Dade Justice Center 15555 Biscayne Blvd Miami, Florida 33160 PSO #633 |
| Miami-Dade Landmark Learning Center 20000 NW 47th Ave Miami, Florida 33055 PSO #620 | ITD Radio Shop 6010 SW 78 th Avenue Miami, Florida 33173 | |

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3.9.4 Department of Solid Waste Management

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|---|--|---|
| Central Transfer Station 1150 NW 20th Street Miami Florida 33127 | Northeast Transfer Station 18701 NE 6th Ave Miami, Florida 33179 PSO-561 | Northeast Transfer Station 18701 NE 6th Avenue Miami, Florida 33179 PS#99-561-A (COMPACTOR BUILDING AREA) |
| Northeast Transfer Station 18701 NE 6th Avenue Miami, Florida 33179 PS#99-561-C (PIT STATION SMALL) | Northeast Transfer Station 2900 SW 72nd Avenue Miami, Florida 33179 PS#99-561-C (PIT STATION LARGE) | Resource Recovery Facility 6990 NW 97th Ave Miami, Florida 33178 PS #9938 |
| South Dade Landfill 23707 SW 97th Ave Miami, Florida 33190 PS #0747 | South Dade Landfill 23707 SW 97th Ave Miami, Florida 33190 | South Dade Landfill 23707 SW 97th Ave Miami, Florida 33190 |
| South Dade Landfill 23707 SW 97th Ave Miami, Florida 33190 | West Transfer Station 2900 SW 72nd Ave Miami Florida 33127 | West Transfer Station 18701 NE 6th Avenue Miami, Florida 33179, PS #002 (PIT STATION) |

3.9.5 Community Action and Human Services Department (CAHSD)

| | |
|---|---|
| TASC 3190 NW 116th St Miami, FL 33167 PSO #99-625A | West Dade Adult Day Care 6950 N Waterway Drive Miami, FL 33155 PSO-920 |
| SSC - Undisclosed Location | |

3.9.6 PortMiami (Seaport)

| | | |
|--|---|---|
| PortMiami CBP Trailer, 1500 Bldg 1500 Port Blvd Miami, Florida 33132 | PortMiami Cruise Terminal C 1741 North Curise Blvd Miami, Florida 33132 | PortMiami Cruise Terminal V 718 West Curise Blvd Miami, Florida 33132 |
|--|---|---|

3.10 GROUP 3: MIAMI-DADE PUBLIC HOUSING AND COMMUNITY DEVELOPMENT (PHCD) AND COMMUNITY ACTION AND HUMAN SERVICES LIFT STATIONS (FEDERALLY FUNDED)

3.10.1 Miami-Dade Public Housing and Community Development (PHCD)

| | |
|--|--|
| Little River Plaza 8225 NW Miami Court Miami, Florida 33150 PS #843 | Little River Terrace 8351 NW 5th Place Miami, Florida 33150 PS #842 |
| Twin Lakes 1205 NW 95th Street Miami, FL 33150 PS #668 | Palm Tower 950 NW 9th Street Miami, FL 33150 PS #965 |

MIAMI-DADE COUNTY

3.10.2 Community Action and Human Services Department (CAHSD)

Colonel Zubkoff
55 NW 199th Street
Miami, Florida 33056
PSO-939

3.11 PREVENTIVE MAINTENANCE TASKS – At minimum, the awarded bidder will perform the following tasks at the listed frequencies:

3.11.1 Group 1: Zoo Miami Lift Station Tasks

| MAINTENANCE TYPE | TASK LIST | FREQUENCY |
|----------------------------------|---|-----------------|
| Basic Station Maintenance | Verify normal operations, keep station clean and tidy | Twice per month |
| | Check level controls | Every month |
| | Log elapsed time meters | Every month |
| | Verify pumps work on manual and automatic | Every month |
| | Spray controls to protect against corrosion | Every 3 months |

| | | |
|-----------------------------------|---|------------------------------------|
| Pump and Motor Maintenance | Inspect and lubricate bearings | Every 3 months |
| | Inspect impellers and ensure proper flow | Every 3 months |
| | Inspect packing | Every 3 months |
| | Inspect seals | Every 3 months |
| | Compare amp and vibration readings to manufacturer specifications | Every 3 months |
| | Replace packing | Every 3 months minimum (as needed) |
| | Check electrical cables | Every month |
| | Inspect running amps | Every 12 months |
| | Inspect insulation oil | Every 12 months |
| | Inspect outflow pressure | Every 12 months |
| Gate Valve Maintenance | Lubricate | Every month |
| | Exercise | Every month |
| Check Valve Maintenance | Inspect | Every 6 months |
| | Exercise | Every 12 months |
| | Inspect for corrosion | Every month |
| | Inspect for tripped breakers | Every month |
| | Test panel for normal operation | Every month |

MIAMI-DADE COUNTY

| | | |
|--------------------------------------|--|-----------------|
| Control Panel-VFD Maintenance | Record and investigate any faults and alarms | Every month |
| | Tighten Connections | Every 6 months |
| | Inspect starters and circuit breakers using thermography to identify connection problems | Every 12 months |
| | | |
| Wet Well Maintenance | Open well and ensure pump operation | Every month |
| | Inspect floats for normal operation and no debris | Every month |
| | Submersible pumps checked for attachment | Every 6 months |
| | Inspect submersible pump packing and seals | Every 3 months |
| | Pump out and completely clean wet well | Every 12 months |

3.11.2 Group 2: Other Miami Dade County Lift Station Tasks

| MAINTENANCE TYPE | TASK LIST | FREQUENCY |
|----------------------------------|---|-----------------|
| Basic Station Maintenance | Visit site to check station operation | Every month |
| | Check level controls | Every month |
| | Log elapsed time meters | Every month |
| | Verify pumps operation on manual and on automatic | Every month |
| | Spray controls to protect against corrosion | Every 12 months |
| | | |
| Pump Maintenance | Inspect and lubricate bearings | Every 3 months |
| | Inspect impellers | Every 3 months |
| | Inspect packing | Every 3 months |
| | Inspect seals | Every 3 months |
| | Check electrical cable | Every month |
| | Replace packing | Every 12 months |
| | Inspect running amperes | Every 12 months |
| | Inspect insulation oil | Every 12 months |
| | Inspect outflow pressure | Every 12 months |
| | | |
| Gate Valve Maintenance | Lubricate | Every month |
| | Exercise | Every month |
| | | |
| Check Valve Maintenance | Inspect | Every 6 months |
| | Exercise | Every 12 months |
| | | |
| | Inspect for corrosion | Every month |
| | Inspect alarm light and horn | Every month |

MIAMI-DADE COUNTY

| | | |
|----------------------------------|------------------------------|----------------|
| Control Panel Maintenance | Inspect for tripped breakers | Every month |
| | Test Pump | Every month |
| | Tighten Connections | Every 6 months |
| | | |
| Maintenance of Floats | Inspect | Every month |
| | Cables | Every month |
| | | |
| Maintenance of Locks | Lubricate | Every 6 months |
| | | |
| Hatch Cover Maintenance | Inspect | Every 6 months |
| | | |
| Wet Well Maintenance | Inspect grease level | Every month |
| | Inspect pump guide rails | Every 6 months |
| | Inspect pump guide levels | Every 6 months |

3.11.3 Group 3: Miami Dade Public Housing and Community Development (PHCD) and Community Action and Human Services (CAHS) Lift Station Tasks

| MAINTENANCE TYPE | TASK LIST | FREQUENCY |
|----------------------------------|---|-----------------|
| Basic Station Maintenance | Visit site to check station operation | Every month |
| | Check level controls | Every month |
| | Log elapsed time meters | Every month |
| | Verify pumps operation on manual and on automatic | Every month |
| | Spray controls to protect against corrosion | Every 12 months |
| | | |
| Pump Maintenance | Inspect and lubricate bearings | Every 3 months |
| | Inspect impellers | Every 3 months |
| | Inspect packing | Every 3 months |
| | Inspect seals | Every 3 months |
| | Check electrical cable | Every month |
| | Replace packing | Every 12 months |
| | Inspect running amperes | Every 12 months |
| | Inspect insulation oil | Every 12 months |
| | Inspect outflow pressure | Every 12 months |
| | | |
| Gate Valve Maintenance | Lubricate | Every month |
| | Exercise | Every month |
| | | |
| Check Valve Maintenance | Inspect | Every 6 months |
| | Exercise | Every 12 months |
| | | |
| | Inspect for corrosion | Every month |
| | Inspect alarm light and horn | Every month |

MIAMI-DADE COUNTY

| | | |
|--------------------------------------|------------------------------|----------------|
| Control Panel Maintenance | Inspect for tripped breakers | Every month |
| | Test Pump | Every month |
| | Tighten Connections | Every 6 months |
| | | |
| Maintenance of Floats | Inspect | Every month |
| | Cables | Every month |
| | | |
| Maintenance of Locks | Lubricate | Every 6 months |
| | | |
| Hatch Cover Maintenance | Inspect | Every 6 months |
| | | |
| Wet Well Maintenance | Inspect grease level | Every month |
| | Inspect pump guide rails | Every 6 months |
| | Inspect pump guide levels | Every 6 months |

MIAMI-DADE COUNTY

SECTION 4

BID SUBMITTAL REQUIRED CRITERIA

| TO BE COMPLETED BY ALL BIDDERS | |
|--------------------------------|---|
| | Refer to Paragraph 2.4 to ensure that Bidder's responses and attachments comply with the Solicitation's requirements. |
| Paragraph Reference | Bidder Requirements |
| 2.4.1 | <p>Bidder or Bidder's Subcontractor shall be regularly engaged in the business of providing liquid waste handling services to be considered for award. Bidder or Bidder's Subcontractor shall provide three (3) <u>different</u> references from customers to whom the Bidder has provided or is currently providing liquid waste handling services as described throughout this Solicitation. In lieu of the references from the Bidder or Bidder's Subcontractor, the County will consider the references from Bidder's key personnel in accordance with Resolution No. 1122-21.</p> <p>The references should include the customer's company name, and the contact's name, title, address, telephone number, and e-mail address of the contact person who can verify that the Bidder/Subcontractor/Bidder's key personnel has successfully provided the services. These references shall ascertain to the County's satisfaction that the Bidder has sufficient expertise in the industry and its firm is properly equipped to perform the required services.</p> <p>Reference Company Name No. 1: <input type="text"/></p> <p>Is reference for the Bidder, Subcontractor, or key personnel: <input type="text"/></p> <p>If Subcontractor, then identify the name of the Subcontractor: <input type="text"/></p> <p>If key personnel, then identify the name of the key personnel: <input type="text"/></p> <p>and make sure that company key personnel worked for is listed <u>above</u> as "Reference Company 1."</p> <p>Contact's name: _____ Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p> <p>Reference Company Name No. 2: <input type="text"/></p> <p>Is reference for the Bidder, Subcontractor, or key personnel: <input type="text"/></p> <p>If Subcontractor, then identify the name of the Subcontractor: <input type="text"/></p> <p>If key personnel, then identify the name of the key personnel: <input type="text"/></p> <p>and make sure that company key personnel worked for is listed <u>above</u> as "Reference Company 2."</p> <p>Contact's name: _____ Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p> |

MIAMI-DADE COUNTY

| | | |
|---------------------|---|--|
| | <p>Reference Company Name No. 3: <input style="width: 400px; height: 20px;" type="text"/></p> <p>Is reference for the Bidder, Subcontractor, or key personnel: <input style="width: 250px; height: 20px;" type="text"/></p> <p>If Subcontractor, then identify the name of the Subcontractor: <input style="width: 250px; height: 20px;" type="text"/></p> <p>If key personnel, then identify the name of the key personnel: <input style="width: 250px; height: 20px;" type="text"/></p> <p>and make sure that company key personnel worked for is listed <u>above</u> as "Reference Company 3."</p> <p>Contact's name: _____ Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p> | |
| | | |
| <p>2.4.2</p> | <p>Bidder shall assign a competent company representative who is cognizant of industry standards and is authorized to discuss matters pertaining to the resultant contract, to provide the County with support and information. The company representative shall be able to communicate with the County and shall have full authority to act on behalf of the Bidder on all matters related to the resultant contract. Bidders are required to provide their designated company representative's name, phone number, and e-mail address. All resources shall be available twenty-four (24) hours a day to provide immediate support and expedite services.</p> <p>Designated company representative name: _____</p> <p>Phone Number: _____</p> <p>E-mail address: _____</p> | |
| | | |

Appendix HUD Maintenance Wage Rate Determination

PREVIOUS EDITION IS OBSOLETE

MIAMI-DADE COUNTY

| | | |
|---|---|--|
| Maintenance Wage Rate Determination | U.S. Department of Housing and Urban Development Office of Labor Relations | HUD FORM 52158 (04/2003) |
| Agency Name: Miami-Dade Housing Agency | LR 2000 Agency ID No: FL016A | Wage Decision Type: <input checked="" type="checkbox"/> Routine Maintenance <input type="checkbox"/> Nonroutine Maintenance |
| | Effective Date: 10/01/2021 | Expiration Date: 09/30/2023 |
| CONTINUATION PAGE (2 of 2) | | |
| WORK CLASSIFICATION(S) | HOURLY WAGE RATES | |
| | BASIC WAGE | FRINGE BENEFIT(S) (if any) |
| TRADES FOR MAINTENANCE CONTRACTS | | |
| Brickmason / Blockmason | 15.14 | |
| Cabinet Installer | 16.39 | |
| Carpenter | 16.39 | |
| Cement Mason / Concrete Finisher | 13.86 | |
| Drywall and Ceiling Tile Installer | 15.49 | |
| Electrician | 18.45 | |
| Elevator Service Technician | 34.40 | |
| Fire Alarm Technician | 14.09 | |
| Hazmat Technician | 19.99 | |
| Heating, Air Conditioning, & Refrigeration Mechanic | 23.14 | |
| Janitorial Services - Custodial | 9.75 | |
| Inspector | 11.47 | |
| Landscaping Laborer | 9.98 | |
| Maintenance Mechanic | 13.95 | |
| Maintenance Repairer | 12.36 | |
| Mover - Furniture | 11.12 | |
| Painter | 15.28 | |
| Plasterer | 19.32 | |
| Plumber | 20.18 | |
| Roofer | 16.99 | |
| Security Alarm Technician | 14.09 | |
| Semi-Skilled Laborer | 12.36 | |
| Sewer Pump Technicians Inspector | 11.10 | |
| Tile & Marble Setter | 12.27 | |
| Tree Trimmer / Pruner | 12.10 | |
| Unskilled Laborer | 11.86 | |
| Vinyl Floor Layer | 16.39 | |



MIAMI-DADE COUNTY

BID NO.: PHCD RPQ #

APPENDIX / ATTACHMENT

#

PUBLIC HOUSING AND COMMUNITY DEVELOPMENT

SECTION 3 REQUIREMENTS FOR PROCUREMENT CONTRACTS

I. CONE OF SILENCE EXEMPTION

Public Housing and Community Development (PHCD) staff and bidders may communicate while a bid is in progress and prior to award of bid to clarify Section 3 definitions, requirements, and business preference procedures, pursuant the Miami-Dade Commission on Ethics opinion on March 10, 2004.

II. GENERAL REQUIREMENTS

1. This contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968 and the implementing regulations in 24 Code of Federal Regulations (CFR) Part 75, as amended by interim rule published on September 29, 2020.
2. **Section 3** (24 CFR Part 75) requires that, employment and other economic opportunities generated by certain United States Department of Housing and Urban Development (HUD) financial assistance shall, to the greatest extent feasible and consistent with Federal, State, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.
3. Section 3 requires recipients, contractors, and subcontractors to direct their efforts to award Section 3 covered contract, to the greatest extent feasible, to Section 3 Business Concerns. Section 3 businesses must comply with procedures and requirements, including deadlines mentioned in this document.
4. Contractors must familiarize themselves with the Section 3 regulations and requirements. Contractors interested in receiving more information on Section 3 requirements or interested in becoming a PHCD-certified Section 3 Business Concern shall contact PHCD Section 3 Coordinator at Section3@miamidade.gov. **Note: In order for a contractor/bidder to qualify for a Section 3 contracting preference, the contractor/bidder must be pre-certified by PHCD as a Section 3 business, at least 14 days prior to the bid opening date.**
5. All contractors/bidders (Section 3 and non-Section 3) are required to execute and submit under this Contract all the required forms listed on Section VII of this document at the time of bidding and post-award or upon request from the County. **Contractors who do not submit the required documents will not be permitted to bid on any PHCD work covered under this contract.**

III. **SECTION 3-CLAUSE (24 CFR Part 75):**

All section 3 covered contracts shall include the following clause (referred as the section 3 clause). The successful bidder (contractor), and bidder's subcontractors, are bound by the *Section 3 Clause* and must be included in all subcontractor agreements.

- 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 the employment and other economic opportunities generated by HUD assistance of 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 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 24 CFR Part 75 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 worker's 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 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 Part 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 Part 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 Part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.
- F.** Non-compliance with HUD's regulations set forth in 24 CFR Part 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 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).

IV. DEFINITIONS

What is Section 3?

Section 3 is a provision of the Housing and Urban Development Act of 1968. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

What is a Section 3 project?

Section 3 projects are housing rehabilitation, housing construction, and other public construction projects assisted under HUD programs that provide housing and community development financial assistance when the total amount of assistance to the project exceeds a threshold of \$200,000.

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What Does “Section 3 Business Concern” mean?

A Section 3 business concern is a business that meets at least one of the following criteria, documented within the last six-month period:

- At least 51 percent owned and controlled by low- or very low-income persons;
- Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or
- A business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

What Does “Section 3 Worker” Mean?

A Section 3 worker is any worker who currently fits, or when hired within the past five years fit, at least one of the following categories, as documented: 1. The worker’s income for the previous or annualized calendar year is below the income limit established by HUD (see Question 6 of this part I of these FAQs, below); 2. The worker is employed by a Section 3 business concern (see Question 5 of part I, below); or 3. The worker is a YouthBuild participant.

What Does “Targeted Section 3 Worker” Mean?

A Section 3 targeted worker for Public Housing Financial Assistance projects is a Section 3 worker who: (1) is employed by a Section 3 business concern; or (2) currently fits or when hired fit at least one of the following categories, as documented within the past five years: (i) A resident of public housing or Section 8-assisted housing; (ii) A resident of other public housing projects or Section 8-assisted housing managed by the PHA that is providing the assistance; or (iii) A YouthBuild participant.

How are low-income and very low-income determined?

Low- and very low-income limits are defined in Section 3(b)(2) of the Housing Act of 1937 and are determined annually by HUD. These limits are typically established at 80 percent and 50 percent of the area median individual income. HUD income limits may be obtained from: <https://www.huduser.org/portal/datasets/il.html>.

What is YouthBuild?

YouthBuild is a community-based pre-apprenticeship program that provides job training and educational opportunities for at-risk youth ages 16-24 who have previously dropped out of high school.

V. PREFERENCE FOR SECTION 3 BUSINESS CONCERNS (24 CFR Part 75)

ORDER OF PROVIDING PRIORITY RANKINGS:

a) Consistent with existing Federal, state, and local laws and regulations, recipients of public housing financial assistance, and their contractors and subcontractors, must make their best efforts to award contracts and subcontracts to business concerns that provide economic opportunities to Section 3 workers in the following order of priority:

| | |
|---|---|
| Category 1 Business (Highest Priority) | Section 3 business concern that: (a) Provides economic opportunities for residents of the public housing projects for which assistance is provided. |
| Category 2 Business | Section 3 business concern that: (b) Provides economic opportunities for residents of other public housing projects or Section-8 assisted housing managed by the PHA that is providing the assistance. |
| Category 3 Business | Section 3 business concern that: (c) Provides economic opportunities to YouthBuild Programs |

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| | |
|--------------------------------|--|
| Category 4 Business | Section 3 business concern that: Provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the assistance is provided. |
|--------------------------------|--|

b) Eligibility for preference. A business concern seeking to qualify for a section 3 contracting preference shall certify or submit evidence, if requested, that the business concern is a Section 3 Business Concern.

c) Ability to complete contract. A Section 3 Business Concern seeking a contract or a subcontract shall submit evidence to the recipient, contractor, or subcontractor (as applicable), if requested, sufficient to demonstrate to the satisfaction of the party awarding the contract that the business concern is responsible and has the ability to perform successfully under the terms and conditions of the proposed contract.

VI. REQUIREMENTS AND PROCEDURES

Establishing benchmarks.

HUD will establish Section 3 benchmarks for Section 3 workers or Targeted Section 3 workers or both through a document published in the Federal Register. HUD may establish a single nationwide benchmark for Section 3 workers and a single nationwide benchmark for Targeted Section 3 workers, or may establish multiple benchmarks based on geography, the type of public housing financial assistance, or other variables. HUD will update the benchmarks through a document published in the Federal Register, subject to public comment, not less frequently than once every 3 years. Such notice shall include aggregate data on labor hours and the proportion of PHAs and other recipients meeting benchmarks, as well as other metrics reported pursuant to §75.15 as deemed appropriate by HUD, for the 3 most recent reporting years.

Section 3 benchmarks will consist of the following two ratios:

(I) The number of labor hours worked by Section 3 workers divided by the total number of labor hours worked by all workers funded by public housing financial assistance in the PHA's or other recipient's fiscal year.

(II) The number of labor hours worked by Targeted Section 3 workers, as defined in §75.11(a), divided by the total number of labor hours worked by all workers funded by public housing financial assistance in the PHA's or other recipient's fiscal year.

Recipients of public housing financial assistance will be considered to have complied with requirements if they:

- (1) Certify that they have followed the prioritization of effort in Part 75;
- (2) Meet or exceed the applicable Section 3 benchmarks as described in 24 CFR Part 75.

Reporting

Reporting of labor hours for recipients of public housing assistance must report in a manner prescribed by HUD:

- (I) The total number of labor hours worked;
- (II) The total number of labor hours worked by Section 3 workers; and
- (III) The total number of labor hours worked by Targeted Section 3 workers.

Document the outreach steps taken, consistent with the steps listed on Document 00400 "Section 3 Economic Opportunity and Affirmative Marketing Plan", to demonstrate compliance in solicitation to Section 3 Business Concerns.

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The contractor and subcontractors must meet applicable requirements, follow the outreach steps described in the contractor's executed Plan, submit the required PHCD's post-award forms, and complete the required Section 3 workforce reports in the frequency and format requested by PHCD during the performance of the contract. Failure to comply with the requirements in the time frame requested may result in sanctions, termination of the contract for default, and debarment or suspension from future HUD-assisted contracts.

TRAINING AND EMPLOYMENT OPPORTUNITIES - RECRUITMENT

If subcontracting, contractor and subcontractors shall comply with the numerical goals for training and employment for new hires. Efforts to employ Section 3 Residents, to the greatest extent feasible, should be made at all job levels. Therefore, contractor and subcontractors shall comply with training and employment steps outlined in Document 00400 "Section 3 Economic Opportunity and Affirmative Marketing Plan", and must adhere to the following provisions:

- a) Commit to undertake efforts to train and hire qualified Section 3 workers for their existing vacant or new positions in connection with this award.
- b) Explain to all job applicants how to claim Section 3 preference using PHCD forms provided at each pre-construction meeting.
- c) Include the language available in Document 00404 "Section 3 Language for News Ads, Flyers, and Job Notices", in any job news ads, flyers, and community notices, when advertising the training and employment opportunities. Provide preference to Section 3 workers in the hiring and training opportunities in connection with this award. Notices must be placed at the job site where work is to take place and in the surrounding community during the performance of the contract.
- d) Must submit the required PHCD's post-award forms listed in Section VII in the frequency and format requested by PHCD, or upon request from the County on their efforts made to train and/or employ Section 3 residents in connection with this award and the results during the performance of the contract. Failure to comply with the requirements in the time frame requested may result in sanctions, termination of the contract for default, and debarment or suspension from future HUD-assisted contracts.

VII. REQUIRED DOCUMENTS FOR SUBMISSION

2. **PRE-AWARD:** Contractors/bidders should complete and submit the applicable documents listed below with the bid package or upon request from the County:

| Submit with BID Package | |
|-------------------------|--|
| Doc. # | Document/Form Name |
| 00200 | Section 3 Business Preference Claim (Only if claiming Section 3 preference) |
| 00400 | Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan) |

3. **POST-AWARD PROCESS:** The **lowest** responsive, responsible bidder selected and its subcontractors, must complete and submit the following documents within 14 days of award notification:

| AWARD PROCESS - REQUIRED DOCUMENTS | |
|------------------------------------|--------------------|
| Doc. # | Document/Form Name |

MIAMI-DADE COUNTY

| | |
|-------|---|
| 00403 | Training and Employment Outreach |
| 00404 | Section 3 Language for News Ads, Flyers and Job Notices (For inclusion in awardee's jobs ads) |
| 00406 | Letter of Intent to Subcontract/Solicit Section 3 Businesses |
| 00430 | List of Subcontractors Utilization |

VIII **Preference for Section 3 Residents in Training Employment Opportunities (24CFR Part 75)**

a) Order of providing preference. Contractors and subcontractors shall direct their efforts to provide, to the greatest extent feasible, training and employment opportunities generated by HUD funded projects to Section 3 workers in the order of priority provided below.

| | |
|---|---|
| Category 1 Residents (Highest priority) | Residents of the PHCD's public housing development or developments where work is to take place. |
| Category 2 Residents | Residents of other PHCD's public housing developments or programs managed by PHCD. |
| Category 3 Residents | Participants in HUD Youthbuild programs currently operating in Miami-Dade County. For more information, contact YWCA of Greater Miami, Inc. at 305-377-9922. |
| Category 4 Residents | Other Section 3 Residents: (a) Recipients of federal government housing assistance programs, such as Section 8, Section 202, HOME, etc., or who are participants in a federally funded job training program, such as Wages, etc, or Individuals who reside in Miami-Dade County, and meet the definition of a low- or very low-income person. |

b) Eligibility for preference. A Section 3 worker seeking the preference in training and employment *shall certify, and submit evidence to the recipient, contractor or subcontractor, that the person is a Section 3 worker as defined above.* Example of evidence of eligibility for the preference is evidence of receipt of public assistance, or evidence of participation in a public assistance program.

c) Eligibility for employment. Contractors and subcontractors are not required to hire/employ a Section 3 worker who does not meet the qualifications of the position to be filled.

IX

EMPLOYMENT OPPORTUNITIES

For information on employment opportunities and application assistance, contact the CareerSource South Florida, at (305) 594-7615, ext. 407, or at www.careersourcesfl.com or the State of Florida.

MIAMI-DADE COUNTY



PUBLIC HOUSING AND COMMUNITY DEVELOPMENT
701 NW 1st Court, 16th Floor, Miami, FL 33136 Ph. #786-469-4227
www.miamidade.gov/housing/Section3@miamidade.gov

SECTION 3 BUSINESS PREFERENCE CLAIM FORM DOCUMENT 00200

OPTIONAL DOCUMENT: Only applicable to current PHCD certified Section 3 (S-3) businesses who wish to claim a bidder's preference. Section 3 businesses must become certified at least two weeks prior to bid opening date to be eligible to claim Section 3 bidder's preference. Business application requests may be emailed to PHCD at Section3@miamidade.gov.

I, _____, certify that this _____
(Name of owner) (Business Name)
has been certified by PHCD as a Section 3 Business. Therefore, I am claiming contracting preference under the following category:

| Initials | Category | Section 3 Business' Categories: (Only initial the category that best applies to your business) |
|----------|----------|---|
| | 1 | Section 3 business concern that: (a) Provides economic opportunities for residents of the public housing projects for which assistance is provided. |
| | 2 | Section 3 business concern that: (b) Provides economic opportunities for residents of other public housing projects or Section-8 assisted housing managed by the PHA that is providing the assistance. |
| | 3 | Section 3 business concern that: Provides economic opportunities to YouthBuild Programs |
| | 4 | Section 3 business concern that: Provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the assistance is provided. |

| | | | |
|------------------------------|--|--------------------|---------------|
| | | | |
| (Print Name) | | (Signature / Date) | |
| | | | |
| (Title) | | (Phone Number) | Email address |
| | | | |
| (Company/Business/Firm Name) | | (Address) | |
| BID/RFP Number: | | BID/RFP Name: | |

Warning: Title 18, US Code Section 1001, states that a person who knowingly and willingly makes false or fraudulent statements to any Department or Agency of the United States is guilty of a felony. State law may also provide penalties for false or fraudulent statements.



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Section 3 Economic Opportunity and Affirmative Marketing Plan DOCUMENT 00400

Bidders should complete and submit this document with the bid package or upon request from the County:

| | | | |
|--|--|------------------------------|--|
| BID/RFP Number: | | BID/RFP Name: | |
| | | | |
| (Name of business owner, officer, representative, agent) | | (Company/Business/Firm Name) | |

The individual above, (awardee/contractor), is responsible for planning, implementing and tracking firm's Section 3 and affirmative marketing training, employment and contracting goals applicable to Public Housing and Community Development (PHCD) projects and must comply with United States Housing and Urban Development's (USHUD) Section 3 regulation at 24 CFR Part 75 (email PHCD Section3@miamidade.gov to obtain a copy).

Section I: Recruitment Procedures Required to Fill Vacant or New Positions Resulting from PHCD Awards (Applicable to Single Trade and Multi-Trade Projects)

1. Request from PHCD Section 3 Coordinator employment referrals from public housing residents, Section 8 and other housing program recipients, and low-income persons by email Section3@miamidade.gov.
2. Advertise the training and employment opportunities at the jobsite and surrounding neighborhood for targeted Section 3 residents and use the following language, which is available in Document 00404 "Section 3 Language for News Ads, Flyers and Job Notices" in all job notices and flyers:
"This project/activity/solicitation, in whole or in part, will be assisted through the Miami-Dade County Public Housing and Community Development with Federal funding and is covered under 24 CFR Part 75, Section 3 Economic Opportunities. Section 3 requires that job training, employment and contracting opportunities be directed to very-low and low-income persons or business owners who live in the project's area."
3. Schedule a time and place convenient for public housing and other Section 3 Residents to complete job applications and conduct job interviews, if applicable.
4. Contact YWCA of Greater Miami, Inc. at 305-377-9922, or fax 305-373-9922, for HUD Youthbuild employment referrals. You may also visit their web-site at www.ywca-miami.org for more information.
5. Send notices about Section 3 training and employment obligations and opportunities required for Public Housing and Community Development projects to labor organizations, where applicable (review *Section 3 Clause*).
6. Awardee/contractor and subcontractors are required to: (a) establish files to document all recruitment efforts and results when filling vacancies or new positions in connection with PHCD projects; (b) use Document 00403 "Training & Employment Outreach" form to document agency referral responses, and (c) produce evidence of recruitment efforts to PHCD as requested.
7. Awardee/contractor is responsible for collection of subcontractor(s) training and employment documentation outreach efforts described in this document, new hire reports (required) and weekly employment forms (only when subcontractor(s) hire workers for vacant or new positions in connection with PHCD awards).
8. Will Subcontractor(s) be used? **YES** ☐ / **NO** ☐ If yes, Awardee/contractor is also required to comply with section II of this document.

Section II: Awardee/contractor Recruitment of Section 3 Businesses

Awardee/contractor shall demonstrate compliance in solicitation to the business categories, listed above, by following the steps described on page two of this Plan and providing evidence to PHCD when requested.

1. Refer any interested subcontractors that may meet the criteria to become a certified Section 3 Business to PHCD Section 3 Coordinator (Compliance) for assistance with completions and submittal of Section 3 Business Application.
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MIAMI-DADE COUNTY

Section 3 Economic Opportunity and Affirmative Marketing Plan DOCUMENT 00400

2. Request from PHCD Section 3 Coordinator employment referrals from public housing residents, and other housing program recipients, and low-income persons by email Section3@miamidade.gov.
3. Advertise for Section 3 subcontractors (subs) in construction trade journals, and post notices and distributes flyers at work site and surrounding neighborhood. The purpose of such advertisements is to make prospective subs aware of the Section 3 preference requirements applicable to PHCD project awards.
4. Send via fax, email or hand-deliver Document 00406 **"Letter of Intent to Subcontract/Solicit Section 3 Businesses"** to all prospective subcontractor businesses for work in connection with each PHCD award.
5. Allow each subcontractor a minimum of five (5) business days to respond to contractor's solicitation by returning the applicable form(s) completed and signed. All forms received from Section 3 Businesses subcontractors should be sent to PHCD within 14 days of notification.
6. Use the Document 00403 **"Training and Employment Outreach"** form to document recruitment and follow-up with subcontractors. Make a second attempt to solicit to any Section 3 Business Concerns, who did not respond to the first solicitation attempt, using a variety of communication methods, i.e. facsimile, telephone, e-mail, etc.
7. Awardee/contractor is required to retain any documentation of outreach efforts and responses received from any organizations and subcontractors contacted for each PHCD project award, for three years after project completion.
8. Awardee/Contractor should submit all post award forms referenced in this document to PHCD, or upon request from the County via email at Section3@miamidade.gov, within 14 days of notification.

| | | | |
|------------------------------|--|-------------------|-----------------|
| | | | |
| (Print Name) | | (Signature/ Date) | |
| | | | |
| (Title) | | (Phone Number) | (Email address) |
| | | | |
| (Company/Business/Firm Name) | | (Address) | |
| BID/RFP Number: | | BID/RFP Name: | |

DOCUMENT REQUIRED WITH BID SUBMISSION OR UPON REQUEST FROM THE COUNTY FROM BIDDERS WHO HAVE NOT PREVIOUSLY SUBMITTED PLAN UNDER MCC 7360 PLAN.

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MIAMI-DADE COUNTY



PUBLIC HOUSING AND COMMUNITY DEVELOPMENT TRAINING AND EMPLOYMENT OUTREACH DOCUMENT 00403

Awardee/contractor and subcontractors are required to document all recruitment efforts and results when filling vacancies or new positions in connection with PHCD projects. Please record your efforts below and submit to PHCD within 14 days of notification, when subcontracting. Use additional pages if necessary.

| | | | |
|--|--|-------------------------|-----------------------|
| Project Name: _____ Project Number: _____ Date: ____/____/____ | | | |
| Contractor Print Name | | Contractor Company Name | Email address Phone # |

| Date | Agency/Organization | Contact Person | Phone # | Job Category (Type of trade or Service Needed) | Response | Quote | Follow up Action Taken (where applicable) |
|------|---------------------|----------------|---------|--|----------|-------|---|
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Section 3 Language for News Ads, Flyers, and Job Notices

DOCUMENT 00404

Congress established the Section 3 policy to guarantee that the employment and other economic opportunities created by Federal financial assistance for housing and community development programs should, if possible, be directed toward low- and very-low income persons, particularly those who are recipients of government assistance for housing.

The following language must be included in all advertisements/solicitations/flyers and advertised according to the scope of services and value of this solicitation.

"This project/activity/solicitation, in whole or in part, will be assisted through the Miami-Dade County Public Housing and Community Development with Federal funding and is covered under 24 CFR Part 75, Section 3 Economic Opportunities. Section 3 requires that job training, employment and contracting opportunities be directed to very-low and low-income persons or business owners who live in the project's area."

For more information on the Section 3 requirements, or to request and application you may contact Public Housing and Community Development (PHCD) Section 3 Coordinator by email at Section3@miamidade.gov, or visit PHCD's website at <http://www.miamidade.gov/housing/section-3.asp>

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LETTER OF INTENT TO SUBCONTRACT/SOLICIT SECTION 3 BUSINESSES DOCUMENT 00406

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1988 that is intended to foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance provide job training, employment, and contracting opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods.

The goal of Section 3 is to ensure that employment and other economic opportunities generated by federal financial assistance for housing and community development programs are directed toward low- and very low-income persons, particularly recipients of government assistance.

Project Name: _____ Project Number: _____

Contract Award Amount: \$ _____ Date: ____/____/____ Phone/Fax #: _____

From: _____
Contractor Print Name Contractor Company Name Email address

To: _____
(Subcontractor) Name Business (Subcontractor) Name Phone/Fax #

Please be advised that I intend to subcontract the following work in connection with the above Public Housing and Community Development's project/contract, which is subject to Section 3 requirements:

| Type of Work required to be performed by subcontractor | Job Category: Specialty Trade or Service Needed | Type of License Required, if any |
|--|---|----------------------------------|
| | | |
| | | |
| | | |

(To be completed by subcontractor and submitted at the time of bidding)

If the subcontractor is interested in submitting a bid for a PHCD's project/work awarded to the above named contractor, the subcontractor must complete Section II of this form and return/submit to the contractor within five (5) business days. Otherwise, if not interested or unable to perform work, the subcontractor shall complete the "Certificate of Unavailability" form and return/submit it to the contractor within five (5) days.

Business/subcontractor's Federal Employer Identification # or SS# (last 4-digits): _____

I, _____, of _____,
(Print Name) (Title) (Business Name)

certify, that my business: ☐ Is Certified as Section 3 Business by PHCD
☐ Is not certified, but interested in becoming a certified S3 Business by PHCD

Holds the following State of Florida and/or MDC professional or technical licenses:

License: _____ Expiration Date: ____/____/____

License: _____ Expiration Date: ____/____/____

My business has the sufficient capacity to perform the type of work required, the valid license(s) and/or permit(s) as applicable, the ability to obtain bonding that is consistent with normal industry practice (if applicable), and the ability to meet the bid specifications.

Contractor Signature: _____ Date: ____/____/____

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PUBLIC HOUSING AND COMMUNITY DEVELOPMENT
LIST OF SUBCONTRACTORS UTILIZATION SECTION 3 BUSINESS
DOCUMENT 00430

DOCUMENT REQUIRED WITH BID ON ALL SINGLE AND MULTI-TRADE PROJECTS. Contractor should include information about all subcontracts on this form, and attach documentation to demonstrate the affirmative steps undertaken to solicit and award contracts (where subcontracts are applicable) to Section 3 (S-3) businesses, in accordance with solicitation procedures described in the proposal or bid.

| | | | | | | | |
|---|--|--|--|--|--|---------------------|--|
| Project Name: _____ | | Project #: _____ | | Contract Award Amount: \$ _____ | | Federal ID #: _____ | |
| Contractor Business Name: _____ | | | | Address: _____ | | | |
| Name of Person Completing Form: _____ | | | | Email Address: _____ | | Phone #: _____ | |
| Contractor's Racial/Ethnicity Code (optional): <input type="checkbox"/> | | S-3 Business: Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | | |
| Will subcontractors be used? Yes <input type="checkbox"/> No <input type="checkbox"/> | | If yes, please complete information below for all subcontractors being utilized. | | | | | |
| TOTAL AMOUNT OF SUBCONTRACTS: \$ _____ | | | | TOTAL AMOUNT AWARDED TO SECTION 3 BUSINESSES: \$ _____ | | | |

| Subcontractor (SC) Information: Name, Address, Phone and Fax Numbers | Federal ID # | Section 3 Business Yes/No | Racial/ Ethnic Code** | Contract Amount | Trade, Service or Supply | Competitive or Negotiated Bid |
|---|-----------------|---------------------------------|-----------------------------|--------------------|--------------------------------|----------------------------------|
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*RACIAL/ETHNIC CODES: 1 - White Americans 2 - Black Americans 3 - Native Americans 4 - Hispanic Americans 5 - Asian/Pacific Americans 6 - Hasidic Jews.

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